



## Prince William Sound Regional Citizens' Advisory Council

### Job Description

Job Title: Maritime Operations Project Manager, Exempt

Date: June 3, 2008

Job Reports To: Director of Programs

**Job Summary:** Monitors port organization, operations, incidents, and the adequacy and maintenance of the vessel traffic system. Major program components include participation with the Valdez Marine Safety Committee, monitoring changes to the escort system, reviewing Best Available Technology documents for the escort system and the Vessel Emergency Response Plan, and supporting the maintenance of the NOAA weather stations.

### MAJOR RESPONSIBILITIES/ACTIVITIES

#### **Project Management**

- Develop all aspects of PWSRCAC projects and programs as assigned, including project plans, determination of resources needed, budget development and contract management, in line with PWSRCAC's mission and long range plan
- Implement and maintain projects and programs as assigned
- Coordinate with other project managers and upper management to ensure a uniform approach to accomplishment of the assigned projects
- Recruit and facilitate PWSRCAC project teams and working groups as needed
- Responsible for obtaining and maintaining daily tanker movement records and loading statistics as well as overseeing assignments of escort and response tugs
- Maintain PWSRCAC office automated information system (AIS) unit and related information
- Review USCG Local Notices to mariners and incident reports and pass relevant information on to PWSRCAC staff and volunteers
- Observe and provide written reports on towing and tether exercises and drills
- Develop recommendations for board review and/or approval
- Prepare and deliver reports to the board of directors
- Participate in PWSRCAC and external (industry and/or regulatory) working groups related to assigned projects, including the Valdez Marine Safety Committee
- Coordinate with Director of External Affairs to respond to media inquiries and respond to such inquiries as directed

- Respond to public inquiries on assigned projects
- Provide guidance and training for project manager assistants and junior project managers
- Perform research as needed

### **Contract Management**

- Draft requests for proposals (RFPs) for review by Director of Administration, and present to board or executive committee for approval to release
- Work with the administrative assistant to advertise RFPs and respond to inquiries
- Coordinate review of RFPs received
- Present contractor selection, within approved budget parameters, to the appropriate approving authority
- Negotiate and draft contracts in coordination with Executive Director and Director of Administration
- Review, manage and verify invoices and progress reports; work with supervisor and contractor to address contracting issues
- Assist contractors as needed
- Distribute deliverables as needed, in coordination with the Valdez Administrative Assistant
- Coordinate on-site visits as appropriate
- Keep the Executive Director and senior staff fully informed of project activity, and provide prompt briefings on all sensitive issues
- Coordinate final presentation and report approval to the board of directors

### **PWSRCAC Committee Coordination**

- Keep PWSRCAC's Port Operations and Vessel Traffic System (POVTS) committee informed on the status of projects; participate in POVTS committee meetings
- Coordinate with other project managers on the needs of the other standing committees
- Attend other standing committee meetings as needed
- Prepare and maintain status reports for assigned program and projects

### **Budget/Administration**

- Participate in long range planning process
- Develop and administer project/program and project manager budgets
- Review and authorize invoices within spending authority
- Work closely with administrative staff for clerical assistance
- Research and develop alternative funding opportunities as directed

### **General**

- Maintain contact with other groups and agencies to ensure that projects do not duplicate activity underway, planned, or completed by others

- Stay informed on current oil spill prevention and response issues, especially in Alaska
- Assist with volunteer support and coordination in cooperation with other staff
- Determine education and training opportunities that may be of benefit; attend such training as approved
- Submit trip reports for work travel such as conferences
- Participate as a member of the PWSRCAC Emergency Response Team at drills and incidents as assigned
- Must be able to work odd hours to observe various drills and exercises and be able to endure long hours standing on vessels in various weather conditions
- Travel as assigned
- Maintain positive work relationships with agencies, industry and other groups

## MINIMUM REQUIREMENTS

### **Education**

- Bachelor's degree or equivalent experience

### **Experience**

- Three years project management or similar experience
- Experience in a maritime operations or related field
- Contract management experience
- Experience in a scientific or technical discipline helpful

### **Special Abilities**

- Demonstrate familiarity with the region impacted by the Exxon Valdez oil spill
- Demonstrate familiarity with oil spill prevention and response issues
- Proficient with Microsoft Word, Excel, PowerPoint, and Outlook; web browsers
- Demonstrate strong negotiation and facilitation skills
- Demonstrate strong written and oral communication skills including the ability to communicate technical information to a nontechnical audience
- Ability to work odd hours to observe various drills, exercises and be able to endure long hours standing on vessels in the elements
- Work with the PWSRCAC volunteers, regulatory agencies, the oil industry, other groups, and the general public to maintain effective public relations and to further PWSRCAC's mission
- Work under pressure and meet tight deadlines
- Demonstrate familiarity with Alaska's natural resources
- Work with a diverse group of individuals
- Work independently or as part of a team

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*