



Pacific States Marine Fisheries Commission

JOB ANNOUNCEMENT

Job Title: Data Management Specialist 2 (Natural Sciences) (17-874)

Location: Portland, Oregon (97202)

Position Type: Full Year (12 months or more),

Hourly/Non-Exempt

Benefits Eligible: Yes | www.psmfc.org/benefits

Salary Target: \$20.31 – 32.97/hour, DOE

Job Number: 17-874

How to Apply: Online at www.psmfc.org/careers

Closing Date: May 14, 2017 at 9pm PT

Position/Project Specifics: The Pacific States Marine Fisheries Commission (PSFMC), Recreational Fisheries Information Network (RecFIN) is hiring a full time Data Management Specialist 2 (Natural Sciences) to be located in Portland, Oregon.

RecFIN is responsible for (1) developing and maintaining a data system that consolidates state and federal marine recreational fishery information within a single database, (2) providing value-added analysis and interpretation, and (3) disseminating this information to fishery analysts, managers, scientists, and anglers.

The duties of this Data Management Specialist position will include, but are not limited to:

- Coordination and collaboration with key West coast fishery managers, Pacific Fishery Management Council staff, NOAA stock assessment scientists and others.
- Assisting staff in the development of custom queries and summaries to support a broad range of data requests.
- Data analysis and interpretation.
- Write documentation such as data dictionaries, user manuals, and other agency documents.
- Communicate issues and needs to source agencies technical and non-technical staff.

This program is part of the Pacific States Marine Fisheries Commission (PSMFC), which offers competitive compensation and a [generous benefits package](#). Our office is located on the Willamette River in the Sellwood neighborhood of Portland, Oregon, just off the Springwater Corridor. We offer a casual and friendly workplace.

Knowledge Required by the Position:

- natural sciences
- computers and software packages and applications for databases, spreadsheets, and word processing
- data management concepts, principles, and methods
- quality assurance principles
- technical documentation methods and procedures
- analytical methods and common query languages
- the organization's data sets

sufficient to: input data; structure information retrievals; edit, combine and manipulate data; and/or provide reports for users. This knowledge allows the employee to assess the results and relate that to the overall objective of the assignment.

Additional Mandatory Knowledge and Skills:

- *MS Excel*
- *MS Word*
- *oral communication skills*
- *writing technical documentation*

Additional Desirable Knowledge and Skills:

- *Oracle*
- *MS SQL*
- *HTML*
- *XML*
- *R*
- *GIS*
- *SAS*
- *MS Access*
- *other: SQL*

Physical Demands:

The work is generally sedentary, although there may be some nominal walking or standing for short periods of time, or carrying of light loads of papers, books, reports, etc. that require only moderate physical ability and physical stress.

Work Environment:

The works area is adequately lighted, heated, and ventilated. The work involves the common risks or discomforts typical of office, meeting rooms, libraries, and the like.

Minimum Qualification Requirements:

A range of experience and education may be presented. Candidates must present one year of Specialized Experience** AND four years of successfully completed education above high school in the natural sciences (biology, fishery biology, environmental science, aquatic science, geology, chemistry, physics, mathematics). An equivalent combination of experience and education is also qualifying.

**Specialized Experience is experience that equips the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position being filled. To be creditable, Specialized Experience must have been equivalent to at least the next lower level in the normal line of progression for the position being filled.

Pacific States Marine Fisheries Commission is an Affirmative Action (AA) and Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, gender identity, age, mental or physical disability, sexual orientation, veteran status, genetic data, or other legally protected status.

If you have a disability and need assistance completing the application form, you may call the PSMFC human resources office at (503) 595-3100 between the hours of 8 a.m. and 5 p.m. PST, Monday-Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.

We maintain a drug-free workplace.

See full job announcement and apply only at www.psmfc.org/careers. Job #17-874.