ACCSP DATA TEAM SUPERVISOR

VACANCY #: 21-008

Location: Arlington, VA
Closing Date: 05/31/2021
Starting Salary: $ 65,000 – 85,000 annually w/ benefits
(Starting salary commensurate with experience)

Duties: As ACCSP Data Team Supervisor, the incumbent is responsible for providing guidance on catch, landings, and biological sampling data related activities including standards, data collection, data warehousing, and data dissemination through ACCSP systems. The Data Team Supervisor provides general team management and oversees the day-to-day activities of data team staff. In addition, the Data Team Supervisor facilitates support to partner agencies to maintain data feeds and for data-intensive activities. The Data Team Supervisor is responsible for applying specialized fisheries and data management knowledge to collecting, managing, processing and disseminating data housed in ACCSP systems. The incumbent provides support to the ACCSP Technical Committees, and performing related duties as required as the ACCSP evolves. See ACCSP’s website (www.accsp.org) for comprehensive information about the program.

The position of ACCSP Data Team Supervisor is based out of the Arlington, Virginia office of the Atlantic States Marine Fisheries Commission (ASMFC) and will require some overnight travel, primarily along the Atlantic coast. The incumbent reports to the ACCSP Director, and is responsible for supervising five data team staff. The ACCSP Data Team Supervisor is a salaried employee and is expected to put in the effort required to make the ACCSP successful.

Qualifications: A graduate degree in fisheries science, marine biology, or a related field. Demonstrated management abilities, including oversight over a wide range of activities and general knowledge of Atlantic coast fisheries and related data collection programs including ACCSP standards. Experience and knowledge of proven writing and speaking skills, communication, coordination and interpersonal skills, and experience with data management should be demonstrated. Experience with large relational databases (e.g. Oracle and SQL) is highly desirable. Must be eligible to work in the United States.

Application Process: Please email a 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 (asmfc-jobs@asmfc.org). The vacancy number (21-008) must be identified in the subject line.
**Position Description:**

*ACCSP Data Team Supervisor*

**General Description:**
The Data Team Supervisor has responsibility for providing guidance for catch, landings, and biological sampling data related activities including standards, data collection, data warehousing, and data dissemination through ACCSP systems. The Data Team Supervisor provides general team management and oversees the day-to-day activities of data team staff. In addition, the Data Team Supervisor facilitates support to partner agencies to maintain data feeds and for data-intensive activities. The Data Team Supervisor is responsible for applying specialized fisheries and data management knowledge to collecting, managing, processing and disseminating data housed in ACCSP systems.

**Specific Duties:**
1. Provides daily oversight and management for the Data Team staff, ensuring that collection, processing, and dissemination of catch, landings, and biological sampling data are conducted efficiently and in accordance with the ACCSP standards.
2. Provides guidance on data structures and quality control and monitoring for partner data feeds and deployed ACCSP data collection systems.
3. Works with ACCSP technical committees in guiding the evolution of ACCSP data collection standards.
4. Works with the partners and ACCSP staff to provide data support for data-intensive activities, such as stock assessments.
5. Provides support for custom data requests completed by Data Team staff.
6. Ensures established quality control/quality assurance protocols are followed for all information systems during the entire system life cycle.
7. Represents the ACCSP as needed on partner committees related to Data Team activities.
8. Performs related duties as required as the ACCSP evolves.
9. Conducts these activities according to Commission policies and procedures.

**Supervision:**

*Supervision Exercised.* The Data Team Supervisor supervises all Data Team staff, providing leadership, oversight and guidance. Performance reviews are coordinated with and conducted through the ACCSP Director.

*Supervision Received.* The Data Team Supervisor reports to and receives an annual performance evaluation from the ACCSP Director.

**Work Environment:**
The Data Team Supervisor will work in the offices of the Atlantic States Marine Fisheries Commission, in Arlington, Virginia. The position may involve extensive travel, primarily along the Atlantic Coast to attend various meetings with fisheries constituents and ACCSP Partners. Due to the COVID-19 pandemic, Commission staff in the Arlington office is currently teleworking and work travel has been suspended until further notice. The work is fast-paced and also involves substantial mental demands, including integrating multiple complex and controversial tasks at one time.

**Overtime:**
This position is not qualified for overtime under the Fair Labor and Standards Act. Compensatory time and flexible working hours (with supervisory approval) are available under the Commission’s policies. However, the Data Team Supervisor is a salaried employee and is expected to put in the effort required to make the Commission successful.