

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:**

Special Assistant to the Regional Administrator

2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band):

GS 13/14 or Pay Band ZP 03/04

3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch):

NOAA Fisheries Service, Southeast Regional Office, Office of the Regional Administrator

4. **Timeframe** (expected start date, duration, any known time dependencies):

TBD (negotiable)

5. **Assignment Description** (include goals/objectives/expected outcomes):

This assignment would temporarily backfill the position of Special Assistant (SA) to the Regional Administrator while the current SA is on assignment. The primary objective of the position is to assist the Regional Administrator (RA) and Deputy Regional Administrator (DRA) in regional planning and operations and in the day-to-day decisionmaking associated with regulatory proposals and other regional activities.

The SA advises the RA and DRA on policy-related issues, assists senior leadership in troubleshooting and implementing regulatory actions developed in support of the agency's sustainable fisheries, protected resources and habitat mandates, and provides recommendations for resolving identified problems. Additionally, the SA is the primary Headquarters liaison responsible for responding to (or coordinating responses to) informational requests and taskings from Congress, constituents, Department of Commerce, and NOAA.

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.)

Specific job duties include:

- Communicating with the RA and DRA on how to advance and implement regional policy objectives;
- Reviewing and commenting on policy and procedural guidance;
- Providing general policy guidance, technical direction, and consultation to the Assistant Regional Administrators on regulatory actions and other regional activities;
- Assisting Headquarters staff in responding to informational requests and taskings from Congress, constituents, Department of Commerce, and NOAA;
- Assisting in the execution of Directorate functions, including fisheries administration, organizational planning, and interagency activities;
- Supporting or representing the RA and DRA in meetings as needed/requested; and
- Other activities, as assigned.

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):

This assignment would challenge the successful applicant in the following OPM leadership competencies:

- Leading Change (external awareness, flexibility, resilience, service motivation, strategic thinking);
- Leading People (team building);
- Results Driven (customer service, decisiveness, problem solving); and
- Building Coalitions (influencing/negotiating, interpersonal skills, oral and written communication, partnering, political savvy).

The assignment would provide the successful applicant a unique perspective on NOAA Fisheries Service's programs and mandates, as the SA supports agency decisionmaking and policymaking at both the regional and national level.

7. **Any other considerations, special requirements or comments:**

This position would be well suited to LCDP participants who are interested in a moderately independent working environment. The position is often fast-paced and deadline-oriented, but also flexible enough to accommodate special assignments designed to address developmental needs and objectives.

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.)

8. **Assignment Supervisor** (name, position):

Frederick (Buck) Sutter, Deputy Regional Administrator

9. **Assignment Contact Person** (name and email address):

Frederick (Buck) Sutter, Deputy Regional Administrator

Please send completed form to LCDP.ProgramManager@noaa.gov.

Thank you!