

## 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:** Supervisor, NMFS Coral Program
  
2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band): ZP-4
  
3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch):  
NMFS/Office of Habitat Conservation/Habitat Protection Division/Silver Spring, MD
  
4. **Timeframe** (expected start date, duration, any known time dependencies):  
TBD—candidate would serve as a backfill when current Coral Supervisor is away on assignment.
  
5. **Assignment Description** (include goals/objectives/expected outcomes):  
NOAA's Coral Reef Conservation Program (CRCP) is a ~\$30M program working to reduce harm to and restore the health of coral reefs and deep-sea corals. CRCP is a matrix program, including NOS, NMFS, OAR, and NESDIS. CRCP sponsors research and works with non-governmental organizations and partners in the seven US jurisdictions containing coral reefs to address priority threats through conservation activities.

While the CRCP is administered through NOS, it has significant project components within NMFS including the NMFS portion of the CRCP management team and the Deep Sea Coral Research and Technology Program. The NMFS Coral Program Supervisor (Coral Supervisor) oversees a staff of nine split between the shallow tropical water CRCP and the deeper colder water Deep Sea Coral Program. The Coral Supervisor works closely with the Chief of the Habitat Protection Division (Tom Bigford), Director of the Office of Habitat Conservation (OHC; Pat Montanio), and the CRCP Program Manager (Kacky Andrews) to execute Program goals and represent the Coral Program in OHC activities. The Coral Supervisor assists in the management of the day-to-day operations of the NMFS Coral Team, serves as the NMFS representative to the CRCP matrix, and is a member of the Office of Habitat Conservation's Mid-level Management Team. Matrix coordination is a cross-cutting activity dependent on developing effective relationships across line offices. Matrix

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work tasks include strategic planning, spend plan development, budget initiatives, and budget execution; as these are ongoing and overlapping processes, specific duties will depend on the time of year at which the assignment occurs. The Coral Supervisor's activities include coordinating the activities of the Coral Team staff (3 FTE, 6 contractors) located in Silver Spring, MD; coordinating frequently with the NMFS Science Centers and Regional Offices in FL and HI; and working closely with the Coral Team located within the NOAA Restoration Center. The Coral Supervisor also handles contract management and personnel planning, and frequently represents the Habitat Protection Division in Office of Habitat Conservation meetings.

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](http://www.opm.gov/ses/define.html)):  
This position addresses all five ECQs. The Coral Program is responding to an external review by focusing effort and streamlining processes. The incumbent Leads Change in this area through strategic thinking, flexibility, and creativity/innovation. The incumbent Leads People, both within the NMFS Coral Team and across the program matrix. Skills required include team building, leveraging diversity, and conflict management. The Program is inherently Results Driven, and the Coordinator position requires accountability, customer service, decisiveness, and problem solving. The Coordinator's Business Acumen is applied through managing human capital, as well as contributing to financial management through the matrix. Building Coalitions is essential—partnering, political savvy, and negotiating are all critical to ensuring the function of this complicated matrix program.
7. **Any other considerations, special requirements or comments:**  
Specific duties will depend on the timing of the assignment, as negotiated with the the Habitat Protection Division Chief, Tom Bigford.
8. **Assignment Supervisor** (name, position): Tom Bigford, Habitat Protection Division Chief
9. **Assignment Contact Person** (name and email address): Tom Bigford, [Thomas.Bigford@noaa.gov](mailto:Thomas.Bigford@noaa.gov); Jennifer Koss, [Jennifer.Koss@noaa.gov](mailto:Jennifer.Koss@noaa.gov)

***Please send completed form to [LCDP.ProgramManager@noaa.gov](mailto:LCDP.ProgramManager@noaa.gov).***

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***Thank you!***