

Central and Northern California Ocean Observing System
Director
Description As of March 2018

The CeNCOOS Director is responsible for overall Regional Association management, including the overall management of the Regional Coastal Ocean Observing System (RCOOS) certification. The CeNCOOS Director, in collaboration with the Program Manager, manage the day-today governance and operation of the CeNCOOS system, oversee its response to users and stakeholders, participation and coordination with other IOOS initiatives, and the activities of sub-award institutions supported by CeNCOOS under this award. The Director is assisted by the MBARI grants office who ensures efficient financial operations and compliance. The Director and Program Manager are also assisted by the CeNCOOS Data and Information Manager and a Product Developer, who coordinate with working groups to provide ongoing systems support and oversight (including its Core Capability Advisory Committees and task teams).

Major responsibilities include but not limited to:

- Ensure ongoing programmatic excellence, integrity, and transparency;
- Develop and maintain the Central and Northern California regional component of the national Integrated Ocean Observation System (IOOS);
- Manage operations for RCOOS certification and standards compliance;
- Represent Central and Northern California interests to national and regional entities including US IOOS, the IOOS Association and in other national and international venues that further the CeNCOOS mission;
- Lead the CeNCOOS partnership to operate and evolve its integrated system of ocean observations to meet the needs of a wide variety of users, including industry, resource managers, researchers, public safety agencies, educators, and the public;
- Develop and implement the CeNCOOS Strategic Operational Plan, governance, strategic, regional, business, and education and outreach plans;
- Deepen existing partnerships and cultivate new partnerships with state and federal decision-makers, scientific community, and stakeholders.
- Oversee contracts and subawards.
- Supervise employees and contractors as appropriate.
- Assist with implementation of the national IOOS program, as well as obtaining funding for the program.
- Seek extramural funding opportunities through proposal writing and coalition building.
- Work with the Governing Council to support strategic and financial decisions.

Central and Northern California Ocean Observing System
Deputy Director
Description As of January 2024

The Deputy Director works closely with the CeNCOOS Director, staff, and Governing Council to manage the ongoing observation systems and planning efforts in Central and Northern California. The role is responsible for day-to-day Observation Systems Management across the region, including administration of the program and serves on behalf of the Director as needed.

Major responsibilities include but are not limited to:

- Develop and implement strategic plans that help the program run efficiently and coordination with the Director and Governing Council, including the refresh of 5-year Strategic Plans;
- Assist in all aspects of developing the CeNCOOS program, including representing CeNCOOS in national to regional fora, observing system and Strategic Plan performance metric and overall systems reviews, and development of build-out plans and updates;
- Coordinate product and project management oversight within the organization;
- Support administrative management and oversight of CeNCOOS grants, programs and subawards including data contracts and subawards;
- Develop organizational frameworks and provide direct operational oversight of all CeNCOOS ocean observing assets and activities;
- Establish reporting and evaluation metrics to monitor the progress of the program in meeting goals and objectives and ensuring organizational accountability;
- Maintain documentation and review related practices and procedures related to maintaining Regional Coastal Ocean Observing System (RCOOS) certification from NOAA;
- Coordinate and organize Governing Council and other CeNCOOS and IOOS meetings through communications and reporting program requirements, including revision of the CeNCOOS Bylaws as needed;
- Work closely with the CeNCOOS staff, partners and stakeholders to understand evolving regional needs facilitate the prioritization and implementation of new observing instruments and initiatives, equitable service delivery;
- Help supervise data management and other program employees and contractors and coordinate closely with the CeNCOOS Principal Investigators and technical staff;
- Participate with national programmatic efforts and activities in other regional ocean observing programs, such as managing the California Current Acidification Network;
- Lead and participate in CeNCOOS proposal development efforts, including acting as Principal Investigator on select extramural proposals, as well as organizes required and supporting documentation, facilitates working groups, give presentations at professional

conferences and meetings, writes peer reviewed papers and white papers relevant to ocean observing;

- Oversee communications activities to increase ocean observing literacy, build equitable service delivery and the impact of coastal ocean observing on decision-making and wise use of the ocean;
- Organize production of targeted, audience-specific education and outreach materials including a seasonal newsletter, website maintenance, social media content and printed materials;
- With support from the Director, lead CeNCOOS public policy engagement and education activities, liaising with local, state, and federal agencies and representatives.
- Lead environmental compliance coordination, including permitting documentation and NEPA/CEQA compliance;
- Spearhead partner and stakeholder outreach and engagement, including building new partnerships with traditionally underserved, underrepresented, and frontlined communities.

Central and Northern California Ocean Observing System
Data and Information Manager
Description as of July 2024

The Data and Information Manager reports to the CeNCOOS Director, and works closely with the Program Office staff as the position responsible for meeting aspects of Regional Coastal Ocean Observing System (RCOOS) certification related to data management and related standards and practices. This includes working with Data Specialists and with direction of the Deputy Director.

Responsibilities include but are not limited to:

- Coordinate data management activities among the IOOS Program Office, its DMAC team, our DMAC delivery partner Axiom Data Science, and other CeNCOOS Partners (e.g. via regular conference calls and standards reviews);
- Support the CeNCOOS DMAC Sub-system, which includes all CeNCOOS hardware (servers) and software that support data ingestion, search, aggregation, access/transport, and storage/archive systems in compliance with IOOS requirements;
- Responsible for working with Axiom et al. to ensure their work is in line with IOOS DMAC and other standards;
- Ensure CeNCOOS Data Subsystem meets IOOS information coordination requirements, including those for interoperability and quality control;
- Assists in maintaining and updating RCOOS certification documents, with assistance from other CeNCOOS Program Office staff and Axiom;
- Support functioning of data services including ERDDAP and THREDDS in cooperation with Axiom;
- Maintain and refresh existing data source catalogs, metadata, and work with the CeNCOOS Technical Manager to create and update data stream plans;
- Use and update QARTOD as a means to discuss data quality and flagging with data provider teams;
- Maintain CeNCOOS web site including ensuring MBARI and contractor systems underpin robust website function;
- Create and update usage analytics for our website, the California Ocean Observing Systems Data Portal and its key components, and mobile and tablet applications;
- In cooperation with the CeNCOOS Data Specialist and Place-Based Management Data Specialist:
 - Provide two-way communication with users through product feedback, thus shaping the flow of information so that it meets their needs;
 - Ingest new data following CeNCOOS strategic priorities;
 - Produce analytics to underpin data syntheses and condition reports on the status and trends of key indicator variables;
 - Facilitate DMAC-related engagement with data providers, as well as end users (e.g. tracking feedback, response and actions);
- In cooperation with the CeNCOOS Engagement Specialist, contribute to communications by maintaining internet-based education and outreach tools or data access training materials to improve data accessibility.

**Central and Northern California Ocean Observing System
Data Specialist
Description As of March 2018**

The CeNCOOS Product Developer reports to the CeNCOOS Director and creates oceanographic products targeted to specific stakeholder needs. The Product Developer works closely with the Program Manager and Data and Information Manager to formulate and update products. The Product Developer works with national and regional Data Management and Communications (DMAC) teams.

Responsibilities include but are not limited to:

- Develop and implement data products and services that meet stakeholder needs as prioritized by the CeNCOOS staff and Governing Council, with input from the CeNCOOS Data Management and Communication Advisory Committee;
- Maintain knowledge of information product development practices including software development skills including Python, Matlab, and emerging tools such as TensorFlow;
- Maintain existing products and machine to machine data handling capability;
- Develop new capabilities for searching for, presenting, visualizing or processing CeNCOOS data holdings;
- Assist in the transition of product delivery modes to operations;
- Establish and enhance user-driven product interfaces pages
- Assist Axiom in the ingestion of historical data as feasible;
- Collaborate with the CeNCOOS Data and Information Manager to respond to stakeholder/user requests for products and data as feasible;
- Assist in publishing regional glider data to the IOOS glider DAC;
- Develop new products using emerging models such as the San Francisco Bay Operational Forecast System (SFBOFS) and West Coast Ocean Forecast System (WCOFS)
- Participate in technical group meetings (e.g. for shore station, high frequency radar technical calls).