



PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

Title: StreamNet Program Manager (19-1183)

Location: Portland, Oregon (97202)

Anticipated Start Date: December 2, 2019

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

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

Salary Target: \$92,667-\$120,468/year, DOE

Job Number: 19-1183

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

Closing Date: October 9, 2019 at midnight

Position/Project Specifics:

This is a management position within the Pacific States Marine Fisheries Commission. The primary role of this position is as Program Manager of the StreamNet project. The position also manages several other projects including; NOAA Salmon Habitat Restoration and Abundance Data, Fish Data Product, and NOAA HGMP Planning.

StreamNet is a cooperative, regional scale data management project that provides assistance to agencies by funding data management staff and operations within those agencies. StreamNet also coordinates regional data management initiatives designed to improve the quality, flow, and timeliness of key data to decision makers. The primary focus of StreamNet is the Coordinated Assessments (CA) effort. The CA database (CAX) maintained by this project is designed to be a database of record for selected priority indicators used by regional fisheries managers in the performance of their duties. StreamNet receives most of its funding from the Bonneville Power Administration (BPA).

Job Duties:

1. Provides regional management and oversight for StreamNet and other projects, and assists in directing the CA effort.
2. Serves as liaison among state, tribal, and federal fish and wildlife management agencies involved in StreamNet and CA.
3. Manages subcontracts to state, tribal and federal agencies.
4. Provides administrative supervision and guidance for 2 StreamNet professional/technical staff and a data management specialist at NOAA.
5. Prepares and monitors agendas, schedules, budgets, statements of work (SOW), performance, reporting, and all other aspects required to successfully implement new and continuing projects.
6. Facilitates the cooperative efforts needed to implement and maintain StreamNet, CA, and other projects.
7. Prepares and coordinates the completion and timely submittal of various contractually required documents and reports.



PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

8. Serves as PSMFC representative on committees, groups, and at meetings that relate to StreamNet, CA, or other projects.
9. Works closely with PSMFC Senior Program Manager, completes other duties as assigned.

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

Essential Functions:

- Establish long-term planning, organization, direction, and funding for a limited number of biological and/or data projects or programs.
- Develop new projects or programs and associated funding sources. Develop added sources of funding for existing projects and programs.
- Develop Requests for Proposals for state/private bids on contract work. Prepare or assemble Statements of Work and negotiate budget with funding agencies. Balance program/project budgets with available funds.
- Monitor achievement of contract deliverables, compliance with fiscal and reporting guidelines, and adherence to PSMFC procedures, policies, and/or specifications. Write, edit, and assemble progress and final reports for projects and programs. Prepare components of the PSMFC Annual Report to Congress and member states.
- Represent programs or projects in steering committee, technical committee, working group, and other formal meetings. Foster consensus and gain the cooperation needed to implement the program or projects.
- Supervise technical staff and/or direct contractor staff involved in accomplishing program deliverables. As supervisor, perform all or most 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:



PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

- Knowledge of principles, methods, techniques, and systems of program management. This includes the ability to provide leadership in the areas of: fiscal management, budgeting, human resources management, contracting, grants administration, and risk (liability) management for a limited number of programs or projects.
- Ability to apply a sound, independent judgment in the solution of organizational and operational problems in a timely, economical fashion.
- Ability to establish program objectives and performance goals and assess progress toward their achievement.
- Ability to establish and maintain effective working relationships with all levels of management and staff within PSMFC, government agencies, and private concerns. This requires the exercise of tact, ingenuity, and resourcefulness in representing and gaining support for programs and goals.
- 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 direct a subordinate or contractor staff.
- Ability to plan and manage long-term (3-5 year) budgets.
- Ability to plan and manage long-term (3-5 year) work plans.

Additional Mandatory Knowledge:

- Knowledge of aquatic biological science, including behavior, physiology, pathology, competitive (nuisance) species.
- Knowledge of fisheries stock identification programs and marking issues.
- Knowledge of relational database design and development.
- Knowledge of database management including data acquisition, validation, standardization, formatting, storage, retrieval, exchange, and report generation.

Physical Demands:

The work is sedentary and requires a great amount of concentration and attention to detail. Work involves extensive use of video display terminals and computers. Public speaking requirements in formal and informal settings may involve lengthy periods of standing and talking.

Work Environment:

The work is performed in an office setting, with adequate heating, lighting, and ventilation. There is some privacy for concentration and phone conversations. Travel for meetings is required. Occasional evening or weekend work is required.

Minimum Qualification Requirements:

One year of Specialized Experience** is required.



PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

****Specialized Experience** is experience that equips the applicant with the knowledge's, 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.

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

We maintain a drug-free workplace.