



Tier 3 Administrator (T3A) Job Position - CDFU

Date of Posting: July 18, 2017 - Open until filled
Position Title: Tier 3 Administrator (T3A)
Hours: up to 10 hours per month (Fixed Rate)
Position Type: Permanent Part-Time
Start Date: August 2017
Compensation: \$20.00 per hour
Location: CDFU office and/or working remotely

POSITION DESCRIPTION

Cordova District Fishermen United is a nonprofit organization that represents the commercial fishermen of Prince William Sound. Founded in 1935, CDFU is one of the oldest fishing organizations in Alaska, and has a long tradition of working to support the economic livelihoods of fishermen through politics, State and Federal fisheries management, conservation and environmental advocacy.

Following the Exxon Valdez oil spill, and the adoption of OPA90 (The Oil Pollution Act of 1990), the Alyeska Pipeline Service Company was mandated to conduct regular oil spill training activities to ensure the readiness of fishermen and vessels to respond in the event of an oil spill. This program is referred to as the SERVS program (Ship Escort Response Vessel System).

The Tier 3 Administrator (T3A) is responsible for coordinating third level response activities and maintaining fishermen records. In the event of an actual oil spill, Tier 1 and 2 mechanisms will be activated. In the unlikely event that further oil spill response is deemed necessary, the T3A will be required to activate Tier 3 response mechanisms. This involves calling fishermen not already contracted by Alyeska to assess their willingness and ability to respond to an oil spill, and dispatching these vessels to the spill site. The T3A is responsible for maintaining fishermen information so that in the event of a spill this information is easily accessible.

The T3A position is capped at 10 hours per month except in the event of an emergency. The T3A will be expected to describe each hour of work in detail that is billed per month and all work product will be maintained and updated on the SERVS/CDFU Google Drive which is accessible by CDFU staff 24/7.

Due to the hours of the position, it is possible to work a flexible schedule from home. A desk and computer at the CDFU office will be made available to the T3A if working from CDFU is best. CDFU staff will, however, meet in person with the T3A once per month to review the T3A vessel list and discuss any upcoming drills, dates, or changes to policy. This monthly meeting should take place in person at the CDFU office the majority of the time, but if need be, this meeting can take place by phone.

Training will be provided.

DUTIES SPECIFIC TO THIS POSITION

Activities the T3A will be expected to perform:

- Maintain a current Cordova harbor vessel list, with contact information to be maintained and updated in the SERVS/CDFU Google Drive.
 - Contact Cordova Harbor Master's office once per month (minimum).
- Maintain the T3A handbook and processes guide.
- Photocopying, scanning, filing and general clerical work as needed.
- Communications – both verbal and electronic.
- T3A is required to complete the full SERVS training. If training has been previously completed, T3A is required to complete at least one day of SERVS training per year as a refresher course.
- T3A is required to communicate with local venues on an annual basis to determine space options and capacity limits for local venues for emergency training in the event of an oil spill. This information should be updated annually and kept on hand in the SERVS/CDFU Google Drive.
- T3A will be expected to participate in planned SERVS exercises and drills. The T3A will receive notification in advance if at all possible.
- T3A is required to attend a one day Alyeska meeting in Anchorage in January of each year. Travel and expenses are covered and/or reimbursed.
- T3A must be available and responsive to all management requirements within the scope of the Tier III position in the event of an oil spill.

Suitable applicants will possess:

- High organizational skills.
- Computer skills.
- A passion for preserving commercial fisheries and fish habitat in Prince William Sound.

TO APPLY FOR THIS POSITION

Submit a copy of your resume (C.V) with two recent references and a cover letter describing how your qualifications and experience would be a good match for this position to:

Rachel Kallander
Re: T3 Position
Cordova District Fishermen United
PO Box 939
Cordova, AK 99574

Or alternatively email these documents to: rachel@cdfu.org.

If your application is short-listed for this position, you will be contacted to set up an interview time.