

Work with Department of Natural Resources staff to prepare draft budgets.

Meet with legislators during legislative budget cycle; provide information and facilitate consideration of the CACFA budget.

Supervise Commission support staff.

Knowledge, Skills, and Abilities

Working knowledge of business administration principles and techniques, fiscal monitoring and control methods and practices, and meeting logistics.

Some knowledge of land management agencies in Alaska and related statutes and regulations.

Some knowledge of public administration and government operations.

Ability to interpret and ensure compliance with federal regulations, contracts, and agreements pertaining to land management.

Ability to develop effective working relationships with Commissioners, State government executives, legislators and legislative staff, and federal government representatives.

Ability to independently manage Commission support activities, provide information related to Commission duties, and determine when issues should be brought to the Commission's attention.

Minimum Qualifications

Positions in the partially exempt service are exempt from the recruitment processes required by AS 39.25.150 (3)-(10).

Special Note

The partially exempt service is established by statute and is subject to the state's classification and pay plans. Employees appointed to partially exempt positions are exempt from the usual recruitment process and serve at the discretion of the appointing authority. Partially exempt positions are not covered by the terms of a collective bargaining agreement.

Minimum Qualification Questions

Do you have the knowledge and skills necessary to succeed in this position?

Class History: