



Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201

703.842.0740 • 703.842.0741 (fax) • www.asmfc.org

Paul J. Diodati, (MA), Chair

Dr. Louis B. Daniel, III, (NC), Vice-Chair

Robert E. Beal, Executive Director

Healthy, self-sustaining populations for all Atlantic coast fish species or successful restoration well in progress by the year 2015

February 27, 2013

Dear Colleague:

The Atlantic States Marine Fisheries Commission is searching for a talented individual to fill a vacancy in the Commission's Interstate Fisheries Management Program. Your help is requested in locating potential candidates.

The enclosed vacancy announcement describes the duties and qualifications for the Fishery Management Plan Coordinator. The closing date for this position is March 15, 2013. The position will be filled dependent on the qualifications of applicants.

If additional information regarding the application process is required, please give me a call at (703) 842-0740. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Laura C. Leach".

Laura C. Leach
Director of Finance and Administration

Enclosure



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VACANCY ANNOUNCEMENT

FISHERY MANAGEMENT PLAN COORDINATOR

SALARY RANGE - \$42,000 - \$46,000 ANNUALLY

(Starting salary commensurate with successful applicant's experience)

CLOSING DATE: MARCH 15, 2013

LOCATION: ARLINGTON, VIRGINIA

Duties: As ***Fishery Management Plan Coordinator***, the incumbent is responsible for development and coordination of ASMFC fishery management plans. The incumbent is required to organize stock assessment workshops, technical & advisory committee meetings, and management board meetings; foster management consensus building; integrate workshop, committee findings and board decisions into management planning; report writing and information dissemination. This position requires working under tight timelines integrating a number of complex and controversial issues at one time. The attached position description contains more detailed information about this position. The Commission's website (www.asmfc.org) will provide comprehensive information about its activities.

The position of ***Fishery Management Plan Coordinator*** is based out of the Arlington, Virginia office of the Atlantic States Marine Fisheries Commission (ASMFC) and will require frequent overnight travel, primarily along the Atlantic Coast. The incumbent reports to the Director of the Interstate Fisheries Management Program.

Qualifications: Applicants must have a graduate degree in fisheries science, marine biology, or a related field. Interdisciplinary preparation for fisheries management, knowledge of fisheries stock assessment methods, proven writing and speaking skills, communication, coordination and interpersonal skills, and experience with developing policy or position statements should be demonstrated. United States citizenship required.

Application Process: Please send resume and cover letter to Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street, Suite 200 A-N, Arlington, VA 22201. Resumes will be accepted via U.S. Mail (postmarked by closing date), email (lleach@asmfc.org), or fax (703) 842-0741 until the closing date of March 15, 2013.

The Atlantic States Marine Fisheries Commission (Commission) is comprised of the 15 Atlantic coast states under the terms of an interstate compact approved in 1942. The purpose of the Commission, as set forth by Article I of its Compact, is: To promote the better utilization of the fisheries, marine, shell and anadromous, of the Atlantic seaboard by the promotion and protection of such fisheries. As an instrumentality of the 15 Atlantic coastal states, the Commission is employed to coordinate conservation and management for nearshore migratory fishery resources.

AN EQUAL OPPORTUNITY EMPLOYER

ATLANTIC STATES MARINE FISHERIES COMMISSION

Position Description:

Fishery Management Plan Coordinator II

General Description:

The Fishery Management Plan Coordinator is responsible for coordination of ASMFC Fishery Management Plans within the Commission's Interstate Fisheries Management Program (ISFMP). The ISFMP is a cooperative effort of the 15 Atlantic coast states to mutually plan for effective conservation and management of valuable Atlantic coast fisheries. Under the terms of the Atlantic Coastal Fishery Cooperative Management Act, the Commission works cooperatively with its State members, federal agencies, and others to develop, approve, and amend fishery management plans (FMPs), which the states are then required by federal law to implement and enforce. Within the Commission, the process is governed by the ISFMP Charter. The primary responsibilities for the program, in both FMP development and implementation phases, are carried out by different fishery management boards. Support for the management boards comes from ASMFC staff (primarily Fishery Management Plan Coordinators), Plan Development Teams, Plan Review Teams, Technical Committees, Stock Assessment Subcommittees, the Commission's Law Enforcement Committee, Citizen Advisory Panels, and others. The process under the Charter emphasizes public participation, as well as clear and understandable documentation to prepare for, and explain, management board decisions.

Specific Duties:

- 1) Provide full staff support to a number of species management boards operating under the ISFMP Charter
 - A) As coordinator of interjurisdictional committees and sub-committees, coordinate development, approval, implementation, and monitoring of fishery management plans in a timely, efficient fashion that meets ASMFC Standards and Procedures for FMPs.
 - B) Keep good records of committee, public hearings and/or management board actions or recommendations.
 - C) Travel frequently in support of implementing and coordinating management information and decisions.
 - D) Frequently work under tight timelines on management issues that may be controversial.
 - E) Communicate in writing and orally with the public and with upper level state, federal, and Congressional staff.
- 2) In conjunction with state members or regional fishery management councils, staff or chair public hearings on Commission fishery management actions.
- 3) Coordinate with other ASMFC employees to ensure consistency and maximize efficiency among programs.
- 4) Participate in other miscellaneous duties to assist in the successful functioning of the Commission.
- 5) Conduct these activities according to Commission policies and procedures.

Supervision:

The Fishery Management Plan Coordinator reports directly to the Director of the Interstate Fisheries Management Program. The incumbent is expected to exercise substantial discretion and initiative in addressing the needs of the fishery management boards under their responsibility, with general guidance from the Director of the Interstate Fisheries Management Program.

Work Environment:

Work is performed in an office setting; however it involves extensive travel. The work also involves substantial mental demands and stress, including integrating a number of complex and controversial tasks at one time.

Overtime:

This position is not qualified for overtime under the Commission's policies. Compensatory time and flexible working hours (with supervisory approval) are available under the Commission's policies. However, the FMP Coordinator position is a salaried employee and is expected to put in the effort needed to make the Commission's programs successful.