NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT

Open Period: March 11 - 25, 2015

Title, Series, Band/Grade: Supervisory Management and Program Analysis Officer, ZA-0343-5 (GS-15 Equivalent)

Duty Station: Silver Spring, Maryland Relocation expenses will be considered.

Who May Apply/Area of Consideration: Current NOAA employees at the Pay Band 5 (GS-15 equivalent) within the Continental United States

Security Level: Non-Critical Sensitive

Background: An opportunity is available to join the NOAA Silver Spring Office in the Office of Protected Resources, Planning and Program Coordination Division. The Division is responsible for the day to day operations of the Office, including budget planning, acquisitions and grants, safety and environmental compliance, human capital assets, and information technology services.

Duties: The Division Chief will serve as a Supervisory Management and Program Analyst for the Planning and Program Coordination Division in the Office of Protected Resources (OPR). S/He will manage OPR’s office funds, facilities, and division workforce, and coordinate with the OPR Chief of Staff on Office workforce planning to ensure the future effectiveness and efficiency of the Office. The Division Chief will also oversee and manage the Office’s financial administration (strategic planning and budget execution): including (but not limited to) Memoranda of Understanding; Interagency Agreements; Contracts; Grants; and Interagency Personnel Actions. The Division Chief will provide program visioning and management of Freedom of Information Act (FOIA), Records Management, and electronic databases; identify current or anticipated programmatic problems, and the development of alternative solutions, corrective strategies and/or improvement initiatives to address and resolve those problems; determine and develop strategic plans for program areas through the analysis of information garnered through internal program reviews; and perform the full responsibilities of a supervisor including (but not limited to) planning; scheduling; assigning; and directing work of others related to database development, maintenance, and use; explaining work requirements, methods, and procedures; evaluation of the work performance, hearing and resolving complaints; and recommending appointment, promotion, and/or reassignment of staff.

Knowledge, Skills, and Abilities (KSAs):

- Ability to develop, execute, and track milestones of strategic planning priorities
- Ability to direct the activities of individuals with diverse backgrounds;
- Knowledge of conservation and environmental laws and other Federal laws, such as, the Freedom of Information Act, Magnuson Stevens Act, Clean Water Act, National Environmental Policy Act, Endangered Species Act, Marine Mammal Protection Act, etc., in order to determine program authorizations;
- Knowledge and experience with budget planning and execution regarding staffing and other transaction costs (e.g., grants, contracts, travel, supplies, equipment, labor and benefits);
- Ability to communicate both orally and in writing in order to provide financial and budgetary, technical and administrative assistance in accomplishing program goals; and
• Ability to routinely identify programmatic problems and develop alternative solutions, implement corrective strategies, and improve initiatives.

**Qualifications:** There is no positive education requirement for this position.

**Specialized Experience Statement:** Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government. Specialized Experience for this position includes:

- Overseeing administrative and/or budget staff in accomplishing common tasks;
- Developing internal administrative policy;
- Providing program visioning and management of information management systems and staff in accomplishing common tasks; and
- Executing a budget for an office or large program that includes personnel, contracts and equipment.

**How to Apply:** E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: Wanda Cain, Chief of Staff, OPR, at Wanda.Cain@noaa.gov. **Do not send PII info to this email account**

**NOTE:** *Any PII information should be sent using DOC’s approved Accellion Secure File Transfer program – found at: [https://sft2.doc.gov/](https://sft2.doc.gov/)

**Additional Questions – Point of Contact:**
Dr. Perry Gayaldo, Deputy Office Director; Perry.Gayaldo@noaa.gov; 301-427-8400