



Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201
703.842.0740 • 703.842.0741 (fax) • www.asmf.org

Douglas E. Grout (NH), Chair

James J. Gilmore, Jr., (NY), Vice-Chair

Robert E. Beal, Executive Director

Vision: Sustainably Managing Atlantic Coastal Fisheries

September 28, 2016

Dear Colleague:

The Atlantic States Marine Fisheries Commission is searching for a talented individual in New Jersey to fill the position of Fisheries Specialist – ACCSP to assist the New Jersey Division of Fish and Wildlife (NJ DFW). Your help is requested in locating potential candidates.

The enclosed vacancy announcement and position description describes the duties and qualifications for the Fisheries Specialist. The closing date for this vacancy announcement is October 12, 2016. 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



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

Douglas E. Grout (NH), Chair

James J. Gilmore, Jr. (NY), Vice-Chair

Robert E. Beal, Executive Director

Vision: Sustainably Managing Atlantic Coastal Fisheries

VACANCY ANNOUNCEMENT

FISHERIES SPECIALIST – NEW JERSEY ACCSP

VACANCY #: 0020

Location: Port Republic, NJ

Salary: \$38,000 - \$42,000 annually with benefits

Closing Date: 10/12/2016

(commensurate with successful applicant's experience)

Duties: As the Fisheries Specialist, the incumbent is responsible for assisting the Atlantic Coastal Cooperative Statistics Program (ACCSP) State Coordinator with all aspects of the New Jersey program, including data collection, program planning and implementation, and other fisheries related technical activities (see below position description for details).

The position of Fisheries Specialist is based out of the New Jersey Division of Fish and Wildlife (NJ DFW), Port Republic, New Jersey office, and may require frequent daily and/or overnight travel, primarily in New Jersey, and occasionally to ACCSP meetings outside the state. The incumbent reports to the ACCSP Director, but will work directly with a supervisor at the NJ DFW to develop the overall goals and direction of the state program. For more information on the program, please visit the ACCSP web site at: www.accsp.org.

Qualifications: Applicants must have a bachelor's degree or higher from an accredited college or university in a discipline appropriate to the position which may include Fisheries Biology, Fisheries Science, or Environmental Science, with a minimum of one (1) year of experience in the biological field appropriate to the position. Graduate school may be substituted for one year of experience. Preference will be given to candidates with knowledge of commercial fisheries, experience working with commercial fishermen, and experience conducting at sea sampling. Experience with web-based systems would be helpful but is not required. The candidate must have good communication and writing skills. The salary for this position will be established, within the range listed above, based on the experience and background of the applicant. Must be eligible to work in the United States.

Application Process: Please email a resume and cover letter referencing the vacancy number to Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street; Suite 200 A-N, Arlington, VA 22201 (asmfc-jobs@asmfc.org). The vacancy number must be identified in the subject line.

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

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201
703.842.0740 • 703.842.0741 (fax) • www.asmf.org

Douglas E. Grout (NH), Chair

James J. Gilmore, Jr. (NY), Vice-Chair

Robert E. Beal, Executive Director

Vision: Sustainably Managing Atlantic Coastal Fisheries

Position Description

Position Title: Fisheries Specialist, New Jersey Atlantic Coastal Cooperative Statistics Program (ACCSP)

Classification: Fisheries Specialist

General Description:

The **New Jersey Fisheries Specialist, Atlantic Coastal Cooperative Statistics Program** will assist the New Jersey ACCSP State Coordinator with the management of all aspects of the New Jersey implementation of ACCSP programs and standards, including program planning, implementation, and operations; field sampling and data acquisition; and data management and entry.

Specific Duties:

- 1) Work with state and federal seafood dealers and fishermen conducting dockside and at sea sampling aboard commercial fishing vessels collecting and recording data and biological samples for commercial fisheries as regulated by the Atlantic States Marine Fisheries Commission and the New Jersey Division of Fish and Wildlife (Division). Field work conducting biological fisheries collection will be performed aboard commercial and recreational fishing vessels during possible inclement weather events as well as at commercial fishing docks interacting with fishermen and seafood dealers.
- 2) Work with state seafood dealers and fishermen, and with state, federal, and ACCSP staff to implement the ACCSP Standard Atlantic Fisheries Information System (SAFIS) for electronic Dealer Reporting, and electronic Vessel Trip Reporting.
- 3) Perform entry of commercial fisheries data collected from individual fishermen for the use of stock assessment.
- 4) Manage and update electronic database of commercial fisheries statistics involving state and federally permitted dealers and fishermen, provide updates to ACCSP staff as required.
- 5) Provide computer data feeds to the ACCSP data management system.
- 6) Other duties as assigned.

Supervision Received:

The ACCSP is housed within the Atlantic States Marine Fisheries Commission (ASMFC) for administrative purposes, and the Fisheries Specialist will be a Commission employee. As an ASMFC employee, the Fisheries Specialist reports to the ACCSP Director, but on a daily basis, he/she reports to a New Jersey state supervisor. State managers and the ACCSP Director make joint decisions concerning interviewing and hiring of the Fisheries Specialist. The state supervisor is responsible for conducting the annual performance evaluation, with review and final approval by the ACCSP Director.

Work Environment:

Work is performed primarily in an office setting. The Fisheries Specialist position is physically located at the Division's Port Republic, New Jersey field office. Job duties may require frequent daily and/overnight travel, primarily in the state, and occasionally to ACCSP meetings outside the state.

Overtime:

The Fisheries Specialist position is an exempt-level position, not qualified for overtime under the Fair Labor and Standards Act. The Fisheries Specialist is a salaried employee, and is expected to put in the effort necessary to make this program successful. Flexible work hours may be available to the employee.