



Gulf of Mexico Fishery Management Council

Managing Fishery Resources in the U.S. Federal Waters of the Gulf of Mexico

2203 N. Lois Avenue, Suite 1100

Tampa, Florida 33607 USA

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www.gulfcouncil.org

RECRUITMENT ANNOUNCEMENT

Date: ~~January 12, 2018~~ *UPDATED January 30, 2018*

Title: Executive Director

Location: Gulf of Mexico Fishery Management Council
2203 North Lois Avenue, Suite 1100
Tampa, Florida 33607

Duties:

The Executive Director serves as the chief executive officer responsible for conducting the business of the Council and implementing the Council's policies, actions, fishery management activities, and decisions by providing direction and supervision of administrative and scientific staff.

This position is responsible for scheduling of meetings of various groups and panels by staff and ensuring the recommendations from those groups are provided to the Council in a timely manner consistent with schedules for completion of management activities. The Executive Director oversees and manages the distribution of scientific and other information to the Council from the National Ocean and Atmospheric Administration (NOAA) Fisheries, the states, academic institutions, the Council's Advisory Panels (APs), Scientific and Statistical Committees (SSCs), and other relevant sources.

The Executive Director is responsible for ensuring the proper accounting and control of the fiscal resources allocated to the Council, and for complying with all the provisions of the Council's cooperative agreement with NOAA, including the effective control over and accountability for all funds, property, and other assets.

Another important function is to serve as the Council's primary contact with the public and to be responsible for an effective public outreach program, including social media and news releases that clearly explain and support the programs and achievements of the Council.

The Executive Director reports directly to the Council, through the Council Chair, and is expected to carry out office management functions without direct supervision.

Salary Range: Although the position is a non-federal position, salary is equivalent to GS-15: \$121,280 (starting salary commensurate with applicant's qualifications).

Benefits: Health, retirement, life/disability, and dental benefits. Annual and sick leave, paid holidays (currently 11) and possible annual merit payments.

Qualifications and Evaluation Factors:

Minimum of a Bachelor's degree from an accredited college or university and at least seven years of pertinent experience or a Master's or higher degree from an accredited college or university and at least five years of pertinent experience. At least four years of experience must be in an administrative/supervisory position. Professional experience in a directly related fisheries field and in preparation of technical publications are desirable qualifications.

Pertinent experience involves administrative, budgetary, and supervisory responsibilities; experience in planning activities; organizational skills; knowledge of budgets and fiscal requirements; planning and facilitating meetings; oral communication ability; and writing skills. In addition, academic study or work in environmental disciplines may also be considered as experience pertinent to the position.

Preference will also be given to applicants for progressively increased levels of experience; education; budgetary expertise; demonstrated experience in, and knowledge of, fishery science and management; technical writing experience and/or training in fishery science and management; and knowledge of Gulf of Mexico fishery stocks and communities.

Application

Deadline: Applications will be accepted through ~~5:00 pm EST, Friday, February 2, 2018~~
****Deadline extended to 5:00 pm EST Friday, February 9, 2018****

How

to Apply: By the indicated closing date, send an application letter, a complete resume, list of references, and examples of writing skills or authored publications to:

By regular mail send to:

Executive Director
Gulf of Mexico Fishery Management Council
2203 North Lois Avenue, Suite 1100
Tampa, Florida 33607

By email send to:

Executive.Director@gulfcouncil.org

Distribution:

Gulf Council Members
National Ocean and Atmospheric
Administration
National Marine Fisheries Service
Regional Fishery Management Councils
State Directors of Gulf Fisheries
Gulf States Marine Fisheries Commission
Atlantic States Marine Fisheries
Commission

Pacific States Marine Fisheries Commission
Florida Fish and Wildlife Research Institute
Gulf Council Web Site Posting
Scientific and Statistical Committees
American Fisheries Society
USAJobs.gov
Association of Fish and Wildlife Agencies
Indeed.com

Reasonable

Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Nondiscrimination: The Gulf of Mexico Fishery Management Council is an Equal Employment Opportunity Employer. All employment actions will be free from discrimination based on race, color, religion, sex, national origin, age, disability, sexual orientation, status as a parent, and reprisal thereto.

Privacy Act Notice: The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.