Job Description

Job Title: PMNM Policy & Permit Specialist
Job ID: 29156
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with National Ocean Service (NOS), Papahanaumokuakea Marine National Monument (Monument), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Track and analyze International, Federal and State policies, initiatives, and management plans related to a marine and terrestrial ecosystem management and conservation. Review and issue Monument permits. Review and edit planning documents and necessary environmental compliance documents, such as draft/final Environmental Impact Statements, environmental assessments, categorical exclusions, and compatibility determinations. Review and summarize all planning documents and consult with legal authorities to ensure policy consistency within the Monument. Provide assistance on policy development for the Monument Permit Program. Develop Monument policy in consultation with staff from multiple Monument agencies. Review and provide recommendations on documents from within National Oceanic and Atmospheric Administration (NOAA).

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Policy, Public Administration, Political Science, or related field. EXPERIENCE: One to three (1-3) years of direct experience working in the marine or conservation policy field. In particular, conducting policy analysis, program development and planning; developing policies and writing detailed reports and operations plans. Experience working with community groups, interagency working groups, and professionals in the fields of education, research, management, policy and working with Federal government agencies. Experience in developing recommendations, and preparing clear and well organized written reports. ABIL/KNOW/SKILLS: Knowledge of regional cultures, physical and biological sciences, laws, regulations, programs, guidelines, and educational approaches related to conservation, environmental management and policy. Proficient knowledge of a broad range of federal and state authorities relating to marine management conservation. Ability to participate in data collection and analysis and monitor data integrity and progress towards meeting project objectives. Demonstrated ability to contribute to multiple project teams to gather and interpret data to produce deliverables. Must demonstrate proficiency in Microsoft Word, Excel, and PowerPoint. Able to provide comprehensive analysis of and deal effectively with highly controversial issues affecting the Office of National Marine Sanctuaries and specific projects, such as competing uses of recommended marine areas and conflicting views on the scope of management regimes.

SECONDARY QUALIFICATIONS: Master's Degree from an accredited college or university. Basic knowledge of the Papahanaumokuakea Marine National Monument and Office of National Marine Sanctuaries, including history, policies, and priorities, and be prepared to exponentially increase knowledge and gain experience of the process over time. Knowledge of Proclamation 8031, the
National Marine Sanctuaries Act, Executive Orders 13178 and 13196, Title III of the Marine Protection, Research and Sanctuaries Act, the National Environmental Policy Act. Experience or coursework in resource management or conservation, and/or professional experience in Natural Sciences, Biology, Conservation/Environmental Planning, Ocean Policy, or other Marine Conservation-related field. Experience in the processing and issuance of permits for protected areas. Working knowledge of the Northwestern Hawaiian Islands and coordinated management policy issues. Experience with data collection and the compilation of detailed reports. Previous experience in collaboration with private and government agencies for program implementation and management.

INQUIRIES: Moani Pai 397-2660 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 04/22/2009