



January 20, 2021

Re: Open Position  
Regulatory Affairs Director (Counsel)  
Petroleum Association of Wyoming

The natural gas and oil industry is of critical importance to the economic health of the state and provides well-paying jobs to over 18,000 men and women in Wyoming. The industry accounts for over \$5 billion in economic output annually to Wyoming, more than then the two next highest producing industries combined.

The Petroleum Association of Wyoming (PAW) is *the* voice of the natural gas and oil industry: Wyoming's primary economic engine. PAW represents the diverse people, companies and interests of Wyoming's natural gas and oil industry with passion, integrity, and professionalism. We provide a forum for education, interaction, and unified action for members, policymakers, and the public.

#### **Job Description:**

PAW's regulatory work spans the breadth of local, state and federal agencies. A Regulatory Affairs Director will, in partnership with the Association President, manage the entire portfolio of governmental agency regulatory actions that impact the natural gas and oil industry. These agencies and governmental entities include, but are not limited to:

- 1) United States Department of Interior, including
  - a. The Bureau of Land Management
  - b. The Office of Natural Resource Revenue
  - c. The United States Fish and Wildlife Service
- 2) The Environmental Protection Agency
- 3) United States Forest Service
- 4) United States Department of Energy
- 5) Wyoming Department of Environmental Quality
- 6) Wyoming Game and Fish Department
- 7) Wyoming Office of State Lands and Investments
- 8) Wyoming Oil and Gas Conservation Commission
- 9) Wyoming Energy Authority
- 10) Wyoming Geological Survey
- 11) Enhanced Oil Recovery Institute
- 12) University of Wyoming

While agency actions are issue specific and can be unpredictable at times, the primary responsibility of the Regulatory Affairs Director is to oversee and manage public lands issues at the Departments of Interior and Agriculture; wildlife issues at the Wyoming Game and Fish Department, and environmental regulations at the Wyoming Department of Environmental Quality and the EPA. The Regulatory Affairs Director will be expected to acquire deep knowledge of current and pending regulations and to lead efforts in regulatory comments on behalf of the Association. This will require extensive research and writing on a technical and narrative basis.

Dependent on the qualifications of the candidate, the position could be shifted to Regulatory Affairs Counsel with additional duties of advising PAW leadership on litigation, drafting court filings, and overseeing the work of outside counsel in court actions to which PAW is a party.

The Regulatory Affairs Director will:

- Lead the work of PAW's Regulatory and Public Lands standing committees and their respective subcommittees and workgroups.
  - Convene and coordinate regularly scheduled meetings of the committees to stay abreast of regulatory actions, discuss PAW responses, etc.
  - Ensure that the committees meet at least twice a year with the BLM and WDEQ. Coordinate and plan the content of those meetings in coordination with committee chairmen.
- Work in consultation with committee leadership, committee members, and the President to ensure all important regulatory actions are understood and professional comments submitted.
  - Researching and drafting of professional comments for agency rulemaking is a primary responsibility of this position. Comments and letters to local, state and federal agencies are sometimes technical and extensive, requiring synthesized input from multiple parties and coordination with allies. Clear and direct writing ability is essential.
  - Oversee the work of outside counsel or other expert commenters working to draft comments on PAW's behalf.
- Develop working relationships with State and federal level agency staff.
- Serve on various advisory committees, work groups etc. as necessary within the scope of the regulatory agencies within the Regulatory Affairs Director portfolio. This currently includes, but is not limited to:
  - Wyoming Natural Diversity Database Advisory Board
  - Natural Resource Coalition
  - Triennial Groundwater Review Workgroup
- Provide staff support to PAW members, oil and gas industry representatives, and the President when tapped to serve on advisory committees, etc.
- Advise the President on matters before the court and take necessary actions to defend PAW's interests in court proceedings. This may include oversight of outside counsel and potential law school student work on the Association's behalf. (*Dependent upon qualifications of the candidate*).
- Work with a small, dynamic team to drive the Association's strategic goals and member driven needs.
- Coordinate with the President and the Communications Director to plan and implement high quality technical conferences and tracks within the annual meeting.

#### **Qualifications:**

A qualified candidate will possess a working knowledge of the natural gas and oil industry, preferably with experience working for or on behalf of an oil and gas related company. In addition, a successful candidate will possess:

- Extensive research capability, impeccable writing skills, and ability to synthesize large amounts of information into cogent arguments and compelling narratives for regulatory filings.
- Strong computer skills, including the ability to prepare presentations on PowerPoint or the like.
- Willingness and ability to offer competent public presentations and verbal official testimony.

Additionally:

- Preference for candidates possessing a *Juris Doctorate* and admitted to the Wyoming Bar, though other candidates will be strongly considered.
- Candidate must be willing to travel, primarily in Wyoming, though occasionally to Washington D.C. or other locations as necessary to effectively complete the work and/or for professional development purposes.
- Compensation commensurate with experience. Generous benefits. PAW operates in a results oriented work environment not requiring relocation unless candidate is outside Wyoming.

If interested, submit resume, two writing samples of your choice, and references to:

Rachel Sanborn at [Rachel@pawyo.org](mailto:Rachel@pawyo.org)