



REGULATORY AND LEGAL AFFAIRS MANAGER

Reports to: President/CEO
Status: Full-Time
Classification: Exempt
Location: Anchorage, Alaska

Summary of Position

The position of Regulatory & Legal Affairs Manager works under the direction of the President/CEO to manage issues related to local, state, and federal regulations and regulatory programs affecting the oil and gas industry in Alaska, with a particular focus on environmental issues in addition to managing associated legal matters. Also manages AOGA's litigation efforts related to both lawsuits initiated by AOGA and those lawsuits AOGA chooses to intervene in.

Responsibilities:

Manage activities of AOGA's committees, especially those dealing with regulatory and environmental issues, as assigned

Coordinate special projects as assigned

Perform research on issues related to oil and gas development in Alaska and writes summaries and briefs for AOGA Board of Directors, Committees and Staff

Evaluate governmental actions and initiatives and coordinates AOGA review of and response to such initiatives, including preparing written and providing oral testimony at public hearings, primarily on state and federal regulatory matters

Maintain liaison with appropriate local, state and federal government officials, legislative representatives and industry-related businesses & associations as appropriate in furtherance of Association's objectives

Manage litigation matters, and all engagement with outside counsel

Assist the AOGA team in all association events, projects, campaigns, and/or advocacy efforts as needed

Education and Experience

College degree or five years of related, proven experience.

Law degree or legal experience preferred, but not required.

Knowledge and Abilities

Must have strong written and communication skills.

Demonstrated ability to work in a team environment and work with others effectively on simultaneous projects, as well as independently on a project-by-project basis, and possess the ability to facilitate meetings and achieve agreement among participants.



Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- | | |
|-----------------------------------|---------------------------------|
| Mobility | Speaking/Hearing |
| Seeing | Sitting |
| Lifting up to 20 lbs occasionally | Use of fingers/Manual dexterity |

Work Environment

- Indoors: normal office conditions, 95% of the time
Outdoors: varying conditions, 5% of the time

Acknowledgement

Employee	Date	Manager	Date
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Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.