



**Alaska Industrial Development and Export Authority
Alaska Energy Authority**

Job Description

PCN (s)	08-0208
JOB TITLE	AEA EXECUTIVE DIRECTOR
LOCATION	ANCHORAGE
RANGE	28
REPORTS TO	AEA BOARD OF DIRECTORS
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	LINDA SENN JULY 2017
APPROVED BY (NAME AND DATE)	AEA BOARD CHAIR JULY 2017

POSITION PURPOSE:

The Executive Director (ED) of the Alaska Energy Authority (AEA) serves as the Chief Executive Officer of the Authority, responsible for all business and operations of AEA. This position reports directly to the AEA Board of Directors and directs the operations of AEA through its management structure. The ED works closely with the Board as it sets Authority policies, goals, and objectives, and is responsible for the execution of Board directives through AEA's management team. The ED communicates with the Governor, Commissioners of principal State departments, the Legislature, business community, and the general public.

ESSENTIAL FUNCTIONS:

- Through AEA's management team, implements the Authority's mission, goals, strategies and policies as directed by the Board.
- Works with the Board to establish long-range vision, strategies, goals, policies and plans; including leading the strategic planning process and working with the Board and stakeholders to implement the strategy to achieve that vision.
- Advises the Board on the impact of long-range planning, introduction of new programs, strategies and regulatory actions.
- Oversee AEA's owned assets and advise the Board on best uses of the leverage within those assets to attain future goals.
- Oversight responsibility of the Authority's rural energy programs, including energy system upgrades, loan programs, alternative/renewable energy, energy efficiency, and the Power Cost Equalization program.
- Evaluates Authority programs in relation to AEA's mission and Board approved goals and objectives, recommending modifications and proposing new programs.
- Communicates regularly with the Board regarding the status of the Authority's programs, operations and finances.

- Directs all financial operations of the Authority, providing timely analysis of budgets, financial reports and financial trends.
- Makes decisions regarding issues facing the Authority.
- Develops, implements and enforces organizational policies and procedures that will improve the overall efficiency and effectiveness of the Authority.
- Formulates practices that will result in effective and cost effective Authority operations.
- Reviews and analyzes legislation, laws, regulations, and other public policies that may affect the Authority's mission and programs and recommends changes when appropriate.
- Develops and maintains professional/cooperative relationships with local, state and federal agencies; and Authority business partners.
- Works with legislative or other government committees regarding policies, programs, and budgets.
- Coordinates with the Regulatory Commission of Alaska on vital regulatory issues affecting energy utilities across Alaska.
- Serves as the chief spokesperson promoting the Authority and its mission, goals and programs to communities throughout Alaska and to the public at large.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business and management principles involved in strategic planning, goal setting, and establishing performance standards
- Knowledge of effective operational approaches and management practices
- Knowledge of principles and practices of public and private sector finance, economic analysis and negotiations as well as working with laws, regulations, and policies of various government agencies
- Knowledge of project management
- Knowledge of public sector budget preparation and administration
- Knowledge of methods of procurement, contract negotiation and administration
- Knowledge of project financing
- Knowledge of Alaska rural communities and culture
- Strong problem solving and decision making skills
- Strong public speaking and presentation skills
- Ability to effectively communicate orally and in writing
- Ability to build consensus and resolve issues
- Ability to plan, organize, direct and coordinate
- Ability to analyze problems, identify solutions, and effectively negotiate
- Understanding of legislative processes

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; talk and hear. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Position requires intermediate skills in spreadsheet and word processing software, and basic skills in database software, email and general office equipment.

DESIRED QUALIFICATIONS:

This position requires a degree in business, economics, finance, public administration, law, or a related field, and a minimum of 10 years of progressively responsible experience demonstrating executive management skills, leading an executive team. A master's degree or other advanced degree in a related field is preferred. Experience communicating with the public, businesses, and governmental agencies required. Experience working with Legislative committees and other state agencies desirable.

SUPERVISION:

This position supervises the AEA Executive Assistant, the Human Resources Manager, the Chief Operating Officer, the Chief Financial Officer, and the Government Relations/Outreach/Efficiency Manager. Because the Chief Financial Officer and the Human Resources Director also provide services to the Alaska Industrial Development and Export Authority (AIDEA) through a cooperative service agreement with AEA, the ED of AEA coordinates with the ED of AIDEA on priorities, schedule, and annual reviews for these two individuals. All PCNs and reporting structures are subject to change.