

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC		FROM: Director, OR&R ROUTING CODE: N/ORR ADDRESS: 1305 East West Hwy SSMC4 Suite 10110 Silver Spring, MD 20910 PHONE NUMBER: (301) 713-2989	
THRU (Liaison Officer): NOS Liaison		(This block to be completed by liaison officer) IS THIS A NEW BILLET: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO BILLET PRIORITY: <input checked="" type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R	
BILLET TITLE: OR&R/ERD (HAZMAT) Executive Officer BILLET #: <u>7568</u>			
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) <u>O-5</u> GS/GM EQUIVALENT: <u>GS_14</u>			
IMMEDIATE SUPERVISOR: John Tarpley	TITLE: Regional Operations Manager, ERD	PHONE NUMBER: (206) 526-6338	
EDUCATIONAL REQUIREMENTS: Knowledge of marine/environmental sciences and related fields. A Master of Science Degree in Marine Policy, Oceanography, Marine or Environmental Sciences is highly desired.			
OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...) Maritime and environmental background, as well as extensive experience with the wide range of NOAA program areas is preferred. Experience with marine transportation and safety, environmental resource issues, HAZMAT spill response and contingency planning, and security issues are helpful. Public speaking and presentation skills are required.			
1. GENERAL DESCRIPTION OF BILLET: Level of Organization: Division Organizations Function/Mission: To protect and restore coastal resources through proper planning and responding to environmental threats using advanced science and technology. Capacity: The officer represents NOS's Office of Response and Restoration Hazardous Materials Response Division Budget Responsibility: Execution indirect - Provides input and recommendations on various OR&R/HAZMAT projects across the region and country. This billet is located in Seattle, WA, within the Office of Response and Restoration, Hazardous Materials Response Division. Administration: 25% Management: 35% Technical: 25% Operational: 15%			
2. DUTIES AND RESPONSIBILITIES: a. Is this a supervisory billet? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO b. If so, state number and grade of personnel supervised. Number: _____ Grade(s): _____ The incumbent identifies and develops partnerships on the national and regional levels that leverage HAZMAT capabilities with external funding sources. This will require a full understanding of HAZMAT skills and priorities, development of relationships with potential stakeholders and funding sources, and negotiating of funding arrangements in close consultation with the HAZMAT management team. The incumbent manages the HAZMAT Program Management Team (PMT). The PMT, chaired by the Chief of HAZMAT, is the principle strategy development body within HAZMAT. It is an active group that meets on a monthly or bimonthly basis. The officer will assist the HAZMAT Chief by scheduling meetings, developing agendas, documenting meetings, and assisting in the maintenance of the 3-year operating plan for HAZMAT. Effective performance in these tasks will require the incumbent to maintain liaison with the NOAA Emergency Response Program by regularly attending meetings and traveling to Silver Spring for major events.			

3. CAREER DEVELOPMENT OPPORTUNITIES:

Professional Development: The incumbent is provided the opportunity to work with various NOAA line offices and federal, state, industry and academic leaders in preparing for, and responding to, oil spills and releases of hazardous materials. The incumbent will utilize experience gained during actual and simulated spill events, specialized training, and prior assignments to support scientific policy development. Management and policy analysis skills will be developed in obtaining the interagency resources needed to support spill response and preparedness activities. The officer will work with minimal supervision and will develop further skills and experience through interactions with the general public and the myriad of other federal, state and local agencies.

Budget: Tracking and indirect formulation.

Mentoring: Potential for internship

Training Opportunities: The duties of this billet encompass a wide variety of areas within NOS/OR&R and other NOAA line offices. The officer, while coordinating various duties and responsibilities, will have the ability to participate in appropriate technical and career development training opportunities as they arise.

Interagency/Intragency Liaison: In addition to supporting OR&R/HAZMAT program goals, the incumbent frequently interacts with various NOAA programs in the Northwest Region and across the country, including NWS, NMFS, NMSP, OCS, and CO-OPS. The officer may also meet with USCG, USACE, DOD, EPA, USFWS, Tribes, various State and local agencies, and the general public in support, preparation and response to oil spills and releases of hazardous materials. This billet allows the incumbent to apply his/her broad understanding of all NOAA resources and capabilities and their relationship to other governmental and non-government agencies and organizations.



4. ADDITIONAL COMMENTS:

The officer is required to be available 24 hours/day for spill response, and is required to assume the role of HAZMAT Duty Officer approximately 30 days/year. In addition, the officer maintains and implements HAZMAT Duty Officer Rotation, and checks notification protocols to ensure effective notification 24/7.

The officer acts as Deputy Division Chief in the absence of the Deputy.

The officer manages NOAA's Northwest Regional Coordination Group. The group brings together regional NOAA line office representatives, and promotes coordination across the myriad of various program activities.

The officer is expected to interact on a professional and social basis with maritime industry constituents and management, congressional staffers and USCG personnel, including the Captain of the Port for spills and security matters. These interactions necessitate the need for an officer in the 04-06 rating for this billet.

SIGNATURE OF SUPERVISOR:

DATE:

June 11, 2007