



ALASKA ENERGY AUTHORITY

SENIOR CONTRACTING OFFICER

Want to make a difference? Interested in joining a team of professionals responsible for providing energy solutions to meet the unique needs and opportunities of Alaska's communities? Then check out our **Senior Contracting Officer** position with Alaska Energy Authority (AEA).

Our Senior Contracting Officer position Manages and coordinates procurements for AEA from request to completion. To include: Administers contracts; prepares rate and cost adjustments, coordinates time extensions, incorporates change orders, issues cure notices, signs letters and terminates contract when required. Monitors contract expiration and expenditure levels. For contracted services that require on-going services (such as banking services), proactively facilitates the renewal to ensure a renewal/new contract in place before the old contract expires and to minimize the need to issue a contract extension.

We're looking for someone who has a Bachelor's degree in business or a related field strongly preferred; 5 years-experience in a purchasing role in order to show proficiency soliciting competition, and knowledge of bidding, proposals and contract resolution. Must have knowledge of construction procurement and have or be able to obtain appropriate warrant certificates from Alaska Department of Transportation and the Department of Administration. CPM, CPSM, or CPPO certifications are also desired but not required.

Starting Pay: \$80,593.50/annually

For more information, or to apply online directly with AEA, visit **www.akenergyauthority.org**. Send application and/or resume to **hr@akenergyauthority.org**, Human Resources, AEA, 813 W. Northern Lights Blvd., Anchorage, AK 99503, by fax to (907) 771-3946.

AEA is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or (907) 465-3412 (TTY).