

POSITION TITLE: Executive Director, Legislative Energy Commission (LEC)

PRIMARY OBJECTIVE OF POSITION: The Executive Director will work with LEC members to meet the commission's statutory obligations and coordinate LEC efforts to engage stakeholders, including representatives from cooperative, municipal, and investor-owned utilities, natural resources and environmental advocacy groups, labor and industry, and technical and scientific experts.

MAJOR AREAS OF ACCOUNTABILITY

1. **Operational leadership and support.** Provide program, operational, financial and administrative management of the work of the Legislative Energy Commission including, but not limited to developing and managing commission budget and organizing hearings, meetings and travel.
2. **Project management and planning.** Help commission develop a work plan and timeline. Prepare Requests for Proposals and contract agreements for consultant work if needed.
3. **Engage stakeholders.** Facilitate the development of a stakeholder process to participate in the creation of the sustainable energy future framework and other work of the commission.
4. **Evaluate research and legislative initiatives.** Review reports and literature on energy and energy-related issues, analyze their implications for Minnesota energy policy, and recommend options for legislative responses. Collect, compile, analyze and summarize statistical information including research and information from other sources.
5. **Monitor state and federal energy policy.** Review progress towards Minnesota's statutorily defined goals and standards. Apprise commission members and staff of Minnesota, regional and federal regulatory decisions on energy policy, federal energy legislation and of innovative energy legislation enacted in other states. Track Minnesota Public Utilities Commission decisions and coordinate with state agencies on LEC activities.

SCOPE OF RELATIONSHIPS: Work with legislators, legislative staff, state and federal agency personnel, utility representatives, energy and environmental organizations, and the public.

SKILLS, EXPERIENCE

Minimum qualifications

- Bachelor's degree required
- Knowledge and experience with energy policy issues
- Strong interpersonal and organizational skills
- Self-directed worker with strong leadership skills
- Experience working with diverse interests in a collaborative environment

- Excellent written and oral communication skills
- Experience and skill in researching, analyzing and reporting data
- Experience in writing, editing and producing reports
- Excellent computer skills, including the use of spread sheets and databases
- Ability to work with public officials of both parties and the public and respond appropriately and in a timely manner to requests for information
- Familiarity with the legislative process

Desired qualifications

- Advanced degree in energy, public policy, economics or other relevant field
- Work experience in or with energy industry

SALARY: Salary commensurate with experience