

**CLASS TITLE:**

**EXECUTIVE DIRECTOR  
ENERGY COORDINATING COUNCIL**

**Class Code: 02501700**

**Pay Grade: 31A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To provide a variety of administrative services and functions in support of the activities of the Energy Coordinating Council; to assist in planning, developing and implementing energy-related programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Energy Coordinating Council with considerable latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance to instructions and established regulations, policies and procedures.

**SUPERVISION EXERCISED:** Supervises and reviews the work of professional staff engaged in providing administrative services and programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To provide a variety of administrative services and functions in support of the activities of the Energy Coordinating Council.

To assist in planning, developing and implementing energy-related programs.

To prepare drafts of energy-related legislation and proposals, and to present and testify on such legislation before legislative bodies.

To assist other state agencies in developing and implementing programs of energy conservation.

To develop effective liaisons and cooperative relationships with other agencies involved in energy-related matters.

To make oral presentations on behalf of the Energy Coordinating Council before business, labor and civic groups on topics such as energy planning, production, conservation, resource allocation and emergency management.

To assist in preparing the annual agency budget and in preparing said budget during budget hearings.

To be responsible for the interpretation and implementation of energy legislation received from the federal level.

To maintain an awareness of new and proposed energy initiatives in areas such as production, allocation and emergency management.

To be responsible for setting the agenda for weekly council meetings and to assist in establishing priorities for Council projects.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of energy planning, production, conservation, resource allocation and emergency management; a thorough knowledge of state and federal energy-related legislation, rules and regulations, and the ability to interpret such legislation, rules and regulations; skill in the presentation of material, both orally and in writing; the ability to plan, supervise and review the work of subordinate staff; the ability to establish and maintain effective working

relationships with other energy-related agencies and to coordinate activities in order to attain mutual goals; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible position involving the execution of policies and programs in a wide variety of energy-related matters.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 11, 1983

Editorial Review: 3/15/03