

Position Description: NOAA Assistant Deputy Chief of Staff

The NOAA Office of the Under Secretary is seeking a detail candidate to serve as the NOAA Assistant Deputy Chief of Staff. The position is located at NOAA Headquarters at the main Department of Commerce Building in Washington, D.C. The NOAA Assistant Deputy Chief of Staff will report directly to the NOAA Deputy Chief of Staff, and is an important member of the NOAA HQ team. Although the detail is designed for leadership development, a strong candidate will have the following skills: political savvy, strong written communication skills, flexibility in dealing with rapidly changing situations, an interest and ability to handle a very fast paced work environment, accountability and ability to meet deadlines, and discretion. The Assistant Deputy Chief of Staff will have regular access to and interactions with members of the NOAA leadership team and senior staff at NOAA Headquarters. They will gain an understanding of the full breadth of issues across the agency.

Position Objective: Provide senior-level staff support to NOAA leadership, provide advice on strategic and operational issues, and develop and implement solutions to increase the overall effectiveness of NOAA Headquarters processes and communications.

Competencies Potentially Exercised and Attained through the Position:

- Provide senior staff and leadership with new insights into situations, including ideas and innovations
- Develop the ability of others to perform by providing feedback and inspiring and fostering team work
- Anticipate and meet the needs of NOAA leadership, and seek continuous improvement
- Identify and analyze problems, generate solutions, and make recommendations
- Understand and appreciate the internal and external politics that impact the work environment and decision making processes, refine political savvy skills
- Build consensus and gain cooperation from others to obtain information and accomplish goals
- Refine written communication skills through production of reports and memos, as well as review/clearance of written documents (press releases, controlled correspondence, legislative materials)
- Refine oral communication skills through meetings and presentations

Overall Responsibilities and Tasks:

- Assist with guidance and support to offices within the Office of the Under Secretary, including the NOAA Program Coordination Office, NOAA Executive Secretariat, NOAA Decision Coordination Office, and members of NOAA's senior political leadership and their staff
- Participate in weekly meetings with NOAA senior political leadership and staff, manage and ensure follow up from these meetings as needed
- Scheduling, reporting, and business procedures responsibilities as described below
- Maintain and update contact and roles documents for Chief of Staff

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- Finalize committee and task force assignments spreadsheet
- Work with the Deputy Chief of Staff to execute NOAA leadership retreat
- Serve as a back-up to the Deputy Chief of Staff and take on additional roles as needed

Specific Scheduling Responsibilities and Tasks: Much of the activity in the Under Secretary's office is schedule driven. Organization, flexibility and the accommodation of short notice tasking are required. Specific job responsibilities include:

- Manage process for all incoming event / meeting requests for the Under Secretary
 - Review all incoming requests
 - Maintain Database of all requests
 - Run weekly meeting for review of all incoming requests with representatives from Chief of Staff Office, NOAA Policy Office, Program Coordination Office (PCO), and other staff offices in order to provide recommendations to the Under Secretary on disposition of requests
 - Generate multiple reports on status of incoming requests for the use of the Under Secretary and office staff
 - Be prepared to answer questions on events / meetings inquiries to the Under Secretary and other senior level staff
 - Correspond and communicate on behalf of the Under Secretary in response to inquiries for the schedule
 - Work closely with administrative assistants and PCO to ensure that schedule adjustments are communicated and implemented efficiently
 - Work with the Director of the Program Coordination Office to ensure that all events involving NOAA senior leadership are adequately staffed by PCO and the line offices

Reporting Responsibilities and Tasks: There are multiple reports generated in the Under Secretary's office for the purposes of centralizing, processing and redistributing information, and to communicate with the Department of Commerce. Specific job responsibilities include:

- Assist with/manage reports to the Department of Commerce and NOAA HQ Leadership
 - Assist with daily communications and weekly reporting, seeking to ensure constant flow of communications and a high degree of integrity, accuracy and timeliness in NOAA processes and work products
 - Responsible for editing and compiling material to be included in report submissions to the Department of Commerce and NOAA senior political leadership
 - Track changes and deadlines for reports, often on short notice
 - Work closely with Executive Secretariat and Under Secretary staff to provide quality control for report material
 - Communicate with the Deputy Chief of Staff in final review process to provide support for last minute additions to reports

Business Procedures Responsibilities and Tasks: Continue efforts to streamline business process for the NOAA Headquarters front office and support offices. Specific job responsibilities include:

- Contribute to coordination and business procedures
 - Maintain coordination and communication between NOAA Headquarters front office and support offices for special projects, events, and day to day business.
 - Prepare advance materials for NOAA leadership participation in internal meetings and meetings with the Department of Commerce.
 - Develop and improve tools used in a fast paced executive environment (Database, SharePoint, Reports, etc.)
 - Track events, meetings, taskings and reports for the NOAA Chief of Staff and Deputy Chief of Staff
 - Heightened awareness of schedules and interoffice actions to ensure that business processes run smoothly and offices and personnel stay connected