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PCN 10 - \_\_\_\_ (Vacant awaiting recruitment)  
Working title: Executive Director, Citizens Advisory Commission on Federal Areas (CACFA)  
Reports to and Supervised by: 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.
- ~~As funding permits,~~ hold public educational and outreach sessions for citizens.

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 provided 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.