State of Alaska

Class Specification

Class Title: Executive Director, Citizens Advisory Commission on Federal Areas

Class Code: P AKPAY Code: K00 Range: ##

Category: _

Group: P Job Family: P ##

SOC Code: ##-#### EEO-1: ## EEO-4: #

Series: None

Series Description

This job class is not included in a class series.

Class Definition

The Executive Director, Citizens Advisory Commission on Federal Areas, coordinates and administers the activities of the Commission and advisory committees in accomplishing the Commission's duties set forth in AS 41.37.220.

The position in this job class is in the Partially Exempt Service through action of the Personnel Board in accordance with AS 39.25.130.

Distinguishing Characteristics

The Executive Director, Citizens Advisory Commission on Federal Areas, develops, administers, and promotes efforts to address land management issues before the Commission and provides assistance and advice to individuals regarding federal land management agencies and issues. The incumbent supervises or performs the Commission's administrative support functions such as fiscal and budgetary monitoring and reporting for the Commission, and serves as commission parliamentarian.

Examples of Duties

Research, analyze, and prepare briefing documents for commission members on federal land management regulations, policies, practices, agency plans, and proposed legislation.

Consult on or request legal assistance on legal matters or potential litigation to support the Commission's litigation authority.

Educate individuals about their rights and responsibilities under ANILCA and other relevance federal land management statutes. Assist individuals in dealing with applications and other administrative requests to federal agencies.

Follow up on citizen complaints brought to the Commission. Conduct research and mediate resolution with the affected federal land manager.

Schedule Commission meetings; arrange location and coordinate logistics; prepare and publish public notices; arrange travel for Commissioners; schedule speakers and presentations.

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: