

# NOAA Leadership Competencies Development Program

## LCDP DEVELOPMENTAL ASSIGNMENT FORM

*(Data provided will be loaded on the LCDP website to be used by the program participants.)*

### **Details of Developmental Assignment**

1. **Title of Assignment:** Lead Editor of NOAA's 2008 State of the Climate Report
2. **Level of Responsibility:** ZP-IV
3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): NESDIS/National Climatic Data Center/Scientific Services Division/Climate Monitoring Branch
4. **Timeframe** (expected start date, duration, any known time dependencies): This report is prepared in a very short period of time following the end of the calendar year. A two- to four-week assignment at NOAA's National Climatic Data Center in Asheville, North Carolina will be required.
5. **Assignment Description** (include goals/objectives/expected outcomes): The participant will assume lead editor responsibilities for international coordination, technical editing, and overall development of NOAA's 2008 State of the Climate report. This annual 150-page summary of the state of the global climate has been prepared by NCDC's Climate Monitoring Branch for nine consecutive years. The tight timeline requires organization, planning and a strict adherence to prescribed timelines in order to meet publication deadlines. The overall goal of the lead editor is to produce a manuscript summarizing the significant climate events, extremes and long-term trends to place the annual climate in historical perspective. Responsibilities will include ensuring contributions from chapter editors and section authors are included as well written summaries that are globally or regionally significant in the context of climate history. The lead editor will also interface with each chapter editor to ensure that Essential Climate Variables are properly addressed, and all key areas of the globe are covered through solicitation of contributions from knowledgeable scientists in all regions of the world. Major editing and overall involvement throughout the editorial process will be required, and it is the lead editor's responsibility to work with NCDC's publication and graphics team to ensure proper layout and presentation of all text and graphics.
6. **Potential Benefit to LCDP Participant** (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at [www.opm.gov/ses/define.html](http://www.opm.gov/ses/define.html)): This assignment will provide the participant with an opportunity to collaborate with more than 200 national and international scientists and an experienced publication team. Strong leadership competencies/skills will be required for building coalitions, leading through rapid change, and achieving results.
7. **Any other considerations, special requirements or comments:** The selected individual should have a diverse set of skills and experience that includes climate analysis, project or team leadership responsibilities, and a successful publication record in peer-reviewed journals. Other important attributes of this person, who will be working with an experienced and capable team at NCDC, include strong verbal and written communication skills, the ability to maintain a strict schedule and meet tight deadlines, and the ability to work within a collaborative team environment.

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8. **Assignment Supervisor:** Jay Lawrimore, Branch Chief, Climate Monitoring Branch
9. **Assignment Contact Person** (name and email address): Karen Owen  
(Karen.Owen@noaa.gov)

***Please send completed form to [LCDP.ProgramManager@noaa.gov](mailto:LCDP.ProgramManager@noaa.gov).***

***Thank you!***