



PACIFIC STATES MARINE FISHERIES COMMISSION POSITION DESCRIPTION

Title: Project Manager (19-1206)

Location: Portland, OR (97202)

Anticipated Start Date: February 1, 2019 or sooner

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

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

Salary Target: \$79,000-\$82,000/year

Job Number: 19-1206

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

Closing Date: December 31, 2019

Group Definition: Members of the Project Manager job family have responsibility for developing and implementing budgets, staffing, work plans, and schedules for their organization in support of fisheries management and/or data collection activities. They monitor and evaluate progress toward meeting contractually established goals and are held accountable for the achievement of those goals.

Position/Project Specifics:

This Position is in the Fiscal Department of the Pacific States Marine Fisheries Commission and will report to the headquarters office located in the Sellwood neighborhood of Portland, Oregon.

The incumbent will predominantly focus on the project management for various programs within the Commission. These programs may include the National Vessel Monitoring System Data Collection program and various Fishery Disaster programs on the West Coast. We are looking for an experienced professional to join our team of project managers.

**** 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.
- Write, edit, and assemble progress reports on achievement of contract deliverables, technical reports, and annual reports. Assure compliance with fiscal and reporting guidelines.



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- 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.

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.

Supervisory Controls:

The incumbent works under general supervision of a Program Manager or Senior Program Manager who provides project goals, objectives, and priorities. Acts on own initiative and has wide latitude in exercising judgment to carry out the activities of the work unit. The incumbent plans and implements specific approaches, executes and evaluates results with periodic discussion of progress, and reviews with supervisor results and future proposals. Implementation of work plans, resolution of conflicts, and coordination with other agencies is the responsibility of the incumbent.

Guidelines:

Guidelines are provided in contract and other project documents agreed upon by PSMFC and fishery agencies, tribes, and/or private entities. Specific guidelines also include PSMFC Personnel Policy handbook, PSMFC Safety Policy Guidebook, standard technical literature, project design documents, operating manuals, relevant legislation, and agreements with agencies and individuals. The incumbent uses professional judgment and ingenuity in searching for appropriate guidelines and developing approaches to solving problems.

Complexity:



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Multi-tasking on a daily basis for a variety of administrative and technical responsibilities makes this position's duties complex. Decisions in the course of normal work require the employee to remain flexible and accommodate the needs of many parties while achieving contract deliverables. The position must consider the importance of each task and phase in the project and then manage time and resources to accomplish goals.

Scope and Effect:

The position contributes to the body of knowledge available to regional fishery resource managers. The incumbent's activities directly affect the status and future of living marine and estuarine resources and anadromous fish and consequently have a significant impact on the economic and environmental characteristics of the Northwest region.

Personal Contacts:

Outside contacts are to receive and provide support and guidance with biologists, researchers, and engineers at agencies such as NMFS, Corps of Engineers, Bonneville Power Administration, state fish and wildlife agencies, tribes, and other oversight and regulatory agencies. Occasional contact is made with the general public, environmental/fisheries interest groups, and vendors. Contacts within PSMFC involve human resources, contracting, and procurement staff. Tact and diplomacy in the course of all contacts is required.

Purpose of Contacts:

Contacts are for collecting and providing information, coordinating activities, resolving contractual and regulatory requirements, and procuring necessary supplies, equipment, and staff.

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. Moderate to frequent travel by car can be required.

Work Environment:

The work performed in an office setting has adequate heating, lighting, and ventilation. There is some privacy for concentration and phone conversations.

Physical Demands:

The work is sedentary with moderate walking between workstations and carrying folders, reports, and similar light loads.



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Work Environment:

The work is performed in an office setting with adequate lighting, heating and ventilation. There are the normal risks of an office environment.

Minimum Qualification Requirements:

One year of Specialize 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.

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.