

# Position: Habitat and Living Resources Data Manager

*Interstate Commission on the Potomac River Basin*

Re-Posted: December 18, 2023

For over eighty years, the [Interstate Commission on the Potomac River Basin](#) (ICPRB) has worked to improve the water quality of the Potomac River through science, regional cooperation, and education. ICPRB is a small, collegial, non-regulatory agency focused on water resources, drinking water, aquatic life, and environmental outreach and education.

We are seeking an organized and motivated individual with strong attention to detail to serve as the Habitat and Living Resources Data Manager alongside ICPRB's Water Quality Data Manager. This position will be offsite at the Chesapeake Bay Program (CBP) offices in Annapolis, MD with occasional travel to ICPRB headquarters in Rockville, MD. The Habitat and Living Resources Data Manager is responsible for maintaining, designing, and building relational databases for the CBP, verifying and assuring data quality, and facilitating data analysis efforts of the CBP. Examples of datasets you will work with include plankton, benthic macroinvertebrates, fish, and wildlife.

## Job Responsibilities

- Manage advanced-level databases
- Assemble diverse habitat and living resources monitoring databases for analysis and publication on Chesapeake Bay Program (CBP) web pages
- Issue periodic data calls to acquire new data
- Work closely with CBP partner agencies and institutions to obtain information required to properly process and document monitoring databases, resolve problems, and improve procedures
- Work with data providers to ensure that the CBP grant, interagency agreements, and contract conditions for submitting data are met, and the habitat and living resources data are of known and documented quality
- Work with CBP Data Center computer system managers to enhance database effectiveness, accessibility, and applications
- Run computer programs to produce Chesapeake Bay indicators for reporting and regulatory assessments (e.g., non-tidal macroinvertebrate, phytoplankton, and tidal benthic indicators)
- Serve as the CBP point of contact for data inquiries, respond to data acquisition requests from the public and from CBP teams
- Develop quality assurance procedures for uploading data
- Participate in relevant CBP meetings and workshops

## Qualifications/Skills

- Completed formal course work and/or work experience in information management, relational databases, structured query language (SQL), and geographic information systems (GIS) is required
- Completed formal course work in R programming language, statistical analysis, and spreadsheet applications highly desired but not required
- Demonstrated experience with environmental data management, analysis, and collection
- Able to read, analyze, and interpret professional journals and technical documents
- Able to write effective project reports and professional correspondence in English
- Able to make effective oral presentations on data management and quality assurance in English
- Able to work independently, as a team member, and as a team leader to accomplish objectives efficiently and meticulously
- Able to work with persons of diverging views and interests
- Able to travel with own transportation to sites throughout the basin and remain overnight on occasion

## Education and Experience Requirements

- Minimum requirements are either a master's degree in a related field or a certificate in Information Technology Systems from an accredited university.
- Coursework in computer programming languages, statistics, biology, and/or environmental science disciplines highly desired.
- At least two years of experience managing relational databases.

## Position details

- Applications are due by COB January 10, 2023.
- Job Type: Full-time
- Work Location: CBP offices are in Annapolis, MD and ICPRB headquarters are in Rockville, MD
  - ICPRB headquarters: 30 W Gude Drive Suite 450, Rockville, MD 20850
  - CBP offices: 1750 Forest Drive Suite 130, Annapolis, MD 21401
- Salary is in the range of \$75,000 - \$85,000, commensurate with experience. ICPRB provides an excellent benefits package, including retirement and a generous telework and leave policy.
- Candidates must be able to reliably commute to Annapolis, MD, or plan to relocate before starting work.
- Some travel may be required to attend meetings and conferences.

To apply, please send a resume and cover letter to [info@icprb.org](mailto:info@icprb.org). Please include in your email where you saw this job announcement.

ICPRB is an Equal Opportunity Employer that strives to maintain a diverse workforce. No applicant or employee will be discriminated against because of race, sex, gender, identity, age, religion, national origin, veteran status, political affiliation, disability, or any other non-job-related factors. Individuals shall be considered for employment and advancement solely based on qualifications and abilities for this specific position.