



## PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

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**Title:** Project Manager- Upper Sacramento River Monitoring Projects **(19-1175)**

**Location:** Red Bluff, CA (96080)

**Anticipated Start Date:** October 1, 2019

**Position Type:** Full Year, Full Time, Salary/Exempt

**Benefits Eligible:** Yes | [www.psmfc.org/benefits](http://www.psmfc.org/benefits)

**Salary Target:** \$73,375-\$95,388/year, DOE

**Job Number:** 19-1175

**How to Apply:** Online at [www.psmfc.org/careers](http://www.psmfc.org/careers)

**Closing Date:** September 23, 2019

### **Position Specifics:**

The Red Bluff Fisheries Office is hiring a Project Manager to supervise 4 fishery Biologists and 10 to 20 Fisheries Technicians. The Project Manager is responsible for, staffing, scheduling, and evaluating staff in support of monitoring and data collection activities. The incumbent will supervise project team members, and communicate objectives of the project to assigned staff. They will monitor and evaluate progress toward established goals and are held accountable for the achievement of those goals.

Duties will include working closely with CDFW biologists to ensure that required monitoring and office activities are completed in a timely and proper manner. In addition, duties will include writing, editing, and assembling progress reports, budgets, technical reports, monthly, and annual reports. The Project Manager will represent the project in meetings with agencies, universities, and consultants. Coordinate activities with affected parties and gain support and acceptance of proposals and recommendations.

Fieldwork is required. Desired skills for fieldwork include jet boat operation, kayaking, snorkeling, hiking, knowledge of Sacramento River watershed salmonid life history, weir building, shop equipment knowledge, salmon carcass survey methodologies, and video monitoring techniques. Fieldwork will take place year round in multiple locations in all weather conditions including occasional weekend work.

**\*\* This position requires a valid driver's license and all offers of employment will be contingent upon passing a driving record check. \*\***

### **Essential Functions:**

- Serve as leader for a field research or commercial project. Develop annual work plan, annual statement of work, and annual budget. Establish schedule and assure personnel and funding resources are in place for each phase.
- Develop and adapt procedures and techniques to insure timeliness, scientific accuracy, quality of work, integrity of data, adherence to policies and specifications, and overall achievement of contract deliverables.



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- Write, edit, and assemble progress reports on achievement of contract deliverables, technical reports, and annual reports. Assure compliance with fiscal and reporting guidelines.
- Represent project in meetings with agencies, tribes, fishing industry representatives, universities, and consultants. Coordinate activities with affected parties and gain support and acceptance of proposals and recommendations.
- Serve as supervisor of project team members. Communicate objectives of the project to assigned staff. As supervisor, perform all, or mostly all, of the following activities:
  - Plan and schedule subordinates' work, set and adjust priorities, and prepare schedules for completion of work.
  - Assign work to employees based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees.
  - Evaluate work performance for technical adequacy and accuracy.
  - Give advice, counsel, or instruction to employees on technical and administrative matters.
  - Interview candidates for positions in the unit and recommend selections or promotions.
  - Receive and resolve complaints from employees.
  - Identify training needs of employees and personally provide or arrange for needed instruction.
  - Find ways to improve work methods and procedures or increase the quality of the work being directed.

### **Knowledge Required by the Position:**

- Knowledge of principles, methods, techniques, and systems of project management. This includes the ability to provide leadership in the areas of: goal setting, budgeting, direction of personnel, travel management, time and attendance management, procurement, and contract administration.
- Ability to apply sound judgment in the solution of organizational and operational problems in a timely, economical fashion.
- Ability to analyze and evaluate outcome of unit work efforts.
- Ability to establish and maintain effective working relationships with all levels of key management, staff, government agencies, and private concerns. This requires the exercise of tact, ingenuity, and resourcefulness.
- Ability to communicate effectively, in both written and oral form, with individuals and groups having diverse backgrounds and technical expertise.
- Ability to select, develop, and supervise a subordinate or contractor staff.
- Ability to plan and manage annual budgets.
- Ability to plan and manage annual work plans.

### ***Additional Mandatory Knowledge:***

- Knowledge of fishery biology, including behavior, physiology, pathology, species identification.
- Knowledge of fishery habitats.
- Knowledge of fish sampling techniques and protocols.



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- Knowledge of data collection and reporting techniques.
- Knowledge of safe handling, use, and disposal of anesthetics used in sampling and handling fish.
- Knowledge of tabular/spatial data compilation and analysis.
- Knowledge of database management procedures and techniques including data acquisition, validation, standardization, exchangeability, entry, storage, and retrieval.

### **Physical Demands:**

The work in an office setting is sedentary and has adequate heating, lighting, and ventilation. Such work involves extensive use of video display terminals and computers. Field work requires the ability to walk distances, climb steps, and lift gear or buckets weighing as much as 50 pounds up to 6 feet in height. Moderate to frequent travel by car can be required. If work is performed on ships or boats, ability to maintain footing in uneven, wet, and slippery settings will be necessary.

### **Work Environment:**

The work performed in an office setting has adequate heating, lighting, and ventilation. There is some privacy for concentration and phone conversations. Field work may be performed at sampling facilities, dam sites, storage facilities, or aboard research vessels.

### **Minimum Qualification Requirements:**

One year of Specialized Experience\*\* is required.

\*\*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.

In addition to presenting the required Specialized Experience, all candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision.

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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 5:00 p.m. PST, Monday-



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Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.

We maintain a drug-free workplace.