VACANCY ANNOUNCEMENT

ACCESS POINT INTERCEPT ANGLER SURVEY MANAGER

Location: Arlington, Virginia  Annual Salary Range: $90,000 - $105,000
Closing Date: March 10, 2015 (commensurate with successful applicant’s experience)

The Atlantic Coastal Cooperative Statistics Program (ACCSP) is a state-federal cooperative program for the collection, standardization, management, and dissemination of Atlantic coast marine and estuarine fisheries-dependent statistics (www.accsp.org). The Access Point Intercept Angler Survey (APAIS) will be conducted on behalf of the NOAA Fisheries Marine Recreational Information Program (MRIP) through the Atlantic States Marine Fisheries Commission (ASMFC) and ACCSP. This position is based out of the Arlington, VA office of the Atlantic States Marine Fisheries Commission, and will require extensive travel along the Atlantic Coast. The APAIS Manager reports to the ACCSP Director.

Responsibilities: The APAIS Manager has overall responsibility for the operation of the APAIS on the Atlantic coast. The APAIS Manager provides general program management and oversees the day-to-day activities of APAIS staff. In addition, the APAIS Manager provides support to partner agencies conducting the APAIS on the Atlantic coast from Georgia through Maine, and acts as a liaison between ACCSP partners conducting the survey and the MRIP program. Initially, the APAIS Manager will be working with partner agencies to implement the survey coast wide.

In addition, the APAIS Manager will coordinate other aspects of the ACCSP recreational program area. This would include staffing the ACCSP Recreational Technical Committee and providing guidance and oversight to recreational issues as they arise.

Qualifications: Applicants must have a master’s degree (fisheries biology or a related field). Applicants must have demonstrated management abilities, providing oversight over a wide range of activities, proven and excellent coordination and inter-personal relationship skills, good attention to detail, and excellent writing and oral communication skills. They must have the ability to work on multiple tasks and general knowledge of Atlantic coast recreational fisheries and related data collection programs.

Application Process: Please send resume and cover letter to Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission, 1050 N. Highland St. Suite 200A-N, Arlington, VA 22201 Resumes will be accepted via email (cbutler@asmfc.org), U.S. Mail (postmarked by closing date), or fax (703) 842-0741 until the closing date of March 10, 2015. U.S. citizenship required.

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.
Position Description

Position Title: Access Point Intercept Angler Survey (APAIS) Manager, Atlantic Coastal Cooperative Statistics Program (ACCSP)

Classification:
Manager

General Description:
The APAIS Manager has overall responsibility for the operation of the APAIS on the Atlantic coast. The APAIS Manager provides general program management and oversees the day-to-day activities of APAIS staff. In addition, the APAIS Manager provides support to partner agencies conducting the APAIS on the Atlantic coast from Georgia through Maine, and acts as a liaison between ACCSP partners conducting the survey and the MRIP program.

The APAIS Manager is a direct report to the ACCSP Director.

Specific Duties:

1. Provides daily oversight and management for APAIS staff.
2. Manages the collection and processing of MRIP interview data from the APAIS.
3. Monitors performance of subcontractors (states and contractors) and approves contract deliverables.
4. Ensures that Quality Assurance and Quality Control processes are in place and conducted in accordance with MRIP requirements.
5. Provides staff support to the ACCSP Recreational Technical Committee.
6. Represents ACCSP as needed on MRIP and other recreational data collection matters.

Supervision:

Supervision Exercised. The APAIS Manager supervises all APAIS staff, providing leadership, oversight and guidance. Performance reviews are coordinated with and conducted through the ACCSP Director.
Supervision Received. The APAIS Manager reports to the ACCSP Director who will write and maintain annual performance plans for the APAIS Manager. The APAIS Manager receives an annual performance evaluation from the ACCSP Director.

Work Environment:

Work is performed in an office setting; however, extensive travel may be expected. Work involves substantial mental demands and stress, including managing a number of complex and controversial issues at the same time.

Overtime:

This is a management position, not qualified for overtime under the Commission's policies. Compensatory time and flexible working hours are available under the Commission’s policy; however, the APAIS Manager is a salaried employee, and is expected to put in the effort necessary to make this program successful.