



I. JOB SUMMARY

The Office of Ocean Exploration and Research provides programmatic direction for NOAA in the field of exploration, research and advanced technology development and provides advice to the NOAA Assistant Administrator for Research and the Under Secretary. The Office provides coordination for planning and programming with all of NOAA's Strategic Planning Goal Teams and multiple Programs; leads agency efforts in targeted education and outreach to translate, communicate, and disseminate the products and discoveries from exploration, research, and advanced technology in order to increase public awareness and literacy in ocean science; provides public data streams from exploration and discovery mission and translates these into information products and services, available to the public.

II. MAJOR DUTIES

The Director is responsible for determining future organizational directions; setting priorities on current and future exploration activities, subject matter initiatives and regional expeditions; and allocating resources. The Director is also responsible for developing and achieving an integrated agency-wide exploration strategy that advances NOAA's knowledge on oceans and Great Lakes, transitions research results into operational methods and information products; this responsibility is exercised in close cooperation with OAR and other NOAA Line Office Laboratory Directors,

Regional Directors, Program Office Directors, and Program Managers; and, requires collaboration and cooperation with directors and senior scientists from the nation's most prestigious academic institutions, senior state officers, and non-governmental organization leaders.

III. REQUIRED QUALIFICATIONS

- One year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.
- Specialized Education:
 - Successful completion of a full course of study in an accredited college or university leading to a bachelor's degree or higher in engineering, physical science, life science, or mathematics.
- U.S. citizenship.
- Selectee will possess a Secret security clearance.

IV. EVALUATION REQUIREMENTS

A. Executive Core Qualifications (ECQ):

ECQ 1. Leading Change:

- The ability to bring about strategic change, both within and outside the organization, to meet organizational goals.
- The ability to establish an organizational vision and to implement it in a continuously changing environment.
- Leadership Competencies:
 1. Creativity and Innovation - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
 2. External Awareness - Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
 3. Flexibility - Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
 4. Resilience - Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
 5. Strategic Thinking - Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
 6. Vision - Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

ECQ 2. Leading People:

- The ability to lead people toward meeting the organization's vision, mission, and goals.
- The ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- Leadership Competencies:
 1. Conflict Management - Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
 2. Leveraging Diversity - Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.

3. Developing Others - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Team Building - Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

ECQ 3. Results Driven:

- The ability to meet organizational goals and customer expectations.
- The ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- Leadership Competencies:
 1. Accountability - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
 2. Customer Service - Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
 3. Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
 4. Entrepreneurship - Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
 5. Problem Solving - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
 6. Technical Credibility - Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

ECQ 4. Business Acumen:

- The ability to manage human, financial, and information resources strategically.
- Leadership Competencies:
 1. Financial Management - Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
 2. Human Capital Management - Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance

problems. Manages a multi-sector workforce and a variety of work situations.

3. Technology Management - Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

ECQ 5. Building Coalitions:

- The ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.
- Leadership Competencies:
 1. Partnering - Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
 2. Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
 3. Influencing/Negotiating - Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

B. Fundamental Competencies:

1. Interpersonal Skills - Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
2. Oral Communication - Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
3. Integrity/Honesty - Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
4. Written Communication - Writes in a clear, concise, organized, and convincing manner for the intended audience.
5. Continual Learning - Assesses and recognizes own strengths and weaknesses; pursues self-development.
6. Public Service Motivation - Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

V. PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Broad knowledge of current marine and undersea technology, exploration methods, challenges, problems, and issues in the field of ocean science, ocean exploration, and undersea research.

2. Demonstrated senior-level experience and ability in the areas of organizational analysis/assessment and management principles and practices associated with program planning and execution for a scientifically and technically complex organization.
3. Demonstrated ability to provide scientific and organizational leadership and establish policies to successfully direct programs in oceanographic and ocean engineering sciences related to the research and the diversity of programs within OER.

VI. POSITION DETAILS

- For additional information and to apply please refer to USA Jobs (www.usajobs.gov) and search under Job Announcement Number: 09-09.NJH. (<http://jobsearch.usajobs.gov/getjob.asp?JobID=78640794&AVSDM=2009-01-14+11%3A57%3A01&Logo=0&sort=rv&vw=d&brd=3876&ss=0&customapplicant=15513,15514,15515,15669,15523,15512,15516,45575&q=09-09.NJH>)
- SALARY RANGE: 117,787.00 - 177,000.00 USD per year
- OPEN PERIOD: Wednesday, January 14, 2009 to Tuesday, March 03, 2009
- SERIES & GRADE: ES-1301-00/00
- FULL-TIME PERMANENT
- DUTY LOCATION: Montgomery County, MD
- Occasional travel will be required.