



Alaska Industrial Development and Export  
Authority

**Job Description**

<b>PCN</b>	<b>08-X098</b>
<b>JOB TITLE</b>	<b>ECONOMIST</b>
<b>LOCATION</b>	<b>ANCHORAGE</b>
<b>RANGE</b>	<b>20/22/24 FLEX</b>
<b>REPORTS TO</b>	<b>PLANNING DIRECTOR (08-0230)</b>
<b>FLSA EXEMPT</b>	<b>YES</b>
<b>REVIEWED BY (NAME AND DATE)</b>	<b>TW PATCH      APRIL 2020</b>
<b>APPROVED BY (NAME AND DATE)</b>	<b>CURTIS THAYER   APRIL 2020</b>
<b>EFFECTIVE DATE</b>	<b>APRIL 16, 2020</b>

**POSITION PURPOSE:**

This position provides economic and technical evaluations of existing and proposed energy projects, including grant and loan evaluations. The position requires the exercise of independent judgment and analysis.

**ESSENTIAL FUNCTIONS:**

Economic Analysis and Project Evaluation

- Provides economic analysis and support to decision makers.
- Prepares financial modeling, financial analysis, and valuation for projects.
- Prepares analysis, commentary and materials for presenting project information to the Board and stakeholders.
- Conducts research on renewable, emerging, and efficiency trends in technology and financing.
- Synthesizes energy generation, consumption, and system description reports from existing AEA databases and other sources. Evaluates potential energy projects proposed by the general public, the legislature, government agencies and private companies.
- Assess economic costs/benefits and other impacts of various energy supply and demand side measures and projects.
- Provides review, research and analysis of Power Project Fund loan applications.
- Provides data management and analysis for the publication of the annual Alaska Energy Statistics Report.
- Conducts post-project evaluations to determine the effectiveness of projects and programs and to help gather and share lessons learned.
- Analyzes impacts of potential program/policy changes.

- Manages the publication of the annual REF report, including presentations and project status reports and other materials.

#### Renewable Energy Fund Coordination

- Manages the annual review of the Renewable Energy Fund grant applications and AEA's recommendations to the Legislature, including these key aspects:
  - Creates and maintains annual calendar of REF activities.
  - Works with staff to meet deadlines.
  - Provides economic evaluation of projects.
  - Works with contracted economic firms, applicants, and AEA project managers to finalize economic evaluations.
  - Conducts and presents analysis during the evaluation process.
  - Writes and/or edits documents as necessary.
  - Oversees the production of the annual publication of the Renewable Energy Fund Status Report.

#### Community Technical Assistance

- Provides technical assistance to (rural) utilities to identify and develop beneficial energy projects.
- Provides basic business management training to rural utilities to improve financial health and operations of utility.
- Simultaneously manages multiple projects with varying workloads and deadlines.
- Reviews/evaluates contractor performance and makes future project recommendations.
- Assists in managing agency projects involving alternative energy and energy efficiency.

#### Other Duties as Assigned

#### **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. The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be willing and able to travel in small planes to rural communities in Alaska.

#### **TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:**

Requires advanced skills in word processing, database software, and spreadsheets. Requires basic skills with email and general office equipment.

### **CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Alaska consumer energy resources.
- Skills in writing, public speaking, and interpersonal communications.
- Ability to work independently in all aspects of a project, including analyzing data structure, generating and compiling data, planning budgets, managing database projects, synthesizing data, preparing and publishing reports and presentations.
- Ability to make and support decisions based on sound financial, technical, and cost benefit analysis.
- Ability to interact well with a diverse group of contacts.
- Working knowledge of relational database creation and maintenance is desirable.
- Strong working knowledge of statistical analysis and forecasting is desirable.

### **DESIRED QUALIFICATIONS:**

Bachelor's degree in economics, energy systems, engineering, or natural resources, and five years of experience conducting economic and financial analysis.

### **DISTINGUISHING CHARACTERISTICS: (FROM SIMILAR HIGHER OR LOWER POSITIONS IN THE SAME CLASS)**

- Range 22: Demonstrates a solid understanding of the position and requires less supervision.
- Range 24: With very limited supervision, produces advanced level economic analysis, financial modeling/analysis, decision making, and reporting across all projects.