NOAA Form 56-28A
(8-94)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC

FROM: John H. Dunnigan
ROUTING CODE: N
ADDRESS:
1305 East West Highway
SSMC4, 13632
Silver Spring, Maryland 20910-3281

PHONE NUMBER: 713-3074

THRU (Liaison Officer):
NOS Liaison Officer

BILLET TITLE: Chief of Staff, NOS
BILLET #: 7000

RANK REQUESTED: (0-2. 0-3, 0-4, etc.) 0-6
GS/GM EQUIVALENT: GS-15

(This block to be completed by liaison officer)
IS THIS A NEW BILLET: [X] YES [ ] NO
BILLET PRIORITY: [X] A, [ ] B, [ ] C, [ ] R

IMMEDIATE SUPERVISOR:	TITLE:	PHONE NUMBER:
John H. Dunnigan	Assistant Administrator, NOS	713-3074

EDUCATIONAL REQUIREMENTS:

1. Knowledge of accepted organizational and management concepts, principals, methods and practices.
2. Demonstrated experience and familiarity with the agency's planning, programming, budgeting, and execution process.
3. General knowledge and familiarity with NOAA organization and structure.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

4. Ability to interact effectively with diverse constituencies; and to establish cooperative relationships with various bodies.
5. Highly skilled in communications, and interpersonal relations.
6. Experience in providing clear, concise oral and written reports and presentations.

1. GENERAL DESCRIPTION OF BILLET:

The Office of Ocean Services and Coastal Zone Management is responsible for integrated ocean services and coastal zone management programs which provide information products and services in support of national needs arising from increasing uses and opportunities of the oceans and estuaries.

The NOS Chief of Staff is responsible for the internal management of the NOS AA Suite with delegated authority and responsibility for the day-to-day operation and administration of the NOS line office. The Chief of Staff joins with the NOS AA, DAA, Program Office Directors, and other senior staff in the development of overall policies, procedures, and plans related to NOS administration, execution and operation of program plans.

Major Billet Elements:
Leadership: Provide leadership and direction in carrying out program plans and in resolving conflict and issues.
Management: Promote effective management and administration of programs.
Strategic Plan Support: Accomplish activities and task related to the elements of the NOAA/NOS Strategic Plan.
Coastal Stewardship: Advance NOS efforts to become the premiere Coastal Stewardship Agency.

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? [ ] YES [ ] NO
b. If so, state number and grade of personnel supervised. Number: Grade(s):

The Chief of Staff is expected to provide expertise, critical judgement and maturity in order to create an effective program:

1. Working closely with NOS AA, DAA, and Program Office Directors, establish policies and procedures and execute operating plans to accomplish NOS strategic objectives efficiently and effectively.
2. Provide day-to-day guidance and oversight and ensure services for the efficient operation of NOS core functions – strategic planning, performance evaluation, integrated policy development, and program integration.
3. Ensure tasks are properly staffed and coordinated; identify and evaluate alternative courses of action; establish priorities; allocate and manage resources; resolve conflicts and major problems.
4. Provide advice on issues which involve operation and management of NOS activities, personnel, and fiscal resources.
5. Provide liaison between NOS, NOAA Headquarters, NOAA Goal/Sub-goal Teams, other NOAA Line and Staff offices, and NOS external and internal constituents and stake holders.

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3. CAREER DEVELOPMENT OPPORTUNITIES:

The billet affords the opportunity to work with and alongside senior NOAA/NOS managers in guiding the direction of NOS programs.

The Officer will gain a broad knowledge of all of NOS' programs and an intimate understanding of NOS' requirements and drivers, authorities, capabilities, policies, and procedures.

The Officer will gain extensive additional experience and deeper understanding of the federal budget process and consideration of Administration and Congressional concerns, issues and policy development.

The Officer will be afforded the opportunity to participate in senior leadership development training as available and positioned to further develop leadership and management skills at the highest levels within NOAA

4. ADDITIONAL COMMENTS:

Represent NOS AA/DAA on councils and at meetings as assigned

Serve as alternate to the DAA on the NEP

SIGNATURE OF SUPERVISOR:	DATE: 09/22/2006

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