

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:** NOAA Satellite and Information Service Deputy Chief of Staff
2. **Level of Responsibility:** Supervisory Management and Program Analyst - ZA-IV
3. **Host Office:** NOAA Satellite and Information Service, Office of the Chief of Staff
4. **Timeframe:** August through October 2010
5. **Assignment Description** (include goals/objectives/expected outcomes):
 - Work in a fast-paced, Assistant Administrator office. Coordinate with Chief of Staff to support AA and two DAAs.
 - Directly supervise 5 people and provide performance management. Set policy with Chief of Staff on performance management issues for whole Chief of Staff office.
 - Oversee NESDIS communication team covering outreach, education, graphics and visualizations. Lead team in development and implementing fiscal year communication plan developing new process/tools/products to help the organization communicate its products and services more effectively. Oversee a budget, contracting, and other procurement issues related to the running of the communications team.
 - Serve as the NESDIS representative to the NOAA Communications Committee – run by the NOAA Office of Communications.
 - Work with Chief of Staff and media and legislative affairs liaisons on developing strategic communication plans and writing key messages for major acquisition issues of interest to the Hill.
 - Serve as the focal point on communication issues for the Assistant Administrator and Deputy Assistant Administrator – from developing speeches to writing internal communications.
 - Coordinate with the NESDIS staff member in the NOAA Program Coordination Office to ensure NESDIS is providing timely and accurate responses to actions to the support NOAA leadership.
 - Lead special projects for the Chief of Staff.
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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Key leadership competencies used in this position will be strategic thinking, oral communication, written communication, team building, flexibility, external awareness, and customer service. You will also have an opportunity to improve your supervisory skills.

7. **Any other considerations, special requirements or comments:** None

8. **Assignment Supervisor:**

Kelly Turner, Chief of Staff, NOAA Satellite and Information Service

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

Katy Vincent, Deputy Chief of Staff, NOAA Satellite and Information Service

Kelly Turner, Chief of Staff, NOAA Satellite and Information Service (Kelly.Turner@noaa.gov)

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

Thank you!