



Southeast Coastal Ocean Observing Regional Association

Our eyes on the Southeast's ocean and coastal waters

North Carolina

South Carolina

Georgia

Florida

SECOORA Seeks Regional Coastal Ocean Observing System (RCOOS) Manager

The Southeast Coastal Ocean Observing Regional Association (SECOORA), a regional non-profit organization based in Charleston, South Carolina, seeks a professional to serve as Regional Coastal Ocean Observing System (RCOOS) Manager. SECOORA's mission is to observe, understand, and increase awareness of our coastal ocean - promoting knowledge, economic and environmental health through strong regional partnerships. Additionally, our work is 1) user-driven, 2) addresses regional, as well as National, goals, 3) is inclusive and representative of all interested parties, 4) has the flexibility to accommodate future needs and additional participants, and 5) is effective and inclusive in program prioritization and decision-making. SECOORA is one of 11 Regional Associations (RAs) working in partnership with the NOAA-led U.S. Integrated Ocean Observing System (IOOS) Program Office, and other federal agencies and interested stakeholders in the public and private sectors to build and operate our Nation's coastal and ocean observing capabilities.

Primary Job Duties:

1. Complete and maintain a build-out plan for SECOORA's RCOOS: This document should include details on all critical system subcomponents, costs for initial deployment and long-term maintenance, and address operational issues such as equipment purchase and maintenance and Data Management and Communication (DMAC) core operations. A process for keeping the information and document current is also required. Specific initial tasks include:
 - a. Develop an updated RCOOS plan that leverages our existing build-out plan and other observing planning documents for our region
 - b. Develop a plan for regular stakeholder review and plan updates
2. Lead and manage the RCOOS: Establish annual objectives that require collaboration among Principle Investigators (PIs) and result in increased integration, and utilization and value of the SECOORA RCOOS.
 - a. Support SECOORA PIs through in-reach and outreach
 - b. Conduct regular (monthly) SECOORA RCOOS webinars and/or conference calls
 - c. Keep abreast of coastal ocean observation technologies
 - d. Engage students in the RCOOS through the U.S. IOOS / NOAA Educational Partnership Program and NOAA Hollings Internship
 - e. Lead development of semi-annual progress reports
3. Lead and manage SECOORA's DMAC: Lead and manage SECOORA DMAC infrastructure and services including managing our DMAC contractor.
 - a. Oversee annual contractor workplan and insure improvements and fixes to SECOORA's data portal and data services are implemented
 - b. Actively address data providers and data users needs in a timely manner
 - c. Insure compliance with DMAC portion of the SECOORA RA Certification

- d. Represent SECOORA on IOOS-related data management committees, including traveling to national meetings, making presentations on behalf of SECOORA, and responding to data calls
- e. Assess website analytics and develop metrics for determining website and data portal effectiveness
- f. Partner with educational institutions on SECOORA website and data portal usage

4. Support proposal development, member recruitment, and identification of funding opportunities: Stay abreast of relevant activities of funding agencies, coordinate with staff and existing members to recruit new members, and provide input and leadership on proposal development.

- a. Identify potential funding opportunities for SECOORA, our members and partners
- b. Lead and support proposal development
- c. Identify and recruit new members

5. Support SECOORA operations, especially IT and other technical needs: Provide support as needed to respond to requests for information related to our operations and lead SECOORA IT infrastructure maintenance and planning.

- a. Manage web and email services and servers
- b. Provide timely input to U.S. IOOS and IOOS Association asks
- c. Support compliance with SECOORA's Regional Information Coordination Entity (RICE) Certification requirements
- d. Conduct outreach to champion SECOORA at professional meetings, in the region, and in other relevant venues

Required Expertise and Skills: The successful applicant must:

- Have experience with and knowledge of hardware and software systems involved in ocean observing such as moored buoys, high frequency radar, meteorological stations, gliders, etc.
- Knowledge of data management issues associated with ocean observations.
- Demonstrate the ability to effectively organize information, plan and lead meetings and workshops, write reports, and provide organizational support to a small distributed staff.
- Self motivated and used to working remotely with other staff members.
- Be able to work within the framework of a diverse, region-wide organization.
- Have successful experience in a relevant, technical discipline that permits understanding of ocean observing system elements and the ability to work across diverse sectors.
- Detail-oriented, flexible, adaptive problem-solver with excellent communication and personal skills.
- Capable of working with both technical and nontechnical colleagues, and communicating with both.
- Have a willingness and ability to travel regularly within the SECOORA region to attend and support workshops and organizational meetings.

- Have the ability to work closely with a small, regional staff and a regionally-distributed technical working group.
- Understanding of remote system administration and cloud computing a definite plus.
- Must be regionally located and easily accessible/contacted by other Staff members.
- Have experience with integration of disparate data sets for thematic applications.
- Demonstrate ability to document technical operations and activities.

Qualifications:

- At least a Masters degree in a relevant discipline (e.g., oceanography, computer science, marine science, environmental science), and three years of professional experience; or a Bachelor of Science and at least seven years of relevant professional experience.
- (Preferably) A strong understanding of the existing Integrated Ocean Observing System Program, SECOORA and/or ocean or coastal issues, science, and policy, and the southeast U.S. region.

Compensation: Commensurate with experience within the range of \$60,000 to \$80,000.

Application Date: By July 10, 2017 or until the position is filled.

To Apply:

Please submit cover letter addressing skills and qualifications, a formal resume or curriculum vitae (not exceeding two pages), and a list of three professional references (name, title, address, email and phone number). Printed or emailed proposals and supporting information are acceptable. Emailed applications must be in PDF file format. FAXED proposals will not be accepted.

Please send all applications to:

ATTN: Megan Lee
SECOORA Business Manager
Post Office Box 13856
Charleston, SC 29422
mlee@secoora.org

Emailed applications should also be copied to Debra Hernandez at debra@secoora.org.

All questions should be emailed to Debra Hernandez at debra@secoora.org.