

## Personnel Descriptions

### Executive Director

- Direct and lead the SECOORA organization, under guidance of the SECOORA Board of Directors.
- Serve as the principal spokesperson for SECOORA.
- Recruit and appoint the chairs and members for the SECOORA Program Committees and the Stakeholders Council, with input from the SECOORA Board and staff.
- Recruit and manage a regionally-distributed professional staff to conduct and implement activities outlined in the SECOORA strategic and business plans.
- Annually evaluate (in conjunction with their primary employer) the performance of the SECOORA staff.
- Provide organizational leadership to realize a target level of operational capability.
- With input from staff and SECOORA program committees and Stakeholders Advisory Council, identify and prioritize user-defined projects that can be used to promote SECOORA.
- Oversee fundraising activities, providing leadership and guidance in the development and implementation of programs (scientific, operational, and business).
- Conduct face-to-face meetings with existing and prospective members of SECOORA to enhance the program's visibility and interactions across the SECOORA network.
- Serve as primary staff liaison to the Board of Directors.

### RCOOS Manager

- Lead and manage the RCOOS:
  - review and revise the SECOORA Build-out Plan every 5 years, including incorporation of stakeholder review and feedback
  - supporting and coordinating SECOORA PIs, including regular PI conference calls, site visits, and subaward management.
- Lead and manage SECOORA's Data Management and Communication program, including managing the DMAC contractor and assuring compliance with US IOOS standards and requirements.
- Facilitate SECOORA standing committees, such as the Science Committee and the DMAC Committee, and ad hoc committees.
- Lead or participate in proposals that align with the strategic priority goals outlined in the SECOORA's strategic plan.
- In coordination with funded observing system operators, insure operation of observing assets to meet US IOOS requirements and standard operating protocols.
- Serve as information technology lead for SECOORA.
- Assist the Executive Director with outreach activities that increase SECOORA brand recognition in the southeast. Conduct outreach to champion SECOORA at professional meetings and other relevant venues.
- Compliance lead to assure SECOORA continues to meet Regional Information Coordination Entity (RICE) Certification requirements.

### Chief Financial Officer

- Provide leadership for SECOORA Business Operations including overseeing financial transactions, tracking and managing budgets, and handling operational support.
- Ensure SECOORA personnel and financial management policies comply with standard business and accounting practices, in coordination with appropriate professionals.
- Oversee and manage SECOORA benefits.
- Manage SECOORA grants and contracts in coordination with relevant staff; maintain overall grant and contract reporting schedule; initiate report preparation; and, ensure all deadlines for action are met.
- Provide assistance to the Executive Director in the development of proposals and support diversification of our funding portfolio.
- Manage member relations and support stakeholder engagement.
- Support SECOORA committee activities and assist in meeting and workshop planning.