

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:** Chief of Staff to Director
2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band): PB IV
3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch): **NOS/** Office of Ocean and Coastal Resource Management
4. **Timeframe** (expected start date, duration, any known time dependencies): Start April/May 2008; 4 or 6 month assignments available
5. **Assignment Description** (include goals/objectives/expected outcomes): To assist the Director and Deputy Director by providing oversight and guidance for OCRM, including long-term planning and management of daily operations. The incumbent's primary duties are as a key advisor to OCRM leadership on a range of issues and as the point person for ensuring implementation of corporate mandates and responsibilities. For example, the Chief of Staff has played a key role in developing an outreach and communications strategy for the organization; has developed improvements in internal communication and the quality of our products; and provided indepth analysis and recommendations to help us meet organizational goals and objectives more effectively. Specifically, in 2008-2009, the Chief of Staff will play a key role in advising leadership on a range of complex external (e.g., legislative strategy); will help the organization prepare for the transition to a new administration with a significant focus on NOAA's coastal enterprise; will assist the organization evaluate our human capital and diversity plan; and will help us communicate better with all levels of NOAA and NOS and our external partners. Additionally, there are a number of special projects that can be undertaken depending on the interest of the participant.
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): The LCDP participant will benefit in the areas of **external awareness, resilience, strategic thinking; Conflict**

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management and team building; accountability and problem-solving; and financial and human resources management.

7. **Any other considerations, special requirements or comments:** This position requires excellent organizational and interpersonal skills and the ability to juggle tasks of varying complexity and flammability.

8. **Assignment Supervisor** (name, position): Donna Wieting, Deputy Director, OCRM

9. **Assignment Contact Person** (name and email address): Donna Wieting, Deputy Director, OCRM donna.wieting@noaa.gov

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

Thank you!