

**AMERICAN PETROLEUM INSTITUTE
JOB DESCRIPTION**

JOB TITLE

Executive Director

LOCATION

Arkansas, North Little Rock, AR

JOB PURPOSE

Manages the operation and activities of the council office. Represents API and member companies in the state before state and local government, congressional representatives and staff, the media, the general business community and the public in order to accomplish industry public policy goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as chief administrative officer of the state office. This includes developing, advocating or fulfilling the objectives of API, its member companies and the council through effective management of the council's resources and employees. See that the financial affairs of the office are properly managed; the office operates within the budget, and, required financial reports are accurate and submitted in a timely fashion.
- Anticipate and identify legislative and regulatory issues at the state and local levels and direct industry effort to secure adoption of industry priorities or to mitigate proposals harmful to the industry. This includes monitoring issues, identifying emerging issues, and communicating results to API, appropriate member companies and others.
- Develop and carryout appropriate plan of action, including review and approval of member in issues of significance to the petroleum industry.]
- When possible assist in assessing the impact of government intervention on the petroleum industry and provide assistance in developing council positions consistent with existing policies established by API.
- Serve as industry representative when called upon for testimony or for appointments to committees, commissions, advocacy groups, on issues affecting the petroleum industry.
- Provide member companies, legislators, regulators and constituency groups with accurate information on key issues in a timely manner.
- Assist in the accomplishment of API federal objectives by working with members of the congressional delegation and agencies of the federal government, as needed.
- Maintain and develop an effective public relations program following industry priorities to promote a better understanding of the industry by the media and general public.
- Be a statewide spokesperson for the petroleum industry especially as it pertains to issues of importance to API and member company goals.

- Develop and maintain close cooperative working relationships with a wide variety of allied industries, businesses and trade associations and other constituency groups so as to enlist their help to accomplish the council's state and national goals.
- Develop member company involvement in the activities of the council via special committees or special events.
- Assure timely oral and written reports, updates and alerts are provided the region office, member companies and allied organizations on matters of interest in the state.
- Work with Energy Forum Staffers in our respective states, to organize, arrange speakers, book rooms for events planned to increase the public's awareness of and support of offshore and onshore drilling for oil and natural gas.
- Testify before federal agencies, contact press/media sources, organize events in grammar schools, and organize events to promote support for the API position on state and federal issues.
- Creating support among legislators, like minded business groups, agricultural groups and others to encourage the growth of and access to energy sources.

SUPERVISORY RESPONSIBILITY AND KEY RELATIONSHIPS

Manage the work activities of the office manager delegating as appropriate and providing timely and constructive feedback on performance. Evaluate the performance of the office manager. Identify and initiate efforts for the professional growth of staff member.

SKILLS, EXPERIENCE AND EDUCATION

- BS degree or greater in business, management, political science or in a technical/environmental discipline. Master's or Law degree preferred.
- Ten + years of experience in government relations, state government or with a major trade association. Professional experience or specialized training may be given over required experience.
- Ability to deal with a variety of significant issues at the local, state and federal levels.
- Excellent written and verbal skills, basic skills at conflict resolution and ability to work under deadline pressure required.

This job outline describes the typical accountabilities and requirements of the position and should not be construed as an all encompassing description of every duty performed by or expected of the incumbent.