

**COASTAL PROCESSES SPECIALIST
CAPE COD COOPERATIVE EXTENSION/WHOI SEA GRANT**

Definition

Serves as Marine Extension Program Specialist in Coastal Processes for Barnstable County and WHOI Sea Grant Program, a program of research, outreach and education dedicated to the wise use and management of ocean resources. Provides the public, industry and local, state and federal agency personnel with instruction, applied research, practical demonstration, field testing and consultation on coastal processes and issues related to shoreline processes, sediment transport and coastal hazards.

Supervision

Works under the administrative direction of the Cape Cod Cooperative Extension and Woods Hole Oceanographic Institution Sea Grant Directors.

Work is performed independently, with occasional suggestions from both Directors; work is evaluated through an annual performance appraisal by directors, periodic meetings, and review of program evaluations.

Performs varied responsible professional technical assistance duties, requiring considerable judgment in planning, organizing and delivering programs.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Teach agency personnel and the general public about shoreline processes by providing useful and practical information derived from academic research findings. Develop, prepare and present seminars, workshops, short courses, publications and other written and electronic media.

Provides expert advice to individuals and organizations. Assist in identifying coastal problems and defining solutions. Identify sources of information, interpret research findings, develop applied research projects and assist with evaluation of shoreline management and coastal hazards programs.

Plan and implement a coastal processes outreach program. Coordinate with interested groups including WHOI Sea Grant's outreach advisory committee, UMass Extension faculty, research scientists, town conservation commissions, MA DEP and Coastal Zone Management and other appropriate groups working on shoreline management and coastal hazards.

Provide technical assistance for the Barnstable County Dredge Program.

Performs similar or related work as required, directed or situation dictates.

Job Environment

Work is performed in a typical office. Educational facilities and outdoor settings; work requires occasional evening and weekend meetings. Position requires work in outdoor coastal environments.

Operates computer, standard office machines and hand tools.

Makes frequent contact with the public, state and town departments and private industry; contact may be in person, on the telephone or in writing.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree in coastal geology, coastal ecology or related field and five years experience; or Master's Degree in appropriate discipline and three years experience; knowledge of state and federal wetlands regulations and experience in teaching, program evaluation and assessment.

Special Requirements

Possession of a valid Massachusetts driver's license.

Willingness to work a flexible schedule.

Knowledge, Ability, and Skill

Knowledge. Thorough knowledge of coastal processes and ecology and coastal regulations. Knowledge of program development and evaluation. Experience with research methods and practices. Grant writing experience desirable.

Ability. Ability to communicate effectively both orally and in writing. Ability to teach programs to diverse target audiences. Ability to initiate and complete projects with minimal supervision. Ability to develop exhibits.

Skill. Excellent oral and written communication skills and skill in making public presentations. Excellent computer skills.

Physical Requirements

Moderate physical effort required to perform most duties under typical office conditions, but must also be able to drive and be able to conduct programs in the field. Field sites may not be easily reached, requiring walking over difficult terrain, may occasionally lift up to 50 pounds, frequently lifts between 10 and 30 pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.