



**Position:** Natural Resources Assistant Director  
**Location:** Anchorage, Alaska  
**Pay Range:** DOE + Benefits

The Natural Resources Department is established in Aleutians East Borough Municipal Code (AEBMC) 2.60. The department is responsible for the identification of land and interests in land that are appropriate for selection by the Borough under any entitlement; the acquisition, management and disposal of land interests in land; the study, investigation and monitoring of fish, wildlife and other natural resources within the Borough; the promotion of development, use and renewal of natural resources within the Borough; the provision of assistance and guidance, to other responsible parties, on the protection, development, management, and renewal of natural resources within or affecting the Borough and maximizing benefits to the Borough and its residents from the presence, development, use and renewal of natural resources within and affecting the Borough. The assistant director of the department is responsible for assisting the director in completing the duties and responsibilities described below.

If this seems like the opportunity for you, please complete an Aleutians East Borough Application for Employment, which can be found by clicking [here](#) or at [www.aleutianseast.org](http://www.aleutianseast.org) and submit the application, a cover letter and resume to:

Aleutians East Borough, Assistant Borough Administrator  
3380 C Street, Suite 205  
Anchorage, AK 99503

Application packets may be hand-carried or mailed to above address, faxed to (907) 276-7569, or emailed to [mtesche@aeboro.org](mailto:mtesche@aeboro.org).

#### **Duties and Responsibilities:**

- Provides guidance to Borough officials, employees and other parties or consultants on the protection and management of natural resources within or affecting the Borough.
- Works with local fishermen, seafood processors and other agencies to monitor and support the stewardship of the sustainable fisheries with the Borough.
- Assists the Natural Resource Director in the acquisition, management and disposal of land and land interests in the Borough, including the identification of lands appropriate for selection under any entitlements.
- Stays informed and inform the public of news and regulatory action affecting natural resources within the Borough.
- Develops resolutions and ordinances for Assembly passage and work with the Clerk and Administration when working with the Planning Commission on land issues.
- Writes and manages grants for the benefit of the Borough natural resources as needed.
- Other duties as assigned.

**Job Requirements:**

- **Bachelor's degree required; master's degree in marine biology or related area preferred. Fisheries or other resources related experience may be substituted for degree work at the discretion of the Borough Mayor.**
- **Demonstrates proficiency with all the component tasks listed in "Major Duties" above.**
- **Demonstrates ability to take direction and then work independently to complete assigned tasks.**
- **Work closely with the Aleutians East Borough Mayor, Aleutians East Borough Administration, Aleutians East Borough Natural Resource Director, Aleutians East Borough Staff and Consultants.**
- **Ultra-reliable person with excellent judgment.**
- **Quick learner with the ability to accept and process feedback, who can document a history of outstanding productivity while generating exceptionally high quality of work.**
- **Ability to use data (social, economic, biological) to formulate charts and presentations.**
- **May be required to work seven (7) days a week.**
- **Will be required to travel to and participate in fishery and other resource meetings within the Borough and elsewhere as needed.**
- **Prefer familiarity with the Aleutians and/or rural Alaska.**

**Skills:**

- The Natural Resources Assistant Director must be well acquainted with our region and has a good understanding the Aleutians East Borough fisheries.
- Should be familiar with the State of Alaska Natural Resources Department and webpage and be able to access landownership and other documents easily.
- A broad range of developed communication skills are required, including public speaking and debate, writing reports, desktop and webpage publishing, and listening to gain knowledge.

**Work Environment:**

The majority of the work is performed in an office environment. This consists of considerable interaction with people, both in person, via e-mail and by phone, and desk work using computer and other office equipment. Extensive travel is required.

**Supervisory Control/Responsibilities:**

The Natural Resources Assistant Director reports to the Natural Resources Director or Borough Mayor.

All qualified candidates who meet or exceed the above Position Qualifications or have relevant experience will be contacted.

The Aleutians East Borough provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, marital status, disabilities or any other characteristics protected by law.

**POSITION OPEN UNTIL FILLED**

**Note: Incomplete application packets will be summarily rejected.**