

POSITION DESCRIPTION

Position Title: **HATCHERY SUPPORT MANAGER**  
Category: Full time, regular, full benefits  
Payroll Classification: Annual Wage, Exempt  
Organizational Unit: Hatchery Support  
Location: Anchorage Distribution Center  
Customary Work Hours: 8:00 – 5:00, Monday - Friday  
Supervisor's Title: General Manager  
Effective Date: January 1, 2016  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

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**Basic Function:** The Hatchery Support Manager has three basic functions: 1) to ensure that the most effective and efficient methods are used, given available resources, to produce and release healthy salmon stocks for all user groups within Area E, 2) to manage all purchasing, shipping, and receiving activities of the Corporation, and 3) to work on a daily basis with the General Manager, members of the top management team and office staff to carry out the directives of the Board. This position is one of the top management positions within the PWSAC.

**Primary Responsibilities:** The primary responsibilities of the position are to administer effective production and operation policies for PWSAC, maintain stock and support for all hatchery operations, engage in negotiations with vendors, supervise Distribution Center staff, manage Distribution Center operations, and ensure efficient collaboration and coordination between relevant departments.

**Description of duties and tasks:**

1. Hatchery Production, Operation, and Support

Develops production policies; manages the development of all hatchery fish culture procedures; assists in the annual review of rearing, harvest, egg-take, incubation and outmigration plans, conducts routine on-site visits to each hatchery; leads the fish culture review committee portion of hatchery manager meetings, and other special projects as assigned.

2. Anchorage Distribution Center, Purchasing, and Expediting

Develops and maintains preferred vendor relationships to negotiate best pricing, service and delivery guarantees based on budget and schedule requirements.

Develops and maintains methods to improve supply planning, ordering, inventory, and recording systems for all aspects of the Corporation staff.

Places orders for Corporation, determines the best shipping method, tracks all receiving, manages all barge deliveries, summarizes and places all fish food orders for hatcheries. These responsibilities are primarily carried out with and through the Hatchery Support Assistant Manager.

Tracks Hatchery Support activities to confirm expenditures are within budget. Train, provide assignments and directions to Distribution Center staff according to their job descriptions and duties, as well as assess performance on a scheduled basis.
3. Data Reporting System

Reviews and monitors hatchery reporting systems; implements changes or required data for historical files. Develop and maintain an effective and efficient method to record, summarize and file hatchery data accessible for planning.
4. Safety Program Development and Implementation

Monitors designs and assures implementation of hatchery safety program, hatchery dive program, and related functions; annual review and implementation of the corporate Safety Manual; on-site reviews and hazard surveys; implementation of Assistant Hatchery Managers' duties relating to safety; yearly schedule of required safety drills.
5. Hatchery Commissary Program

With the Human Resource Specialist and the Hatchery Managers, manages and oversees the hatchery commissary program.
6. Administrative and Managerial Duties

Acts for and on behalf of the General Manager in his/her absence.

**Essential Functions:** Work performed at the Anchorage Administrative Office and any hatchery location as needed. Must be able to move about freely; work outdoors in all weather conditions; ability to lift and carry 30 pounds; ability to climb stairs and ladders; work around water - on docks and floats; ability to climb aboard and about vessels and small aircraft; use telephones and computers unimpaired. Must be able to read, write, speak and understand the English language. Must be able to hear and see to receive verbal and written instructions.

**Minimum qualifications:**

- a. This position requires a minimum of 6 years experience in managing large-scale salmon hatcheries.
- b. Working knowledge of new and innovative salmon culture techniques, material and equipment.
- c. Incumbent must be able to demonstrate well-developed supervisory, management skills and abilities.
- d. Strong negotiation and communication skills with suppliers and vendors.
- e. Strong working knowledge of accounting, budgeting and related fiscal matters is needed.
- f. Thorough working knowledge of purchasing policies, processes and procedures.
- g. Familiarity with computer hardware and software is needed, including: spreadsheet and word processing software.
- h. Strong corporate, strategic and operational planning experience.
- i. Excellent written and verbal communication skills, including: ability to communicate professionally with people throughout the organization and external contacts.
- j. Must have a current driver's license and pass a pre-employment drug test.

**Unique Qualifications** (certification, license, etc.):

- a. Must possess a minimum of a Bachelor's degree in fisheries and/or business administration. Highly preferred is an advanced degree from an accredited university with an emphasis in fisheries or a closely related field.
- b. Must be able to demonstrate strong team management skills and the ability to work with a diverse group of the Corporation's employees, board members and members of the public.
- c. Must have the ability to make decisions under pressure focusing on the best interest of the fish and the expectations of the Corporation.

**Positions Supervised:**

- Hatchery Support Assistant Manager
- Receiving Clerk / Truck Driver
- Distribution Center Assistants
- Temporary Staff