Potomac River Fisheries Commission
Seeking Applicants for Executive Secretary

The Executive Secretary is the chief executive officer of the Potomac River Fisheries Commission (PRFC), a bi-state statutory authority responsible for the conservation and improvement of the Potomac River Fishery Resources. This person supervises a team of professional staff who assist in the effective and efficient management of all Commission affairs. The Executive Secretary is responsible for carrying out the mandates of the appointed Commissioners, while complying with the requirements of the Maryland-Virginia Potomac River Compact of 1958. The incumbent provides leadership to staff and is ultimately responsible for planning, organizing, and coordinating Commission programs and budgets. The Executive Secretary represents the Commission at local and interstate fisheries management entities, including the Atlantic States Marine Fisheries Commission (ASMFC), the Mid Atlantic Fisheries Management Council (MAFMC), the Interstate Shellfish Sanitation Committee, NOAA Chesapeake Bay Program's Fisheries Goal Implementation Team's Executive Committee, the MD-VA General Assemblies, the press, and various civic organizations.

Other duties of the Executive Secretary include being responsible for official records; hiring, supervising, and exercising disciplinary actions such as dismissing personnel; signing contracts and approving expenditures as appropriate, preparing financial reports, providing all audit related materials for annual MD-VA audit, and providing draft budgets to the financial committee. Quarterly, the Executive Secretary prepares for the Commission meetings by developing a draft agenda and assisting in providing all background materials for meeting packets. The Executive Secretary will assist in any PRFC advisory committee meetings. The Executive Secretary will sign off on prepared regulation books and sign all approved orders.

The PRFC offers an employer subsidy (80%) for group health insurance, retirement through the Virginia Retirement System, group life insurance (2x salary), a deferred compensation plan (457) with an employer subsidy, annual (2 weeks first year) and sick leave (15 days per year), three personal days leave, paid federal holidays, and a Commission provided vehicle.

A master's degree with emphasis on natural resources management or equivalent experience is preferred. Starting salary will be commensurate with experience in the range of $75,000 – $120,000.

Resume deadline 4:30 p.m. August 25, 2023.

Resume Submission:

The Commission reserves the right to request a transcript.

Email Resume to cathy.prfc@gmail.com include the word 'resume' in the subject line, or

via USPS
Potomac River Fisheries Commission
Attention: Cathy Friend
PO Box 9
Colonial Beach, VA 22443

via UPS or Fed EX or in person
Potomac River Fisheries Commission
Attention: Cathy Friend
222 Taylor Street
Colonial Beach, VA 22443

Other information:

A copy of the Commission's Regulations and Orders, and the MD-VA Potomac River Compact of 1958 are available upon request by calling 804-224-7148 or by visiting our website at www.prfc.us.