

Alaska Ocean Observing System
Executive Director
Position Description
As of April 2016

Full-time professional position based in Anchorage. Reports directly to the AOOS Board. Supervised on their behalf by the AOOS Executive Committee, currently consisting of board chair Ed Page, treasurer Jim Kendall, secretary Cheryl Rosa, vice-chair Ed Fogels, and fiscal sponsor (Alaska SeaLife Center) representative Tara Riemer.

Major responsibilities:

- Develop the Alaska regional component of the national Integrated Ocean Observation System (IOOS).
- Represent Alaska interests in the IOOS Association and in other national and international venues that further the AOOS mission.
- Work with Alaska participants to establish an integrated system of ocean observations for Alaska to meet the needs of a wide variety of users, including mariners and fishermen, scientists, resource managers, search and rescue and coastal security operations, and educators.
- Develop and implement AOOS governance, strategic, regional, business, and education and outreach plans.
- Oversee contracts and subawards.
- Supervise employees and contractors as appropriate.
- Assist with implementation of the national IOOS program, as well as obtaining funding for the program.
- Implement the policies and priorities adopted by the AOOS Board.

Alaska Ocean Observing System
Observations Systems Manager/Director of Operations and Development
Position Description
As of August 2016

The Observations System Manager/Director of Operations and Development (Observation Systems Manager) is a full-time position within the Alaska Ocean Observing System (AOOS) that works closely with the AOOS Executive Director, a small staff based in Anchorage, AK, and a statewide Board of Directors to manage the ongoing observation systems and planning efforts in Alaska. The Observations System Manager is responsible for day-to-day operations and administration of the program and serves on behalf of the Executive Director as needed.

Major responsibilities include:

- With the Executive Director, develops and implements strategic plans that help the program run efficiently and effectively
- Assists in all aspects of developing the AOOS program, including development of build-out plans and updates
- Performs product and project management oversight within the organization, including the data management team
- Provides primary administrative management and oversight of AOOS grants, programs and subawards
- Develops standard operating procedures and provides overall operational oversight of all AOOS ocean observing assets and activities
- Monitors the progress of the program in meeting goals and objectives and ensuring organizational accountability,
- Prepares documentation for meeting national program reporting requirements
- Works closely with the AOOS staff, partners and stakeholders to facilitate the prioritization and implementation of new observing instruments and initiatives, especially those relevant to navigation safety, maritime domain awareness, coastal hazards, and ecosystem and climate variability and change
- Coordinates closely with the AOOS Data Manager and data system team, scientists and technical staff
- Participates with national programmatic efforts and activities in other regional ocean observing programs
- Works with the AOOS Board and its committees at the direction of the Executive Director
- Can perform AOOS supervisory roles for the program managers, coordinators and interns
- Leads and participates in AOOS proposal efforts, facilitates working groups, gives presentations at professional conferences and meetings, writes peer reviewed papers and white papers relevant to ocean observing
- Represents AOOS on national and regional working groups and committees and at professional meetings and conferences

Alaska Ocean Observing System
Data Manager
Position Description
As of August 2016

The Alaska Ocean Observing System (AOOS) Data Manager is a full-time professional position based in Anchorage that can be either an in-house position or a contractual position. The Data Manager reports directly to the AOOS Executive Director, and works closely with other AOOS staff to implement the AOOS Data Management and Communications Subsystem.

Major responsibilities include:

- Oversee all data management staff – contractual or in-house.
- Support the AOOS data system core cyberinfrastructure, which includes all AOOS hardware (servers) & software that support data ingestion, search, aggregation, access/transport, & storage/archive systems in compliance with IOOS requirements.
- Ensure AOOS Data Subsystem meets IOOS, NCEI, OBIS DMAC requirements (Interoperability, best practices, QA/QC, QARTOD).
- Maintain and refresh existing data sources and metadata.
- Provide path for user engagement (tracking feedback, response and actions).
- Maintain AOOS Web Site (Blogs, navigation, special pages, content).
- Ingest new data following priorities developed by AOOS staff and DM Advisory Committee.
- Develop new capabilities for searching for, presenting, visualizing or processing AOOS data holdings.
- Participate in internal Program Management with AOOS staff and Data Management Advisory Committee.
- Participate in external groups within the IOOS Program, regional groups in Alaska (ADIWG), domain specific groups (emergency response, modeling community, etc...) and international groups.
- Represent Alaska interests in the national IOOS Program and in other national and international venues that further the AOOS mission.
- Develop and implement data products and services that meet stakeholder needs as prioritized by the AOOS staff and board, with input from the AOOS Data Management Advisory Committee.
- Support the AOOS Data Management Advisory Committee
- Oversee data contracts and subawards.
- Supervise data management employees and contractors.
- Assist with implementation of the national IOOS program, as well as obtaining funding for the program.
- Write proposals to seek additional funding to sustain and enhance AOOS data operations.