



# 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*

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*Vision: Sustainably Managing Atlantic Coastal Fisheries*

June 1, 2017

Dear Colleague:

The Atlantic States Marine Fisheries Commission is searching for a talented individual to fill the Fishery Management Plan Coordinator position. Your help is requested in locating potential candidates.

The enclosed vacancy announcement and position description describes the duties and qualifications for the Fishery Management Plan Coordinator. The closing date for the position is June 16, 2017. 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

**VACANCY #: 0029**

*Location:* Arlington, VA  
*Closing Date:* 06/16/2017

*Salary:* \$ 46,000-\$52,000 annually with benefits  
*(Starting salary commensurate with successful applicant's experience)*

**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 technical and advisory committee meetings, stock assessment workshops, and management board meetings; facilitate meetings to foster consensus building; integrate workshop, committee findings, and board decisions into fisheries management plans; and information dissemination through written reports and presentations. This position requires working under tight timelines as well as integrating a number of complex and controversial issues to address complex policy issues. The attached position description contains more detailed information about this position. The Commission's website ([www.asmfc.org](http://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 management/environmental policy, marine biology, or a related field. Interdisciplinary preparation for fisheries management, knowledge of fisheries stock assessment methods, and experience with developing policy or position statements should be demonstrated. Applicants should have proven written and oral communication skills as well as demonstrate coordination, facilitation, and interpersonal skills. Must be eligible to work in the United States.

**Application Process:** Please email a resume and cover letter referencing the vacancy number (**0029**) 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](mailto:asmfc-jobs@asmfc.org)). The vacancy number (**0029**) 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***

### Position Description:

#### *Fishery Management Plan Coordinator II*

### General Description:

The Fishery Management Plan Coordinator is responsible for coordination of ASMFC fishery management plans (FMPs) within the Commission's Interstate Fisheries Management Program (ISFMP). The ISFMP is the deliberative body of the 15 Atlantic coastal states, coordinating the conservation and management of valuable Atlantic coast fisheries. Under the terms of the Atlantic Coastal Fisheries Cooperative Management Act, the Commission works cooperatively with its state members, federal agencies, and others to develop, approve, and amend FMPs, which the states are then required to implement and enforce. Within the Commission, the process is governed by the ISFMP Charter. The primary responsibilities for the program, in both the FMP development and implementation phases, are carried out by species fishery management boards. Primary support for the management boards comes from ASMFC Fishery Management Plan Coordinators and other Commission committees including: Plan Development Teams, Plan Review Teams, Technical Committees, Stock Assessment Subcommittees, Law Enforcement, 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 management board actions and 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, including conducting public hearings.
- 2) Work with state members to conduct 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, primarily on the Atlantic Coast. 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 Fair Labor and Standards Act. 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.