

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:**
Assistant to the Director

2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band):
GS-1301-13/14 or 15 (ZP-1301-IV or V)

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

4. **Timeframe** (expected start date, duration, any known time dependencies):
3 - 4 months

5. **Assignment Description** (include goals/objectives/expected outcomes):
 - Assist Director and Deputy Director in the day to day administrative and operations management of NODC including budget/annual operating plans, human resources, strategic planning and policy implementation. Oversee preparation of various NODC reports, such as weekly and monthly reports.
 - Work with NODC Division Chiefs and Team Leads to further develop and align existing project teams and/or create new project teams if necessary. Develop and document roadmaps for the project teams, and work to integrate their roadmaps with the current NODC strategic plan.
 - Work with Division Chiefs to coordinate NODC responses on budget, legislation, policy and action item tasks from NESDIS, NOAA, and DOC. Review all materials and clear for action by the Director.
 - Represent NODC in senior level internal and external meetings, serving as back-up for the Director and Deputy Director when needed.

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):

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ECQ's to be developed include:

- **Leading Change** – Strategic Thinking, Vision, External Awareness
- **Results Driven** – Customer Service, Problem Solving, Technical Credibility
- **Business Acumen** – Financial Management, Human Resources Management

7. **Any other considerations, special requirements or comments:**
Work will be performed at the NODC Offices in Silver Spring, MD. Travel may be required.
8. **Assignment Supervisor** (name, position):
Deputy Director, Terry Tielking
9. **Assignment Contact Person** (name and email address):
Deputy Director, Terry Tielking (Terry.Tielking@noaa.gov)

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

Thank you!