PCN 10 - ___ (Vacant awaiting recruitment)
Working title: Executive Director, Citizens Advisory Commission on Federal Areas (CACFA)

Commission Chair;

Receives general direction from: CACFA Commission and Chair.

Administrative requirements of Department of Natural Resources overseen by Deputy

Commissioner, Department of Natural Resources.

DEFINITION

This position serves as the Executive Director of the Governor and Legislature appointed Citizens Advisory Commission on Federal Areas (CACFA) established under AS 41.37 (HB 87 – Chapter 40, SLA 07). The Executive Director coordinates and administers all activities of the commission and advisory committees; develops, administers and promotes efforts to address issues related to the commission; assures compliance with the Alaska Administrative Procedures Act; serves as commission parliamentarian; supervises personnel within the commission; maintains fiscal and budgetary responsibility for the component; facilitates communication between the Commission, legislature, federal and state officials, and the public; and provides procedural and technical assistance. The incumbent communicates with and interacts with the general public and interest groups (state/national/international) focused on management of federal lands. This position serves as a direct link to coordinate and communicate with respect to Commission decisions, actions and activities.

FUNCTIONS

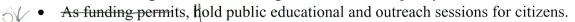
Facilitate CACFA Policy: 31%

- Read and analyze current federal land management regulations, plans, policies and practices on behalf of commission.
- Monitor and review changes to federal plans, policies and regulations on behalf of the Commission.
- Prepare briefing documents and analyses for Commission members of key regulations, policies, proposed legislation, and agency plans
- Research, draft and prepare public testimony and/or formal written comments (for direct delivery or for the Commission Chair) to a variety of formal bodies, including the State Legislature, Congress, federal and state agencies, as directed and approved by the Commission.
- Research, draft, prepare and sign other routine correspondence on behalf of the Commission.
- Consult with or request legal assistance on legal matters and potential litigation when necessary in recognition of the Commission's litigation authority.
- Develop and maintain an orientation program for newly appointed commission members.
- Serve as media spokesperson for the commission.

Assisting individual Alaskans: 24%

Promote the Commission as a place where individuals can go for assistance or advice regarding federal land management agencies or issues.

- Educate individuals about their rights and responsibilities under ANILCA and other relevant Federal land management statutes regarding their present circumstances.
- Provide assistance to individuals who are dealing with applications and other administrative requests to federal agencies.
- Follow up on citizen complaints brought to the Commission: conduct research and assist in resolution with the affected federal land manager; make recommendations for action to the commission to the extent their involvement may be needed.
- When appropriate, try to mediate a mutually acceptable outcome.
- If patterns of poor public policy emerge, work with effecting federal agency(s) and the State ANILCA Program to look for larger solutions at the policy level.



Liaison: 16%

- Develop and maintain working relationship with the State ANILCA Program (through State ANILCA Coordinator in the Office of Project Management and Permitting).
- Develop and maintain working relationships with state land and resource agencies that are involved in federal land management issues.
- Develop working relationships with the federal land management agencies.
- Develop working relationships as needed with local governments (boroughs and cities) located in or adjacent to federal lands in Alaska.
- Consult and coordinate as needed with non-governmental organizations.
- Consult and coordinate as needed with other land management entities.
- Monitor the Federal Register and alert Commission members, State Legislators, State ANILCA Team, and affected Native regional corporations of items of interests.
- Respond to information requests from Congressional staff.
- Attend key federal public meetings of interest to the Commission.

Commission meetings: 13%

- Schedule Commission meetings to meet the needs of Commission members and the public.
- Arrange meeting location and coordinate meeting logistics.
- Prepare and provide public notice of Commission meetings consistent with notice requirements in AS 41.37.220(h).
- Arrange travel for Commissioners. Prepare Commission meeting agendas.
- Schedule speakers and presentations.
- Oversee preparation of advance meeting packets.
- Present Director's report at each meeting.
- Facilitate consensus among Commission members at meetings.
- Assist Commission members in drafting resolutions.
- Prepare and circulate draft and final notes for Commission meetings.
- Ensure that Commission meetings adhere to all requirements of AS 41.37.160 41.37.260 and all other appropriate statutes governing public meetings.

Budget: 7%

• Prepare draft budgets in consultation with DNR.

- Meet with legislators in Juneau during the legislative budget cycle to answer questions and facilitate consideration of the CACFA budget.
- Administer the budget.
- Ensure that the Commission and staff follow all state procurement requirements.
- Ensure that the Commission and staff expenditures do not exceed budget allocations provide by the legislature.

Supervisory Duties: 7%

- Hiring/firing of staff, subject to approval of the Commission.
- Sign leave slips, approving travel, etc. for staff.
- Assign and approve work of staff.
- Provide training opportunities for staff.
- Prepare staff performance evaluations.
- Administer grants and contracts.
- Ensure that staff complies with all appropriate state administrative laws and procedures, including state ethics laws.

Other: 2%

- Draft Annual Report for Commission approval and submission to the Governor and Legislature within the first ten days of the legislative session.
- Establish and maintain Commission files containing information on Commission meetings, records of all Commission correspondence, and other pertinent documents.
- Maintain library or web site directory of federal land planning and other relevant documents for Commission members use.