



## Alaska Industrial Development and Export Authority

### Job Description

<b>PCN (s)</b>	
<b>JOB TITLE</b>	<b>GENERAL COUNSEL</b>
<b>LOCATION</b>	<b>ANCHORAGE</b>
<b>RANGE</b>	<b>27 OVERRIDE</b>
<b>REPORTS TO</b>	<b>AIDEA EXECUTIVE DIRECTOR (PCN 08-0200)</b>
<b>FLSA EXEMPT</b>	<b>YES</b>
<b>REVIEWED BY (NAME AND DATE)</b>	<b>MEGAN SCHMIDT    JUNE 2022</b>
<b>APPROVED BY (NAME AND DATE)</b>	<b>ALAN WEITZNER    JUNE 2022</b>
<b>EFFECTIVE DATE</b>	<b>JUNE 2022</b>

#### POSITION PURPOSE:

This is a new position reporting to the AIDEA Executive Director that will provide legal services to AIDEA and AEA. The General Counsel for the Authorities will work in collaboration with the State of Alaska Department of Law, provide legal advice and support to the AIDEA and AEA Executive Directors, as well as the Board of Directors, on a wide array of regulatory, compliance, and business matters. This position oversees and manages the provision of legal services related to the operating activities of the Authorities, 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 AIDEA/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 Directors, Board Members and staff on active or proposed legislation impacting the Authorities; provides testimony before the Legislature on matters relating to AIDEA/AEA; participates in briefings, committee hearings, and special presentations to the Legislature as needed.
- Manages and coordinates AIDEA/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 AIDEA/AEA; provides regular legal counsel to support the daily business operations of AIDEA/AEA and its Board Members; stays current on changes to applicable legislation, statutes, and regulations to ensure compliance by the Authorities.

- Ensures corporate governance compliance for AIDEA/AEA; executes and maintains official corporate filings, documents, reports, and records as required.
- Prepares and reviews resolutions for AIDEA/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 assigned designee through regular meetings and communication.
- Coordinates and manages AIDEA/AEA staff responses to various requests for information including those from the AIDEA/AEA Executive Directors, 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 Directors and/or the Board of the Authorities.

#### 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/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.
- Extensive 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 be able to 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. A minimum of 7 years of experience as a General Counsel and/or prior law firm experience in advising governmental entities is highly preferred. Must be admitted to the Alaska Bar.