Applicant Searches

Job Description

Job Title: PMNM Permit Coordinator
Job ID: 12431
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

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

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Coordinate, review, issue, and track all permits and activities for the Papahanaumokuakea Marine National Monument. Provide recommendations to Monument Management Board (MMB). Analyze and determine impact of proposed and ongoing activities and develop reports for Monument staff and the MMB. Lead multi-agency permitting team to manage permits and develop permitting policy and procedures. Monitor activities and analyze for potential impacts and threats. Write, review, and edit planning and operational documents for the Monument, including but not limited to, the Annual Permitting Report, multi-agency Best Management Practices (BMP), and permitting guidelines. Assist in writing, reviewing, and editing Monument planning documents and necessary environmental reports, such as draft/final Environmental Impact Statements, Environmental Assessments, Categorical Exclusions, and Compatibility Determinations to ensure compliance with state and federal laws. Coordinate and communicate with wide range of agencies to ensure documents consistent with all regulations. Participate and frequently present at meetings, conferences and outreach events to provide information on Monument policies and permitting procedures. Papahanaumokuakea covers a vast area in one of the world’s most isolated archipelagos rich in both its natural and cultural heritage. Largely undisturbed and considered to be one of the most sacred and revered places within Hawai’i, Papahanaumokuakea is a place where nature and culture are one.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in Natural Resource Management, Public Administration, Political Science, Environmental Policy, or related field. EXPERIENCE: Two to four (2-4) 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 operation plans. Experience working with community groups, interagency working groups, and professionals in the fields of education, research, management, policy and working with federal and state 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 of both natural and cultural resources. Ability to participate in data collection and analysis and monitor data integrity and applicability. Demonstrated ability to coordinate 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

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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 Papahanaumokuakea Marine National Monument and the 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 NWHI 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. Knowledge of Hawaiian culture, history, and practices.

INQUIRIES: Moani Pai 397-2660 (Oahu).

APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on “Employment”; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-8344.

EEO/AA Employer.

Please apply before 09/11/2012