

NATURE OF WORK IN THIS CLASS:

Administer all programs and activities associated with the Division of Aquaculture.

The employee in this class is responsible as the program and fiscal signatory for the Division (Federal Aid Coordinator).

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.)

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

Directs and/or formulates policies, plans, standards, and procedures for comprehensive aquatic programs and activities.

Directs the coordination of grant-in-aid for aquatic programs.

Responsible for maintaining fiscal and program compliance of all federal funds received and assure compliance with law, regulations, policies, and executive orders applicable to aquaculture programs and activities.

Direct the preparation of operating budget for the division.

Review proposed scientific work on aquaculture species and conduct research analysis and write scientific reports.

Maintain liaison with federal aquaculture agencies, and local and private agencies.

Provide expertise to assure compliance with laws, regulations and policies applicable to aquaculture programs and activities.

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 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. Five (5) years of progressively responsible aquaculture professional experience in the field of aquatic and/or aquaculture management and at least two (2) years 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. Four (4) 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 in biology or agriculture with an emphasis on aquaculture.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Guam driver's license.


ESTABLISHED: JULY 2024

PAYGRADE: S (GPP)

STATUTE: Executive Order 2024-01

HAY EVALUATION:	KNOW-HOW:	F II 3	400
	PROBLEM SOLVING:	E 4 43%	175
	ACCOUNTABILITY:	E 4 C	200
	TOTAL POINTS		775

Edward M Birn
 Date: 2024-08-07
 TO 8:29:42 - 10:00


 JOSHUA F. TENORIO
Acting Governor of Guam
 LOURDES A LEON GUERRERO
 Governor of Guam

EDWARD M. BIRN, Director
 Department of Administration