



## Pacific Fishery Management Council

7700 NE Ambassador Place, Suite 101, Portland, OR 97220-1384  
Phone 503-820-2280 | Toll free 866-806-7204 | Fax 503-820-2299 | [www.pcouncil.org](http://www.pcouncil.org)  
Dorothy M. Lowman, Chair | Donald O. McIsaac, Executive Director

# POSITION RECRUITMENT ANNOUNCEMENT

**March 15, 2016**

THE PACIFIC FISHERY MANAGEMENT COUNCIL IS NOW SEEKING  
MOTIVATED CANDIDATES TO FILL THE EXECUTIVE DIRECTOR POSITION.

Interested individuals need to apply by close of business **April 24, 2016**.

### **General Information**

The Pacific Fishery Management Council (Pacific Council) seeks a strong leader with excellent administrative and organizational skills and wide knowledge of natural resource conservation and management matters, to serve as the Executive Director. The Pacific Council is a regional governance body established under the authority of the Magnuson–Stevens Fishery Conservation and Management Act (MSA) with marine fishery management responsibilities within 200 miles of the coasts of Washington, Oregon, and California. For more information on the purpose, background, and activity of the Pacific Council, see <http://www.pcouncil.org/>.

The application and interview process will be conducted with a target decision point of late June and a target start date of the successful candidate of approximately August 1, 2016.

The position is stationed in Portland, Oregon. The salary range is \$131,918 - \$169,918 annually, with an employer-paid SEP Retirement Plan, generous annual and sick leave and health insurance benefits, and an employee-paid 403(b) deferred compensation plan. Pacific Council staff are not Federal or state employees, although the Federal salary schedule is used and many of the operating policies and procedures mirror those of a typical Federal, state, or tribal natural resource agency. The Pacific Council is technically a 501(c)(3) non-profit corporation that receives only Federal funding, with annual budgets typically in the range of \$4 million - \$5 million.

### **Position Duties**

The Executive Director is the chief executive officer of the Pacific Council and serves at the pleasure of the Council. A complete Position Description is appended to this

recruitment announcement. The Position Description includes a detailed description of principal duties and responsibilities, and other position parameters including a statement of purpose and organizational relationship, physical requirements, and target knowledge requirements. Key position duties include the following.

- Managing for five well-organized and productive Council meetings per year in the open and transparent fashion required by the MSA, in a manner to enable fully informed policy level decision-making on important marine fishery conservation and management issues. Council meetings typically last 7 consecutive days.
- Managing the fiscal affairs of the Pacific Council, including proposing long-term funding needs, proposing an annual budget in accordance with funds received, and administering budgets approved by the Pacific Council.
- Supervising a talented analytical and administrative staff of about 15 people to support Council decision-making and implement the decisions of the Pacific Council.
- Coordinating the representation of the Pacific Council by Council Members and representing the Pacific Council in a variety of forums outside Council meetings, as well as in commercial media interactions.

### **Desired Qualifications**

- A Bachelor's degree or higher majoring in a field related to natural resource management, relevant biological or socio-economic science, public policy development, or business management, and
- Ten years of relevant professional experience at or near the level of duties and responsibility described in the position description.

**NOTE:** While these qualifications are desired for this position, the Pacific Council will consider candidates that do not strictly meet these desired qualifications.

### **Preferred Competency Criteria**

The Pacific Council is looking for an individual with a personal inclination to achieve satisfaction dealing with the challenges inherent to this position, and the ability to accomplish the position responsibilities in a highly successful manner. Preferred competency criteria include the following.

#### *Leadership.*

- Leadership as appropriate at Pacific Council meetings and with Pacific Council partnerships so as to maintain the Pacific Council reputation of being a pre-eminent regional marine fishery management governance body.
- Leadership at the Council staff level to create a “corporate culture” of consistently achieving deadlines with a high level of quality of work, to maintain high morale among Council staff and to allow individual staff members to take a high degree of pride in its work.

*Communication.*

- An ability for effective verbal communication that involves highly complex and complicated scientific, policy, and legal concepts and jargon in a manner that bridges gaps between technical experts and contemporary participants in various Council situations; and an ability to communicate effectively in writing to a wide variety of audiences ranging from Members of Congress to heads of executive branch agencies to stakeholders with interests in West Coast fisheries.

*Collaboration and Coordination.*

- An ability to establish positive working relationships with representatives of tribal and non-tribal government agencies, fishery constituent representatives and active fishery participants, members of non-governmental environmental organizations, academics, and others in a natural resource conservation and management context.

*Executive Decision-Making.*

- An ability to make organizational and administrative decisions on a daily basis such that planned activities are achieved consistent with established time-sensitive deadlines, and an ability to develop sound long-range operational and strategic plans.

## **How To Apply**

Prepare a cover letter, a personal statement, and a complete resume addressed to Ms. Dorothy Lowman, Pacific Council Chair. The personal statement should strive to not exceed 1,000 words, should demonstrate your written communication abilities, and address why it would be reasonable to expect that you could perform in this position with the Pacific Council at a high level of competency. The resume should include complete information on academic and professional qualifications and include three professional references, including at least your most recent supervisor. Application materials are to be sent electronically to Ms. Dorothy Lowman at [dmlowman01@comcast.net](mailto:dmlowman01@comcast.net). Please use “Executive Director Position Application” in the email subject line.

Should you wish to have your candidacy for this position held in confidence, place the word “confidential” in the subject line of the email. While it is understood that some candidates may wish to make their candidacy public, it is the intent of the Pacific Council to maintain confidentiality of any applicant’s name throughout the process, with the exception of Council Members and Dr. Donald McIsaac, who will be assisting in the recruitment process in a role as Executive Director *Emeritus*. While full confidentiality cannot be guaranteed, all best efforts will be made to do so.

Should you have any questions about this position or recruitment announcement, please communicate with Chair Lowman at 503-804-4234 or Dr. McIsaac at 503-737-9407; please do not contact him at the Pacific Council public phone number so as to ensure the intended confidentiality.