Job Description

Job Title: JIMAR Deputy Director for PIFSC Projects
Job ID: 10331
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine and Atmospheric Research (JIMAR), located at the National Marine Fisheries Service (NMFS), Pacific Islands Fisheries Science Center (PIFSC) 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: Responsible for the day-to-day management of operations of JIMAR research activities associated with NMFS - PIFSC. Ensures that scientific goals are met while remaining in compliance with administrative guidelines. Serves as the on-site, day-to-day supervisor for JIMAR staff at NMFS/PIFSC. Oversees budget planning and execution and coordinates grant/cooperative agreement proposal submittal to ensure continuity of funding. Manages the employee safety program in conjunction with the NMFS safety officer. Oversees overall employment actions related to JIMAR programs with NMFS/PIFSC (including annual performance evaluations and workers compensation matters). Oversees the training and development of JIMAR staff at NMFS/PIFSC.

PRIMARY QUALIFICATIONS: EDUCATION: PhD from an accredited college or university in the Natural Sciences or related field. EXPERIENCE: Five to seven (5-7) years of experience in program management in a research environment including oversight of scientific and administrative goals. Three to five (3-5) years of direct supervisory experience of 15 or more employees. ABIL/KNOW/SKILLS: Extensive knowledge and understanding of business management principles, practices, methods, and techniques. Knowledge of the culture and environment, community, economy, and politics of Hawaii. Good understanding of budgeting, procurement, report writing, and general office administration. Ability to perform a full range of supervisory functions, including planning, assigning, and reviewing work and providing or arranging training and development and evaluating employee performance. Excellent organizational, leadership, public relations, and communications skills. Strong problem-solving, decision-making, interpersonal and management skills. Ability to delegate assignments, tasks, and duties. Authoritative mastery of all aspects of a major management function, including concepts, laws, & public policy issues. Ability to assess the political & institutional environment and analyze and relate complex variables to a specific policy issue and frame feasible options. Ability to represent the organization and present issues and recommendations orally and in writing. Must be proficient in the use of PC for word processing and spreadsheets. Must possess valid driver's license and vehicle (or other personal means of transportation) to commute between multiple project locations on Oahu and to attend meetings. Post Offer Employment Requirement: Must meet the US Department of Commerce, National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed.

SECONDARY QUALIFICATIONS: Knowledge of Federal, University of Hawaii, and RCUH administrative policies and procedures. Experience in federal grant writing and/or grant...
administration. Knowledge or experience in fisheries and protected species related research.

INQUIRIES: Thomas Schroeder 956-7476 (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, mail, or hand-deliver 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. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 07/21/2010