



Prince William Sound Regional Citizens' Advisory Council

Job Description

Job Title: Scientific and Environmental Monitoring Project Manager, Exempt
Date: March 18, 2019
Job Reports To: Director of Programs

Job Summary: Coordinate a variety of scientific projects for PWSRCAC. Much of the research is focused on water quality, specifically oil pollution resulting from the Alyeska Marine Terminal and TAPS trade. This position also coordinates research on the use of chemical dispersants; invasive species; hydrocarbon toxicity; the social, economic, and environmental impacts associated with oil spills; the operation of the Alyeska marine terminal and associated tankers; and other scientific and technical issues of importance to PWSRCAC. The position includes coordinating the efforts of the team of scientists on the PWSRCAC's Scientific Advisory Committee. Resulting research from the assigned projects is used to formulate PWSRCAC science-based positions and recommendations for potential use in oil spill contingency planning, in scientific reviews, or in planning other independent or jointly-sponsored scientific projects.

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
- Develop new programs and projects and expand the scope of PWSRCAC's historic research priorities
- Coordinate with other project managers (e.g., Contingency Plan and Terminal Operations Project Managers) and upper management to ensure a uniform and collaborative approach to accomplishment of the assigned projects
- Recruit and facilitate PWSRCAC project teams and working groups as needed
- 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

- Coordinate with Director of External Affairs to respond to media inquiries and respond to such inquiries as directed
- Coordinate with Director of External affairs to maximize scientific outreach through promotion and delivery of project reports to our external stakeholders and the public
- Respond to public inquiries on assigned projects
- Perform research as needed, both literature and archival research and field work

Contract Management

- Draft requests for proposals (RFPs) for review and approval by the Contract Reviewer and senior management
- Work with the Project Manager Assistants 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 the Contract Reviewer, Finance Director, and Executive Director
- 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 support staff
- Coordinate on-site visits as appropriate
- Keep the Executive Director and senior staff fully informed of project activity and progress, 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 Scientific Advisory Committee (SAC) committee informed on the status of projects; coordinate and facilitate SAC 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

- Coordinate closely with other committees, groups, and agencies to ensure that projects do not duplicate activities underway, planned, or completed by others
- Coordinate closely with Oil Spill Response Plan Program Manager and 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 during actual oil spills and at drills and exercises as assigned
- Travel as assigned
- Maintain positive work relationships with agencies, industry and other stakeholder groups
- Ensure that all work efforts are conducted in accordance with approved policies and procedures

MINIMUM REQUIREMENTS

Education

- Bachelor's degree or equivalent experience
- Master's degree is preferred

Experience

- Three years project management or similar experience
- Experience in a petroleum industry, environmental or related field
- Contract management experience
- Experience in a scientific or engineering discipline

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 non-technical audiences
- Work with the PWSRCAC volunteers, regulatory agencies, oil industry, other stakeholder groups, and the general public to maintain effective public relations and to further PWSRCAC's mission
- Represent PWSRCAC via testimony and participation in relevant stakeholder processes
- Work under pressure and meet tight deadlines

- Demonstrate familiarity with Alaska's natural resources
- Work within a diverse group of individuals
- Work independently or as part of a team
- Develop and administer grant funding

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