

# 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:** Serve as NOAA's liaison to Capitol Hill on environmental satellite issues
  
2. **Level of Responsibility** (e.g., GS13, GS14, SES or equivalent pay band):  
ZA-4 (GS-13/14 equivalent)
  
3. **Host Office** (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch):  
Office of the Undersecretary/Legislative & Intergovernmental Affairs
  
4. **Timeframe** (expected start date, duration, any known time dependencies):  
As soon as possible in April – likely by April 12, 2010 – Duration: 4-5 months
  
5. **Assignment Description** (include goals/objectives/expected outcomes):  
The congressional affairs specialist for environmental satellites serves as a liaison between the programs and initiatives of NOAA's Satellite and Information Service (NESDIS), Members of Congress and relevant congressional committees. Liaising frequently with senior leadership in NOAA and NESDIS, the specialist coordinates the agency's interaction with Congress as it performs oversight on NOAA's operational environmental satellite programs. The specialist also frequently coordinates with interagency partners like DoD, NASA and OSTP on major initiatives. The specialist will handle all components of one or more Congressional hearings related to NOAA's environmental satellite programs, including testimony preparation and clearance, witness preparation, and hearing follow-up activities.
  
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)):  
Likely skills to be built in this detail include:
  - Leading Change: External Awareness/Flexibility/Resilience;
  - Results Driven: Problem Solving; and
  - Building Coalitions: Political Savvy/Influencing/Negotiating.

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**7. Any other considerations, special requirements or comments:**

Successful candidates will have exceptional written and oral communication skills with experience working on diverse teams that address complex issues. We are seeking an organized communicator with experience translating technical detail into brief, persuasive written and oral communications. Experience working on or with Capitol Hill is helpful. Background working with and briefing senior executives is recommended with experience working successfully under significant time pressure. Candidates with expertise and/or significant interest in environmental monitoring, climate observing, and civil space policy are encouraged to apply. Knowledge of technology and/or aerospace procurement is helpful, but not required.

**8. Assignment Supervisor** (name, position):

Brook H. Davis, Deputy Director, Legislative & Intergovernmental Affairs

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

Renee A. Leduc Clarke, renee.leduc.clarke@noaa.gov

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

***Thank you!***