



Job Description

PCN	08-X077
POSITION TITLE	ENERGY FUNDING RESOURCE SPECIALIST
LOCATION	ANCHORAGE
RANGE	20/22 FLEX
REPORTS TO	PRELIMINARY DESIGN AND ENVIRONMENTAL MANAGER 08-X073
FLSA EXEMPT	YES
REVIEWED BY (NAME/DATE)	BETSY MCGREGOR FEBRUARY 2018
APPROVED BY (NAME/DATE)	CADY LISTER FEBRUARY 2018
EFFECTIVE DATE	2/15/2018

POSITION PURPOSE:

This position supports communities, regional entities and the State of Alaska in identifying and accessing funding mechanisms, both grants and loans, to support energy projects and programs as part of the Alaska Energy Authority's mission to reduce the cost of energy in Alaska. The position monitors federal, state, local and private funding opportunities to develop and support energy projects, systems and programs in Alaska and provides leadership in identifying creative funding solutions. The position also works with communities to assist them in increasing their financial literacy and improving the financial health of their utility.

ESSENTIAL FUNCTIONS:

- Supports AEA's management team and other staff by providing information about funding opportunities to support program activities.
- Tracks federal and private grant opportunities and makes information available to both internal and external interested stakeholders in a format that is easy to understand.
- Provides support to AEA staff in identifying funding to support programs and assistance in accessing that funding, including grant writing, reporting, budgeting, etc.
- Provides support to rural communities in identifying funding to support programs and assistance in accessing that funding, including grant writing, reporting, budgeting, etc.
- Provides training assistance to communities in basic financial business practice including bookkeeping, planning for capital infrastructure projects, maintenance and general operations.
- Communicates orally and in writing with colleagues, contacts in state, local and federal government agencies, consultants, communities and the public.
- Ability to work with communities in Alaska to assist in energy project financing and utility financial management including communicating impacts to different stakeholder groups within the community.
- Produces visually stimulating presentations to adequately convey content.

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 and to lift up to 25 pounds. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

Requires advanced skills in word processing, database software, presentation software, and spreadsheets. Requires basic knowledge of business management, financial planning and accounting. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Alaska energy issues and communities.
- Proven organizational and analytical skills, with the ability to evaluate data, compile statistics and prepare reports, graphs, tables and charts.
- Knowledge of basic power systems, including power plants, diesel fuel tank farms, alternative energy types (wind, hydro, biomass) and energy efficiency and conservation.
- Knowledge of project management including economic and small community energy infrastructure development projects.
- Knowledge of industry practices in the design and construction of infrastructure, and contract administration practices.
- Knowledge of business management best practices in accounting, planning and project development.
- Knowledge of AIDEA and AEA regulations.
- Excellent communication skills, both oral and written, in order to deal effectively with a variety of interpersonal relationships and situations.
- Skills in writing, communicating, negotiating, problem solving and specifications.
- Understanding of financial systems in cities, Tribes and utilities including ability to read financial statements.
- Excellent analytical, project management skills with the ability to evaluate data.
- Must perform in dynamic environment with highly skilled professionals on a variety of challenging projects.

DESIRED QUALIFICATIONS:

Bachelor's degree from a regionally accredited university in Natural Resources, Social Science, Economics, Business, Journalism or a related field with at least three years of related experience. Must have a confident, professional demeanor and presence to effectively command attention and respect from a diverse audience, both internally and externally. Must be able to work with a wide range of audiences to convey information about the utility industry, business management and reporting. Must have the ability to successfully manage multiple tasks and projects simultaneously.

DISTINGUISHING CHARACTERISTICS: (FROM SIMILAR HIGHER OR LOWER POSITIONS IN THE SAME CLASS)

At the higher level, the position is distinguished from lower ranges as having more complexity and responsibilities, which include assisting with the establishment of new financing tools and evaluating their impacts on State energy policy and rural communities.