
Mid-Atlantic Fishery Management Council

PRESS RELEASE



FOR IMMEDIATE RELEASE
February 15, 2010

PRESS CONTACT: Dan Furlong
(302) 674-2331

Position Vacancy Announcement

Position: Executive Director
Organization: Mid-Atlantic Regional Fishery Management Council
Location: Dover, Delaware
Opening Date of Announcement: February 15, 2010
Closing Date of Announcement: March 31, 2010
Salary: GS-15 (\$119,014 - 153,200)
Anticipated Date of Employment: July 5, 2010

General

The Mid-Atlantic Fishery Management Council (Council) is seeking an Executive Director. The Council is one of eight regional councils established by the Magnuson-Stevens Fishery Conservation and Management Act. The Council has authority over the management of fisheries in federal waters of the northwestern Atlantic Ocean off the Mid-Atlantic coast. The states of New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia and North Carolina are represented on the Council.

The Executive Director serves at the pleasure of the Council and is directly responsible to the Council through the Chairman.

Major Duties and Responsibilities

- Supervise, direct, and account for the administration and operation of the Council.
- Supervise staff to accomplish the goals of the Council, including hiring the best qualified candidates, as necessary.
- In consultation with the Chairman, make and enter into appropriate contracts, agreements, and stipulations; retain, employ, and contract for services of private and public consultants, research, and technical personnel; and procure by contract, consulting research, technical and other services, and facilities, when deemed necessary or desirable in the performance of the functions of the Council and when funds have been made available for such purposes.
- Prepare and coordinate meeting agendas and related Federal Register notices for all Council and Council Committee meetings.
- Maintain such facilities as may be required for the effective and efficient operation of the Council.

- Prepare an annual budget and performance reports for the Council's programs and activities.
- Prepare an annual work plan (AWP) and annual reports for the Council's review and approval.
- Coordinate efforts of the Council with the Atlantic States Marine Fisheries Commission, other regional fishery management Councils, and related Federal agencies.
- Prepare and update Administrative, Operating, and Accounting Procedures Manual to provide guidance to Council staff and members as to the functioning of the Council.
- Prepare and submit a summary report of each Council meeting to the Secretary of Commerce.
- Oversee preparation of fishery management plans, amendments, frameworks, and fishery specifications in accordance with National Marine Fisheries Service and Council policies and procedures, and in conformance with applicable laws.
- Carry out other duties as may be assigned by the Council and/or the Council Chairman.

Qualifications

Candidates should possess: At least 5 years of general fisheries-related experience; good knowledge of the principles of organizational management and administration; and at least 5 years of specialized administrative or managerial experience in fisheries or similar work related to the functions of the Council.

An interdisciplinary educational background is preferred. A bachelor's degree is required, and advanced degrees in relevant fields of study will receive additional consideration. Course work in such fields as business/public administration, fishery biology, oceanography, economics, and resource management is desirable.

Candidate's education, training, and experience should demonstrate that he/she has the following knowledge, skills, and abilities:

- Knowledge of the Magnuson-Stevens Act and other fisheries-related laws, e.g., NEPA, MMPA, ESA, APA, PRA, etc.
- General knowledge of Mid-Atlantic marine fisheries and its fishing industry, including recreational, commercial, and environmentally related aspects.
- Knowledge of socioeconomic and political factors that bear on interjurisdictional resource management programs.
- General or specific knowledge of the scientific discipline of fisheries management.
- Experience in developing and managing budgets or significant financial responsibility within an organization.
- Ability to analyze organizational and operational problems and develop effective solutions.
- Ability to communicate effectively both orally and in writing, both to the Council members and staff, and to the public.
- Strong skills in interpersonal relationships, including the ability to meet and interact effectively with interjurisdictional management partners and officials at all levels in both the public and private sectors.
- Team-building and management skills to lead and supervise fisheries and social scientists, ecologists, economists, and administrative staff.

Candidate's employment history should clearly demonstrate progressively responsible work experience involving duties and responsibilities that are relevant to the nature and scope of this position.

Work Environment

The Council office is in Dover, Delaware. Work is office-oriented but involves frequent Council and Council-related meetings away from Dover. Travel is required to attend meetings and public hearings throughout the Mid-Atlantic region, occasionally during the evening. Trips to Washington, DC, and to other locations throughout the country may also be required. Occasional international travel may also be required. Trips pertaining to official Council business are typically several days in duration, but may exceed a week.

NOTE: The position is non-Federal, however, provisions of the Inter-governmental Personnel Act (IPA) do apply. Candidates eligible for IPA assignment who wish to apply for this position under IPA provision should so indicate.

Application Process

Candidates must submit a cover letter and current resume, not to exceed 3 pages, which highlights relevant experience, training, and education. In your cover letter, please explain how your experience, educational background, training, and activities relate to the qualifications identified above, and explain your interest in working for the Mid-Atlantic Fishery Management Council. Include names, addresses and phone numbers of three references; and names, addresses, and phone numbers of all supervisors/employers for the past 10 years.

Applications will be screened by a search committee based on written materials submitted. Candidates selected for preliminary interviews may be interviewed in person or by conference call. Finalists will be invited to a personal interview, with members of the Council participating.

Applications and questions should be addressed to:

Richard B. Robins, Jr., Chairman
Mid-Atlantic Fishery Management Council
5103 Mariners Cove
Suffolk, VA 23435
757-876-3778

Applications must be received by c.o.b. March 31, 2010