

Vacancy Announcement

Salmon Data Technician

The Pacific Salmon Commission (PSC), an international organization responsible for transboundary salmon fisheries management in Canada and the United States, is seeking a Salmon Data Technician for its office in Vancouver, BC. This position will be in the Fisheries Management Division, focusing on Fraser River sockeye and pink salmon.

Under the direction of the Stock Identification Manager, the incumbent will be responsible for coordinating and overseeing the collection biological data and the entry and validation of these data in historical databases. This generally entails managing field equipment, managing seasonal staff, managing field and electronic data, documenting and reporting on outputs and recommendations with respect to equipment, staff, and data, and assisting with other programs as required. In executing their duties, the incumbent will liaise regularly with personnel from various commercial and governmental entities.

Major duties and responsibilities

Under the direction of the Stock Identification Manager, in collaboration with other Fisheries Management Division staff:

- 1) Assist in planning and implementing biological sampling programs for sockeye and pink salmon stock identification.
- 2) Coordinate sampling and shipping activities for sockeye and pink salmon fisheries, including: gear organization and deployment, staff scheduling, biological sampling, and maintaining inventories and records.
- 3) Recruit, train and manage seasonal sampling technicians and a seasonal Assistant Sampling Coordinator; define and prepare tasks for these seasonal employees, assist in developing and implementing quality control procedures for these projects.
- 4) Use, troubleshoot, and provide feedback for development of the PSC database for sample tracking and reporting (using Microsoft Access and Excel).
- 5) Select and use data management tools and statistical software packages to contribute toward improved data accessibility and processing.
- 6) Manage sampling and shipping expenditures and verify that invoices match goods and services received.
- 7) Assist with processing catch and escapement data including evaluation and application of age and sex ratios.
- 8) Assist other Secretariat staff in-season with various tasks, including: field sampling, sample processing, running statistical models, sensitivity analyses, and minute taking.
- 9) Assist other Secretariat staff post-season with historical data preparation and checking, report writing, and presentations.
- 10) Perform other duties as required.

Salary and benefits

Salary range: \$59,842 - \$72,804, which is equivalent to the Canadian Public Service classification for EG-4. Interested applicants should have a flexible attitude and enjoy being part of a dynamic and

progressive team in a unique international organization. The expected start date for this position is January 2, 2019 or shortly thereafter. If interested, by Wednesday November 7, 2018 please forward to Ms. Julie Ehrmantraut (at ehрманtraut@psc.org): a résumé, three references, and a cover letter explaining why you are right for the job. Candidates selected for an interview can also expect a skills test as part of the selection process.

Minimum Qualifications

1. Degree in biology, resource management, or related field.
2. Training in sampling design, experience planning and conducting sampling programs, and experience in application of various statistical techniques.
3. Experience organizing and managing data with Microsoft Excel, including spreadsheet design, formatting, functions, and links (e.g., with other Excel files and Access databases).
4. Proficiency in other Microsoft Office products (Word, PowerPoint, Access).
5. Strong interpersonal and communication skills (English, verbal and written).
6. Demonstrated ability to work efficiently, problem-solve, prioritize, delegate tasks, and make sound decisions quickly while under time constraints on multiple projects.
7. A high degree of adaptability, tact, and ability to cooperate in diverse groups.
8. Willingness to advance current skills.
9. Valid passport and ability to cross the U.S./Canadian border.

Advantages

1. Post-graduate degree and/or other relevant project management experience (e.g., developing and completing a multi-faceted, collaborative, technical or research project).
2. Study of variation among biological populations and/or knowledge of salmonid biology.
3. Experience and knowledge regarding fisheries and fisheries management activities.
4. Theoretical and practical understanding of relational databases (e.g. Access).
5. Programming skills (e.g., VBA for data/file management and R for statistical summaries, analyses, simulations, and optimization).