



Alaska Industrial Development and Export
Authority

Position Description

PCN	08-0425
JOB TITLE	PROGRAM MANAGER - ENERGY DATA
LOCATION	ANCHORAGE
RANGE	18/20 FLEX
REPORTS TO	PLANNING MANAGER 21-7014
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	NEIL McMAHON OCTOBER 2017
APPROVED BY (NAME AND DATE)	CADY LISTER JANUARY 2018
EFFECTIVE DATE	JANUARY 4, 2018

POSITION PURPOSE:

This position is responsible for the overall management of Alaska Energy Authority's energy data. The Program Manager will take a lead in compiling and analyzing community-specific data that will help AEA, communities, and other stakeholders make business and investment decisions to provide required energy services at lowest cost. The work includes the preparation of data reports in graphical, tabular, and narrative formats; and gathering and analyzing energy production data from Renewable Energy Fund (REF) projects, the Power Cost Equalization (PCE) program, and other community energy and social-economic data, working directly with communities to collect, analyze, and interpret appropriate data. This position is responsible for multi-agency coordination related to data management.

ESSENTIAL FUNCTIONS:

Energy Data Management

- Manage multiple energy databases, direct their structural development, and accurately import and document incoming data. Work with other agencies and manage contractors to coordinate data sharing and the development of the databases.
 - Interacts with staff from a broad range of agencies and organizations, including electrical power and gas utilities; AHFC; RCA; US BLM, BIA, DOE, USDA; DNR divisions of Geological & Geophysical Surveys, Oil & Gas, Forestry, and Mining, Land & Water; DCCED; DOTPF; and the University of Alaska.
 - energy resource data including natural gas, coal, gas hydrates, geothermal, wind, hydro, ocean, and biomass;
 - energy generation and use data, including electrical energy use, fuel usage and cost, utility financials, built environment, and energy infrastructure.

- Supports staff economist, planning manager, project managers, outreach team, and management team with accurate, well-documented data, analysis and reporting
- Works with communities and utilities to identify, gather, and interpret datasets
- Assist in tracking and evaluating AEA program data
- Works with agency IT team to ensure technical resources are available and comply with State of Alaska requirements.
- Assist in updating and implementing the agency data plan.

General Project Management

- Assists in managing agency projects
 - Develops project scope to meet agency goals, funding requirements, and prepares project budgets.
 - Reviews/evaluates contractor performance and makes future project recommendations.

Other Duties as Assigned

- May direct day-to-day work of temporary interns and other employees that assist in the Program Development and Project Evaluation section tasks.
- Conducts other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; 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.

Travel to remote communities on small planes.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

Requires advanced skills in word processing, database software, and spreadsheets. Requires basic skills with email and general office equipment. Prefer skills with programming (Python, R, Matlab, other), page layout software and experience with database management and development.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong working knowledge of relational database creation and maintenance, including metadata and proper documentation.
- Skills in writing, public speaking, and interpersonal communications.
- Skills in computer programs including Microsoft Office suite (especially Excel), data visualization and data analysis preferable.
- Strong working knowledge of quantitative research methods
- Ability to work independently in all aspects of a project, including analyzing data structure, generating and compiling data, generating metadata, planning budgets, managing database projects, synthesizing data, preparing and publishing reports and presentations.

- Ability to make technically sound decisions on project activities.
- Ability to interact well with a diverse group of contacts.
- Application of basic tools of economic and financial analysis

DESIRED QUALIFICATIONS:

Bachelor's degree and advanced training or experience in a quantitative subject (engineering, science, computer science, finance, business, or economics), and two years of related experience in practical research or consulting required.

DISTINGUISHING CHARACTERISTICS:

- At Range 20, demonstrates mastery of position responsibilities.
- At Range 20, works independently with limited supervision.