Job Description

Title: PASSCAL Program Manager  
Department: PASSCAL  
Reports To: IRIS President  
FLSA Status: Exempt  
Employee Status: Full-Time  
Office Location: Washington, DC or Socorro NM  
Revised Date: February 15, 2010

I. Summary of Responsibilities:

This is a managerial position responsible for the operation of IRIS portable instrument programs including the Program for Array Seismic Studies of the Continental Lithosphere (PASSCAL) and Flexible Array (FA).

II. Primary/Essential Functions:

1. Provide technical advice and leadership in the development and evolution of PASSCAL and USArray/FA
   a. Provide support for, and receive advice from, the PASSCAL Standing Committee and USArray Advisory Committee, that have oversight of PASSCAL and FA operations
   b. With the Standing Committee Chairpersons, represents PASSCAL and FA in IRIS Board and USArray Advisory Committee meetings
   c. Interact with the IRIS President, Program Managers IRIS Polar Program Coordinator and Program Coordinating Committee to ensure effective and efficient collaboration between IRIS programs.
   d. Guide and encourage instrument development to improve the resources available to PASSCAL and FA and work with the IRIS Instrumentation Committee
2. Manage the PASSCAL and USArray/FA programs including
   a. Prepare annual and multi-year program plans and budgets
   b. Serve as custodian for PASSCAL and FA property and equipment
   c. Serve as IRIS technical representative for the award to New Mexico Tech for support to PASSCAL and FA and other contracts and subawards
   d. Prepare periodic status reports
   e. Acquire equipment, materials and supplies needed to support PASSCAL and FA
   f. Authorize travel by New Mexico Tech personnel that IRIS reimburses directly
   g. Approve invoices for payment
3. Serve as the primary interface between PASSCAL, FA and user community.
a. Schedule experiments and work with PIs to ensure adequate and efficient experiment support
b. Schedule training for experiment crews
c. Prepare and obtain approval for IRIS policies, procedures and instruction manuals and field training materials
d. Represent IRIS PASSCAL and FA with external organizations including NSF, USGS, other federal and state agencies, international communities, and the FDSN
e. Organize PASSCAL and FA facility representation at national and international meetings

III. Secondary Functions:

1. Serve as a member of the IRIS Program Coordinating Committee
2. Serve as a member of the IRIS Instrumentation Committee
3. Serve as a member or IRIS representative on other committees as designated by the IRIS President

IV. Job Specifications (Knowledge, Skill and Ability Requirements):

1. Ability to communicate effectively with scientists, technical staff and the general public.
2. Determined, self-motivated, logical, and energetic with a keen interest in learning.
3. Capable to work independently with little supervision
4. Prior supervisory or management experience
5. Understanding of electronics, instrumentation and sensor technology and signal processing.
6. Ability to travel approximately 10% of the time nationally and internationally.
7. Knowledge of the academic research community
8. Excellent writing and presentation skills.

V. Educational/Experience Requirements:

The minimum level of education and experience for this position includes:

- PhD. in engineering or science, or equivalent professional experience.
- At least 10 years professional experience in technical operations
- Geophysical field experience

VI. Working Conditions and Required Equipment:

The incumbent in this position works in an office and laboratory environment with occasional trips to field installations. The incumbent in this position will utilize the following equipment:

- Computer/Internet
- Electronic, mechanical and laboratory test equipment

The physical demands and work environment described are representative of those an employee encounters while performing the essential functions of this position.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act.

The above job description is an overview of the functions and requirements for this position. This document is not intended to be an exhaustive list encompassing every duty and requirement of this position; your supervisor may assign other duties as deemed necessary.

Employee
Signature:_________________________________________ Date:__________

Supervisor
Signature:_________________________________________ Date:__________

Human Resources
Signature:_________________________________________ Date:__________