

## **Vacancy Announcement: Database Manager**

The Pacific Salmon Commission (PSC), an international organization responsible for transboundary salmon fisheries management in Canada and the United States, is seeking a Database Manager for a two-year term. The Database Manager will be part of the Stock Assessment and Data Management group within the Fisheries Management Division, and will focus on improvements to databases managed by the PSC's Chinook Technical Committee as well as provide support to the Secretariat's existing data management system for biological and fisheries data. The position will be located at the PSC Secretariat office in Vancouver, B.C.

The incumbent will work collaboratively with the PSC Secretariat staff in Vancouver as well as a binational committee of scientists stationed in the United States and Canada (the PSC Chinook Technical Committee or CTC). Deliverables will be specified in a work plan agreed to by the CTC, the Secretariat, and the incumbent, with a focus on CTC projects in the first year.

### **Major duties and responsibilities**

Under the direction of the Quantitative Biologist and in close collaboration with the CTC, the incumbent will:

- 1) Perform an audit of the existing CTC Microsoft Access database, identifying structural vulnerabilities and priorities for upgrading;
- 2) Complete and improve the new CTC database, (e.g., convert from Microsoft Access to SQL Server or similar, refine ETL processes including automated QA/QC protocols and form development), and host it on a shared, centralized platform for CTC use;
- 3) Troubleshoot and maintain the various databases used by the Secretariat and by the CTC including error checking protocols;
- 4) Run regular database queries and downloads to support CTC and Fraser River salmon assessments;
- 5) Develop, and regularly update, technical database documentation;
- 6) Implement quality control protocols and security measures to safeguard databases against accidental or unauthorized modification;
- 7) Continue development of the Secretariat's Fraser Sockeye catch and escapement database;
- 8) Perform an audit of the existing Secretariat test fishing database, identifying structural vulnerabilities and priorities for upgrading;
- 9) Provide advice and tools to help biologists prepare historical datasets for uploading into databases;
- 10) Provide information and advice to biologists that are engaged with database development, to help them improve and enhance their database skills (i.e., be a resource person);
- 11) Develop new databases, time permitting.

## **Salary and benefits**

Salary range: \$70,000 – \$86,000, which is equivalent to the Canadian Public Service classification for CS-2. Benefits include a defined benefit pension plan, extended health and dental care, and health savings account. The position is initially for a two-year term. Depending on performance and funding, the position may be converted into a permanent position at the end of the two-year term.

Interested applicants should have a flexible attitude and enjoy being part of a dynamic and progressive team in a unique international organization. The expected start date for is no later than May 16, 2018. If interested, please forward a cover letter and résumé by Friday, March 23, 2018 to Ms. Julie Ehrmantraut at [ehrmantraut@psc.org](mailto:ehrmantraut@psc.org). Candidates selected for an interview should expect a skill test as part of the selection process.

## **Minimum Qualifications**

- 1) Degree in computer science, information science, technology, engineering, mathematics, biology, or related field.
- 2) Demonstrated expertise in database design, implementation, use, and management, using Microsoft Access.
- 3) Demonstrated expertise in migrating Microsoft Access databases to SQL Server.
- 4) Demonstrated experience with remote database access.
- 5) Demonstrated proficiency in development of ETL processes moving data between Excel and Access environments.
- 6) Computer programming skills in SQL and VBA for Access.
- 7) Demonstrated ability to work as an effective and cooperative team member, and to work efficiently while under time constraints on multiple projects.
- 8) Excellent communication skills.
- 9) Willingness to advance current skills.

## **Advantages**

- 1) Computer programming skills in VB.NET preferred.
- 2) Computer programming skills in R.
- 3) Experience in collaboration tools and document sharing systems such as Microsoft SharePoint.
- 4) Experience with cloud-based databases and web database applications.
- 5) Knowledge of ecology and fisheries science relating to anadromous species.