

## 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:** Acting Program Coordinator, NOAA Coral Reef Conservation 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):  
NOS/Office of Coastal Resource Management/Coral Conservation Division/Silver Spring, MD
4. **Timeframe** (expected start date, duration, any known time dependencies):  
TBD—candidate would serve as a backfill when current Program Coordinator is away on assignment.
5. **Assignment Description** (include goals/objectives/expected outcomes):  
NOAA's Coral Reef Conservation Program (CRCP) is a ~\$30M program that works 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.

CRCP is administered through the NOS Coral Conservation Division (CCD). The Program Coordinator works closely with the Program Manager to execute Program goals. The Coordinator assists in the management of the day-to-day operations of the Division, and serves as the NOS representative to the CRCP matrix. Matrix coordination is a cross-cutting activity dependent on developing effective relationships across line offices. Matrix 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. Division activities include coordinating the activities of CCD staff (8 FTE, 14 contractors) located in MD, FL, and HI. The Coordinator also handles contract management and personnel planning.

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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 Division 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.

In addition, this position would expose the participant to work occurring in approximately 20 Program/Staff Offices across 4 Line Offices. This is an excellent opportunity to learn about the capabilities and operations of a large number of diverse NOAA offices in a single assignment.

7. **Any other considerations, special requirements or comments:**  
Specific duties will depend on the timing of the assignment, as negotiated with the Program Manager.
8. **Assignment Supervisor** (name, position): Kacky Andrews, Program Manager
9. **Assignment Contact Person** (name and email address): Kacky Andrews, [Kacky.Andrews@noaa.gov](mailto:Kacky.Andrews@noaa.gov); Steve Thur, [Steven.Thur@noaa.gov](mailto:Steven.Thur@noaa.gov)

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

***Thank you!***