

Executive Secretary

Potomac River Fisheries Commission – Colonial Beach, Virginia

The Potomac River Fisheries Commission (PRFC) is seeking qualified applicants for the position of **Executive Secretary**. The Executive Secretary serves as the **chief executive and administrative officer of the Commission** and is responsible for the overall management, financial administration, policy implementation, and daily operations of this unique bi-state agency.

The Potomac River Fisheries Commission is a **bi-state agency of the Commonwealth of Virginia and State of Maryland** established pursuant to the Maryland–Virginia Potomac River Compact of 1958 and manages and conserves the fisheries and aquatic resources of the tidal Potomac River. The Executive Secretary works directly for an eight-member Commission appointed by Maryland and Virginia and is responsible for carrying out Commission policies, regulations, programs, and directives.

Key Responsibilities

The Executive Secretary provides executive leadership for PRFC and serves as the primary liaison among Commissioners, staff, legal counsel, government agencies, legislators, stakeholders, and the public.

Key responsibilities include:

- Providing overall leadership and direction for Commission operations.
- Implementing Commission policies, regulations, orders, and directives.
- Advising Commissioners on financial, administrative, legislative, regulatory, fisheries-management, and operational matters.
- Planning and coordinating Commission meetings, public hearings, agendas, and supporting materials.
- Developing and administering the Commission's annual budget and long-range financial projections.
- Monitoring revenues and expenditures, reviewing financial statements, and overseeing accounting and financial reconciliation.
- Coordinating annual audits and maintaining appropriate financial documentation.
- Managing contracts, procurement, grants, and other funding opportunities.
- Hiring, supervising, evaluating, and directing Commission staff and professional contractors.
- Working with Maryland, Virginia, federal agencies, and interstate organizations on fisheries-management issues.
- Representing PRFC before the Maryland and Virginia General Assemblies and maintaining relationships with legislators and government officials.

- Representing the Commission with regional fisheries organizations, commercial and recreational fishing interests, seafood businesses, local governments, advisory committees, media, and the public.
- Providing executive oversight of Commission licensing, reporting, database, and information-technology systems.

Qualifications

The successful candidate should have substantial professional or senior-level experience in areas such as:

- Public administration;
- State, interstate, or local government;
- Executive or organizational management;
- Natural-resource or fisheries management;
- Financial and budget administration;
- Regulatory or legislative affairs; or
- Management of a public agency, commission, authority, or similar organization.

Experience working with a **governing board or commission, legislative bodies, multiple governmental jurisdictions, budgets, grants, regulatory programs, and public-sector personnel** is highly desirable.

Strong executive leadership, communication, financial-management, policy, and organizational skills are essential.

A bachelor's degree in public administration, business administration, natural-resource management, fisheries science, environmental science, or a related field is **preferred but not required**. Relevant education, training, and demonstrated professional experience will be considered. Substantial executive, administrative, governmental, financial, regulatory, or natural-resource management experience may substitute for formal education.

Compensation and Benefits

Salary range is **\$75,000–\$120,000 annually**, commensurate with qualifications and experience.

PRFC offers a competitive benefits package including health insurance, Virginia Retirement System benefits, group life insurance, deferred compensation, paid annual, sick and personal leave, paid holidays, and use of a Commission vehicle in accordance with Commission policy.

How to Apply

Résumé deadline is 4:30 p.m. October 29, 2026

The Commission reserves the right to request a transcript.

Email résumé to cathy@prfc.us and include “**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