

Partnership for the Delaware Estuary

JOB DESCRIPTION

Title : Science Technical Analyst Grade / Step : B4	Status: Salary
Incumbent: TBD	Signature:
Schedule: 9a.m. – 5p.m. Monday - Friday	Date: 03/15/2020

GENERAL DESCRIPTION

The Science Technical Analyst provides unique data-based support to meet a variety of science and institutional needs, including data collection for ongoing coastal monitoring efforts, scientific decision-support tool development, and the implementation of PDE-wide tracking mechanisms. Specific tasks include, but are not limited to, GIS mapping, relational database development and maintenance, model development, and website updating. The incumbent needs to have GIS and data analysis tool experience, advanced excel (or other computer-based language) abilities, as well as familiarity with Delaware Estuary ecology.

JOB FUNCTIONS

1. Assist the Restoration Programs Manager and Habitat Coordinator with tasks related to living shoreline development and monitoring, and ecological modeling efforts.
 - The collection of geospatial and ecological survey data for the development of:
 - i. living shoreline conceptual designs and
 - ii. statistical and visual assessments of ecological changes
 - Development and macro programming of decision-support tools that inform resiliency efforts including project planning, prioritization, and implementation across the estuary
 - Maintain GIS databases including QA/QC, metadata development, and production of secondary products, such as digital elevation models (DEMs)
 - The processing and analysis of data related to the enhancement of shellfish services
 - Maintain consistent data collection protocols
 - Installation of new living shoreline treatments
 - Permitting and environmental compliance support
 - Providing support for report and publication production as necessary
2. Assist the Shellfish and Wetlands Coordinators with field data collection and monitoring, including:
 - Taking field measurements of biological, chemical and physical conditions using standardized methodology to characterize wetland health, function and stressors, and translating results into wetland best management practices
 - Maintain GIS databases including QA/QC, metadata development, and production of secondary analysis elements, such as DEMs
 - Providing support for report and publication production as necessary

3. Assist the Science Programs Manager, Restoration Programs Manager, and Coordinator of Grants with the development and maintenance of PDE-wide relational database tracking mechanisms aimed at increasing efficiency and reducing duplicity, including:
 - Staff hours tracking
 - Grant budget tracking
 - Match tracking
4. Assists the Restoration Coordinator and Estuary Planning Coordinator with website updates and maintenance, as well the production of project/program specific materials for outreach activities.
5. Assist PDE staff with other research and restoration projects, technical meetings and outreach programs, as requested.

REQUIRED SKILLS & EXPERIENCE

1. Master's degree from an accredited college in a life or environmental science field
2. Strong data analysis (R) and GIS (ArcGIS) skills
3. Proficiency in Excel and/or other computer programming languages (e.g. Python), familiarity with relational mathematical languages (e.g. Boolean algebra) a plus.
4. Experience working in a related field such as watershed science, resource management, or communications and outreach
5. Superior organizational skills and coordination skills, including multi-tasking ability, attention to detail, and the ability to work simultaneously with multiple partners on a project
6. Demonstrated ability to work with diverse public and private constituencies to conduct on-the-ground public programs and science field projects
7. Excellent written/oral communication skills, technical writing experience (reports or publication), and experience with oral presentations.
8. Valid United States driver's license.

WORKING CONDITIONS

Time spent in this position will be split between being in an office setting and outdoors (in and along the shoreline and wetlands, river and creeks of the estuary). Occasionally, there will be tasks completed in a storage/warehouse facility. Work hours may shift dependent on the tides or project assignment. Occasionally, there will be a need to work evenings or on weekend days.

PHYSICAL REQUIREMENTS

The incumbent should be able to lift 40 pounds. The incumbent should be able to sit and stand for at least 8 hours at a time.

REPORTING RELATIONSHIPS

Reports to: Restoration Programs Manager

Direct reports: none