

NATURE OF WORK IN THIS CLASS:

Assist the Division Chief in administering all programs and activities associated with the Division of Aquaculture.

Duties may be assigned in full or part depending on workload and best management principles.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assist in the daily management of two sections of the Aquaculture Division; Environmental Protection & Restoration and Economic & Community Developments, at the personnel programmatic, budgetary, and policy levels.

Provides direct operation oversight of Division activities for review and analysis at the management level.

Assist in fulfilling local mandates as well as maintaining fiscal and program compliance for all federal funds received.

Assist in the review of proposed scientific work on aquaculture species and impacts to species and associated habitats.

Assist in evaluating research planning and its effectiveness.

Keeps abreast of laws and regulations (federal and local) as they pertain to aquaculture programs and staff.

Prepares, reviews and submits grants seeking funding for aquaculture resources.

Conduct research, complete analysis, and write scientific reports consistent with accepted professional standards.

Represents division and department in writing and orally at meetings and public forums including newspaper, radio, and television interviews or presentations.

Responsible for hearing and resolving employee complaints or relation problems and/or provides advice, counsel, instruction, supervision, and recommendations on formal resolutions.

Reviews Work Planning and Performance Evaluation (WPPE) of employees and counsels them on measures to improve performance.

Approves leave requests, and may modify section supervisor's staff schedules to provide for the efficient function of the Division's operations.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of laws and regulations both local and federal as they pertain to aquaculture programs.

Knowledge of the principles and practice of aquaculture research, development, and management to include the ecosystem approach to conservation management.

Knowledge of commercial aquaculture species of the Pacific area.

Knowledge of the principles and practices of administration, supervision, and management.

Knowledge of budget formulation and process.

Knowledge in the preparation of federal grant applications and compliance requirements.

Knowledge of research and statistical methods and techniques.

Knowledge of federal natural resource laws.

Ability to manage aquaculture resource programs.

Ability to supervise the work of others.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and initiate/ recommend appropriate changes to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare scientific and technical papers and reports.

MINIMUM EXPERIENCE AND TRAINING:

A. Four (4) years of progressively responsible aquaculture professional experience in the field of aquatic and/or aquaculture management and at least one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in biology or agriculture with an emphasis on aquaculture; OR

B. Three (3) years of progressively responsible aquaculture professional experience in the field of aquatic and/or aquaculture management and graduation from a recognized college or university with a Master's degree in biology or agriculture with an emphasis on aquaculture.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license

AQUACULTURE DIVISION ASSISTANT CHIEF

7.113

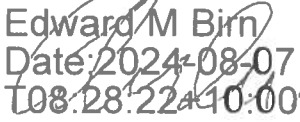
ESTABLISHED: JULY 2024

PAYGRADE: R (GPP)


STATUTE: Executive Order 2024-01

HAY EVALUATION:

KNOW-HOW:	E II 3	350
PROBLEM SOLVING:	E 4 43%	152
ACCOUNTABILITY:	E 3 C	<u>175</u>
TOTAL POINTS		677


Edward M Birn
Date: 2024-08-07
~~08:28:22~~ 10:00

EDWARD M. BIRN, Director
Department of Administration


JOSHUA F. TENORIO
Acting Governor of Guam

LOURDES A. LEON GUERRERO
Governor of Guam