

New England Fishery Management Council

50 WATER STREET | NEWBURYPORT, MASSACHUSETTS 01950 | PHONE 978 465 0492 | FAX 978 465 3116
C.M. "Rip" Cunningham, Jr., *Chairman* | Paul J. Howard, *Executive Director*

VACANCY ANNOUNCEMENT

Executive Director

Salary Range: \$124,336-\$155,500 annually

Closing Date: August 31, 2012

Location: Newburyport, MA

Position Description: The New England Fishery Management Council (Council) is one of eight Regional Councils established by the Magnuson-Stevens Fishery Conservation and Management Act. The Council is charged with developing fishery management plans for fisheries in the New England region (Maine through Connecticut). It is comprised of 21 members from the sport and commercial fisheries and government. The Executive Director is responsible for the activities of 19 technical and administrative staff members and the management of Council operations. The Executive Director serves at the pleasure of the Council and reports directly to an elected Chairman and/or Executive Committee as appropriate. More background information about the Council is available at: <http://www.nefmc.org/>.

Principal Duties and Responsibilities

Supports and may represent the Council at meetings of the Council and of cooperating fishery management, research and science organizations

Responsible for employment, supervision, establishment of work schedules and assignments for, and dismissal of, all staff in the translation of marine fishery management policies into fishery management plans

Provides support for numerous Council meetings and related activities to include scheduling meetings, coordinating activities of staff and Council members, maintaining records of meetings and activities, ensuring that appropriate facilities and support systems are available and other duties normally associated with the directorate of such organizations

Responsible for ensuring that fishery management plans meet all requirements of federal law and are submitted to the Secretary of Commerce in a form suitable for approval

Develops, administers and manages a \$4.0 million budget

Administration of contracts, leases and agreements for office operations and technical and research support, consistent with all administrative and legal requirements

Coordinates with other agencies in developing fishery management plans, including the facilitation, negotiation and compromise essential to decision-making

Acts independently in solving a wide range of administrative and technical problems

Communicates Council positions and views, in person and in writing

Core Position Requirements

Strong staff and administrative management skills

Strong skills in facilitation, negotiation and mediation

Ability to move complex plans from conceptual phase to completed product

Ability to meet deadlines while administering a number of different responsibilities simultaneously

Ability to work effectively with Council members, state and federal agency directors, sport and commercial fishery constituents and other environmental conservationists, state marine fishery agency staffs and staffs of the Atlantic States Marine Fisheries Commission, other Regional Fishery Management Councils (particularly the Mid-Atlantic Council) and the National Marine Fisheries Service to accomplish inter-jurisdictional fisheries management

Ability to develop a variety of options to solve problems when the initial approach is not acceptable

Ability to articulate how complex strategies will work

Ability to find different ways to explain complex problems and solutions

Desirable Position Attributes

Familiarity with the Magnuson-Stevens Act and how it has been implemented and administered
Familiarity with fishery science and fish stock assessment techniques
Familiarity with the public policy issues inherent in fisheries management in New England
Familiarity with office electronic systems (computer, administrative and communications technologies)
Familiarity with Federal regulatory processes for environmental and resource management, such as NEPA, ESA and MMPA

Qualifications: Eight (8) years of progressively more demanding responsibilities in any endeavor – particularly fisheries or natural resource management – in which knowledge and experience in the administration and management of an organization has been established. A Bachelor of Science degree in fisheries management or a related discipline may be substituted for two (2) of the eight (8) years. An advanced degree may be substituted for not more than one (1) additional year of the eight (8) years. It is highly desirable that this experience be developed in a program or organization associated in some way with fisheries management, natural resource management or a related discipline. The record of a candidate's education and experiences should clearly support the core position requirements.

Work Environment: The Council office is located in Newburyport, MA, approximately 40 miles north of Boston. Work is office-oriented with frequent meetings of 5-25 participants plus audience. Travel is required to attend meetings and public hearings throughout New England and the Mid-Atlantic region, occasionally during the evening. Trips to Washington, DC and to Council areas throughout the nation may be required. Overnight trips may be up to a week in duration.

Availability: Anticipate employment date: March 1, 2013.

Application Process: Applications will be screened based on written materials submitted. Candidates selected for preliminary interviews may be interviewed in person or by conference call. Final candidates will be invited to a personal interview with the entire Council participating.

Please submit a resume, a 1-2 page statement describing managerial experience relative to the core position requirements, a list of three (3) references and the names, addresses and phone numbers of all previous supervisors/employers for the last seven (7) years. Indicate anyone you would prefer not to have contacted during the initial review of resumes. All applicants selected for a preliminary interview will be expected to relinquish this restriction. Applicants selected for a final, personal interview may be subject to a further background check.

Application materials should be sent to:

Karen Roy, Office Manager
New England Fishery Management Council
50 Water Street, Mill 2
Newburyport, MA 01950
email: kroy@nefmc.org

Resumes will be accepted via U.S. mail (postmarked by closing date), email (kroy@nefmc.org) or fax: 978/465-3116 until the **closing date of August 31, 2012**. The anticipated hiring date is in March 2013.

Special Conditions: This is a non-federal position. The Council is an affirmative action, Equal Opportunity Employer.

#

New England Fishery Management Council | 50 Water Street, Mill 2 | Newburyport, MA 01950
Tel 978.465.0492 | Fax 978.465.3116