

Research Manager II, Yigo, Guam, (ID#13816)

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SUMMARY

- Provide overall responsibility for coordinating the biological staff, including arranging work schedules, supervising and delegating data collection responsibilities, organizing, tracking, and purchasing of equipment, and supplies
- Handle issues related to ensuring quality control of incoming data from field projects
- Use and design databases in MS Access for input of data
- Participate and contribute to the recruitment, hiring, and orientation of new project personnel.
- Train an alternate for their position from field staff to assist project when Research Manager is on leave and future Research Manager Transitions.
- Provide effective and frequent communication with all project personnel on Guam and in Ft. Collins
- Be the administrative contact for all project operations on Guam and participate in field and lab activities as needed
- Duties will also include the preparation of specimens, handling recording data from tagging, logging and quality control of data, and preparation of field reports for analysis
- Coordinate safety related training and monitoring as preparation and maintenance of sites may involve use of brush cutting equipment and power tools
- Build and maintain partnerships with a wide range of agencies and local organizations and be able to develop and implement a program for local recruitment of student interns

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform development tasks including architecture, design, development, testing, implementation, and support of Access databases
- Provide time and material estimates for project proposed.

SUPERVISORY/MANAGEMENT AUTHORITY

- Review the work of subordinate staff and provide constructive feedback from the perspective of a supervisor.
- Mentor staff to develop skills, improve staff performance, and promote career development.
- Analyze and evaluate the impact of programs, procedures, business processes, and/or policies.

- Manage workload and assignments of others in order to meet work unit and project objectives and deadlines.
- Establish priorities and manage the staff and resources necessary to maximize the productivity and/or effectiveness of the unit/branch.
- Perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws.
- Plan and organize various projects including the establishment of project timelines, and requirements for successful project completion to implement projects.
- Identify information, materials, and resources needed to complete projects and assignments.

EDUCATION and/or EXPERIENCE

- Master's Degree in Biology, Ecology, Natural Resources, or related research field
- 2 Years Proven Managerial Experience
- Database Management Experience

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand, interpret, and communicate biological information to technical and managerial staff
- Proven abilities in data quality assessment / quality control and working knowledge of MS Access
- Minimum of two years documented experience in managing research projects and supervising large teams of employees (7 or 8 employees)
- Familiarity with hiring and training new field personnel
- Interest in herpetology preferred.
- Experience in field research and/or field technician roles in mark/recapture studies, live trapping and radio telemetry.
- Ability to prioritize staff efforts across multiple simultaneous field projects
- Must be willing to participate in humane euthanasia and necropsy of Brown Tree snakes and other animals
- Great interpersonal and motivational skills
- Must possess a current, valid driver's license and be able to work legally in the United States
- Excellent (corrected) eyesight, health, and physical stamina are required as well as the ability to conduct research in a hot, humid, tropical setting
- Preference will be given to candidates with strong backgrounds in project management, team leadership and familiarity with the publication of scientific papers
- Processing of a National Agency Check and Inquiries (NACI) and fingerprinting will be required

WORK ENVIRONMENT

Climate control office (75% of work week)

Hot humid tropical jungle field sites (25 % of work week)

Applicants selected will be subject to a U.S. Government security investigation and must meet eligibility requirements for access to classified information

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