

NOAA Form 58-28a
(8-94)U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION**NOAA COMMISSIONED OFFICER BILLET DESCRIPTION**

| | | |
|--|---|---|
| TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC | | FROM: |
| THRU (Liaison Officer): Fisheries Liaison Officer | | ROUTING CODE: F/SER22 |
| BILLET TITLE: Executive Officer, Constituent Svcs Branch | | ADDRESS: NMFS 263 13th Avenue South St. Petersburg, FL 33701 |
| BILLET #: 2522 | | PHONE NUMBER: |
| RANK REQUESTED (0-2, 0-3, 0-4, etc.): 0-4 | (This block to be completed by liaison officer) | |
| GS/GM EQUIVALENT: GS 13 | IS THIS A NEW BILLET: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| | BILLET PRIORITY: <input type="checkbox"/> A. <input type="checkbox"/> B. <input type="checkbox"/> C. <input type="checkbox"/> R | |
| IMMEDIATE SUPERVISOR: Carolyn M. Sramek | TITLE: Chief, Constituent Services Branch | PHONE NUMBER: (727) 570-5326 |
| EDUCATIONAL REQUIREMENTS: BS or MS in Biology, Fisheries Management, Computer Science/Programming, Statistics, or related fields | | |
| OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...) | | |
| 1. GENERAL DESCRIPTION OF BILLET: The incumbent serves as the Executive Officer in the Constituent Services Branch of the National Marine Fisheries Service, Southeast Regional Office (SERO), Operations Management and Information Division. The Constituent Services Branch is in a dynamic environment with expanding responsibilities in the management of fishery resources. In addition to execution of regional permit programs, the Branch is evolving into a gateway for information flow for fisheries-related parameters (e.g., catch, social, economic data) based on unique vessel/person identification and tracking functions. The incumbent serves as the direct supervisor of the Permits Team. The incumbent is responsible for managing the day-to-day functions, including making work assignments, serve in an acting capacity in the absence of the Branch Chief, develop correspondence, and project-specific oversight. The incumbent serves as a project manager on various issues for the Region. The SERO permitting system is also currently being converted to a relational database protocol to facilitate data integration processes, therefore, familiarity with database systems is preferable. Leadership and participation in other long range projects of importance to NMFS are additional opportunities for the officer. Effective communication with other elements within NOAA and the commercial fishing industry is essential. | | |
| 2. DUTIES AND RESPONSIBILITIES: a. Is this a supervisory billet? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. If so, state number and grade of personnel supervised. Number: 10 Grade(s): GS 1 - 13 & contract personnel | | |
| <ul style="list-style-type: none"> . Provide oversight of daily permit operations, including interpretation of fishery regulations, making decisions on workload distribution, and interfacing with NOAA attorneys and Fishery Management Plan Coordinators; . Coordinates implementation/evaluation of new permit systems, including Individual Fishing Quotas (IFQ); . Implements short and long range strategic planning for effective permit program management; . Involved with coordinating data elements and permitting issues with other NOAA Fisheries Regional and Headquarter offices, as well as state fisheries management entities; . Design regional procedures and systems for efficient permit application processing and issuance; . Develop quality control/quality assurance procedures within the constraints of the permit system requirements; Research and prepare various types of official correspondence, including correspondence to Congress, fishing industry constituents and others within NMFS; and . Project manager for the Region on short and long term issues affecting the SE and throughout the Agency. | | |
| CONTINUE IN ITEM 4 | | |

3. CAREER DEVELOPMENT OPPORTUNITIES:

The incumbent will gain valuable NOAA experience through having direct responsibility for a NOAA program and the leadership and decision making processes associated with the management of that program. Officer will be intimately involved in marine fisheries management in the Southeastern U.S., including garnering experience with the intricacies of legal, political, social and economic influences in Fishery Management Plan implementation and enforcement of regulations. The officer will gain thorough knowledge and experience in the managing of a diverse NOAA civilian workforce. The officer will be involved in the oversight of day-to-day activities in the SERO Permits Office, including the development, implementation, operation and associated quality control of a complex database system. The combination of managing an important NMF3 program and leadership of a complex civilian workgroup provides an ideal opportunity for the incumbent to further their NOAA Corps career experience.

4. ADDITIONAL COMMENTS:

Supervisory structure above the officer is the Branch Chief (GS14), Division Chief (GS15), Deputy Regional Administrator (GS15), and Regional Administrator (SES).

SIGNATURE OF SUPERVISOR:

Carolyn M. Sprentk

DATE:

01/24/2006