

NOAA Leadership Competencies Development Program
LCDP DEVELOPMENTAL ASSIGNMENT FORM

Details of Developmental Assignment

- 1. Title of Assignment:** Advisor to the Deputy Under Secretary
- 2. Level of Responsibility:** GS-13 or GS-14
- 3. Host Office:** Office of the Deputy Under Secretary
- 4. Timeframe:** Expected start date is early to mid-June; duration 3-4 months.
- 5. Assignment Description** (include goals/objectives/expected outcomes):

Do you want to understand how DC works? Curious about leadership styles of NOAA's senior leaders – both political and career? Ever wonder how NOAA links to the Department of Commerce? This position sits in the middle of all that. The environment can be high-speed, high-intensity, but your boss, Deputy Under Secretary Mary Glackin, is frankly awesome!

During this detail, you will serve as an Advisor to the Deputy Under Secretary. In this role, you will provide direct staff support to the Deputy Under Secretary coordinating programmatic and administrative priorities across NOAA and providing advice on a daily basis. You will work closely with NOAA's broader political leadership, Line and Staff Offices, and other Headquarters staff offices.

Responsibilities change daily, but as a rule, you will help the Deputy Under Secretary manage the operational units (both Line and Staff Offices) of NOAA. This could mean grunt staff work or it could mean that you represent the Deputy Under Secretary's interests in meetings with senior leaders inside and outside NOAA. You will work with NOAA Headquarters offices on the development of corporate policies, procedures, and strategies that are of priority to Deputy Under Secretary and political leadership. You will also work closely with Department of Commerce offices on a number of Department initiatives.

Great oral and written communication skills are a must, as you will develop, review and edit a host of materials (reports, correspondence, testimony, and briefs) for senior officials. It also helps if you can juggle multiple tasks under short timeframes. You will work with a number of offices on behalf of the Deputy Under Secretary; therefore, interpersonal and negotiation skills will serve you well. Since you will be a trusted advisor, honesty and integrity are essential in the position.

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

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):

Leading Change: Flexibility, Resilience, Continual Learning, Vision, External Awareness, and Strategic Thinking

Leading People: Team Building

Building Coalitions/Communications: Oral Communication, Written Communication, Interpersonal Skills, Influencing/Negotiating, Political Savvy

Results Driven: Decisiveness, Customer Service, Problem Solving

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

8. Assignment Supervisor: CAPT Brian Taggart, Executive Director to the Deputy Under Secretary

9. Assignment Contact Person: Kelly Turner, 202-482-3455, kelly.turner@noaa.gov