

POSITION ANNOUNCEMENT

Issued December 30, 2005

Title: Research Program Manager, Oil Spill Recovery Institute (OSRI)

Reports to: OSRI Executive Director and OSRI Board

Summary: The OSRI Research Program Manager develops annual and strategic plans for a grant program focused on oil pollution issues in the Arctic and sub-Arctic. The manager is responsible for oversight of peer reviews of proposals and monitoring grant contracts. The manager reports to the Executive Director and works with a 16-member Board and a Scientific and Technical Committee.

Applicants should have two years of professional experience in a discipline related to chemical, ecological, or marine sciences, and/or oil pollution related issues and a Bachelor's Degree. Administration and planning experience with superior writing and verbal communication skills are also required. Position is located at the Prince William Sound Science Center in Cordova, Alaska. Position requires periodic travel.

Background: The Oil Spill Recovery Institute (OSRI) was established through Congressional legislation as a research entity focused on prevention and response to oil pollution in the Arctic and sub-Arctic. A 16-member Board composed of public, fishing and oil and gas industry, Native and state and federal representatives determines OSRI policies and program directions. The OSRI awards grants to conduct research, education, and demonstration projects, all of which are designed to deal with oil spills in Arctic and sub-Arctic marine environments.

The OSRI was established through the Oil Pollution Act of 1990 which states its functions:

- To identify and develop the best available techniques, equipment and materials for dealing with oil spills in the Arctic and sub-Arctic marine environment, and to
- Complement Federal and State damage assessment efforts and determine, document, assess and understand the long range effects of Arctic or sub-Arctic oil spills on the natural resources of Prince William Sound and its adjacent waters, and the environment, the economy and the lifestyle and well-being of the people who are dependent on them.

The Research Program Manager works with the OSRI Board to develop annual plans and strategic plans, and then implements the annual program plans approved by the OSRI Board. The Research Program Manager is supervised by the OSRI Executive Director who is also President of the Prince William Sound Science Center (PWSSC www.pwssc.org), the non-profit administrator for OSRI. The 2005-2010 Science Plan, annual work plans and other documents detailing OSRI programs and history are posted at the OSRI website, www.pws-osri.org.

Responsibilities include

- Preparation of annual work plan in consultation with the Board-appointed Work Plan Committee and in accordance with the Five-Year Science Plan adopted in 2005. Compile information about potential projects, write brief project descriptions and prepare project budget estimates.
- Implement the work plan as approved by the Board. This includes drafting requests for proposals based on the Annual Work plan priorities, and coordinating the peer review process with OSRI's Scientific and Technical Committee and with other organizations OSRI partners with for research projects.
- Coordinate with the Chair of OSRI's Scientific and Technical Committee to assure regular transfer of information between the OSRI Board and the STC. Also provide assistance, as requested by the STC Chair, in scheduling meetings.

- Meet 2-3 times per month with the OSRI Executive Director (ED) to exchange information concerning program issues and contract awards. Work with the ED to develop a monthly program report for distribution to the OSRI Board.
- Assist the Executive Director to ensure compliance with all policies and procedures of the OSRI Grant Policy Manual.
- Coordinate the processing of contracts for successful proposals. Monitor progress and final report deadlines for these contracts.
- Prepare bi-annual reports on OSRI grant awards and research and education programs for distribution to the OSRI Board
- Coordinate publication in the late fall/early winter of an Annual Report for broad distribution.
- Supervise maintenance of the OSRI website.
- Collaborate with the OSRI Executive Director to develop and maintain cooperative agreements with other organizations for research and education programs, for example with the Exxon Valdez Oil Spill Trustee Council, two Regional Citizens' Advisory Councils, and the Alaska Department of Environmental Conservation.
- Periodically represent OSRI at professional meetings and workshops.
- Maintain files and a library on oil pollution issues focused on the Arctic and sub-Arctic.
- Provide leadership in planning future research programs and work plans.
- Prepare technical reports on OSRI programs.

Experience/characteristics required:

- Two years minimum professional experience required in a discipline related to chemical, ecological or marine sciences and/or oil pollution related issues.
- Demonstrated ability in administration and planning; preference may be given to those with experience working with Boards.
- Superior writing skills and excellent verbal communication skills required.
- Bachelor's Degree; advanced degree preferred.
- Candidates having general knowledge of Alaska and oil pollution issues in the Arctic and sub-Arctic may be given preference.
- Must be a U.S. citizen or permanent resident.

Compensation commensurate with qualifications and experience. Starting salary range \$53,000 – 65,000. Excellent benefit package including medical insurance and pension plan. Relocation expenses may also be provided. The OSRI Research Program Manager is a staff member of the Prince William Sound Science Center through which OSRI's programs are administered.

Position located in Cordova, Alaska www.cityofcordova.net or www.cordovachamber.com

To apply: Submit letter and resume in electronic format to Nancy Bird, Executive Director, OSRI – bird@pwssc.gen.ak.us. Review of applicants will begin January 9, 2006; position open until filled.