



## ALASKA ENERGY AUTHORITY

### GENERAL COUNSEL

#### JOB DESCRIPTION:

<b>PCN (s)</b>	<b>08-0466</b>
<b>JOB TITLE</b>	<b>GENERAL COUNSEL</b>
<b>LOCATION</b>	<b>ANCHORAGE (PREFERRED)</b>
<b>RANGE</b>	<b>26 OVERRIDE</b>
<b>REPORTS TO</b>	<b>AEA EXECUTIVE DIRECTOR (PCN 08-0200)</b>
<b>FLSA EXEMPT</b>	<b>YES</b>
<b>REVIEWED BY (NAME AND DATE)</b>	<b>KAREN TURNER      DECEMBER 2023</b>
<b>APPROVED BY (NAME AND DATE)</b>	<b>CURTIS THAYER      DECEMBER 2023</b>
<b>EFFECTIVE DATE</b>	

#### AEA:

The Alaska Energy Authority (AEA) is home to the state's energy office and is the lead agency for energy policy and program development. Created in 1976 by the Alaska Legislature, AEA is a public corporation of the State of Alaska governed by a board of directors. It works to ensure that Alaskans have access to safe, reliable, affordable energy. AEA's mission is to develop and implement low-cost, reliable energy solutions for more than 730,000 Alaskans. It does this by administering various programs, including Owned Assets, Power Cost Equalization, Rural Energy, Alternative Energy and Energy Efficiency, Grants and Loans and Energy Planning.

#### POSITION PURPOSE:

AEA's General Counsel will provide legal advice and support to the AEA Executive Director and Board of Directors on a wide array of regulatory, compliance, and business matters. The position oversees and manages the provision of legal services related to the operating activities of AEA, corporate governance, and Alaska law and serves as a critical member of the Executive Leadership Team.

#### ESSENTIAL FUNCTIONS:

- Drafts, reviews, interprets, and advises on the negotiation of contracts and other legal documents including agreements related to AEA assets, investments and commercial and client/vendor agreements; provides analysis and advises on potential risks related to such agreements.

- Coordinates with the Alaska Department of Law in the preparation of draft legislation and regulations; reviews and provides advice to the Executive Director, Board Members and staff on active or proposed legislation impacting AEA; provides testimony before the Legislature on matters relating to AEA; and participates in briefings, committee hearings, and special presentations to the Legislature as needed.
- Manages and coordinates AEA's procurement and engagements with external counsel, including evaluating when outside counsel is appropriate.
- Provides advice and ensures compliance with various Alaska laws, regulations, and statutes relating to AEA; provides regular legal counsel to support the daily business operations of AEA and its Board Members and stays current on changes to applicable legislation, statutes, and regulations to ensure compliance by AEA.
- Ensures corporate governance compliance for AEA, and executes and maintains official corporate filings, documents, reports, and records as required.
- Prepares and reviews resolutions for AEA Board action regarding governance, investments, administrative, ethics, and disclosure policies.
- Provides counsel regarding litigation and/or coordinates responses to claims from external parties.
- Ensures that the Alaska Department of Law is apprised of legal matters of a non-routine nature; meets all applicable Department standards and requirements; and collaborates with the Department or its assigned designee through regular meetings and communication.
- Coordinates and manages AEA staff responses to various requests for information including those from the AEA Executive Director, Board of Directors, the Alaska Department of Law, the Legislature, and the public.
- Performs other duties or delegations as required and assigned by the Executive Director and/or the Board of Directors.

## **PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

While performing these job duties, General Counsel is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. General Counsel is occasionally required to reach with hands and arms, and/or move 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 intermediate skills in word processing, presentation software, and spreadsheets. Requires basic skills with email and general office equipment.

## CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to navigate complex State of Alaska regulatory matters.
- Knowledge of State of Alaska energy issues.
- Knowledge of contract law, commercial transactions, and loan and investment documentation.
- Ability to maintain effective working relationships with a variety of internal and external parties.
- Ability to communicate legal or regulatory issues to non-legal parties.
- Strong legal research, analytical, and decision-making skills in a fast-paced environment.
- Ability to work independently without supervision and prioritize multiple deliverables to meet deadlines.
- Ability to respond effectively to sensitive inquiries and handle confidential information.

## QUALIFICATIONS:

A J.D. (doctor of jurisprudence) from an accredited law school is required. Also required is a minimum of 10 years of experience as a licensed attorney performing the duties specified above. Experience in advising governmental entities is highly preferred. Must be presently admitted to the Alaska Bar or admitted within 10 months of appointment.