

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number B. Billet Title

C. Grade Requested D. Type of Submission

E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties

F. Duty Type G. Estimated Length of Assignment

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address B. Street Address

C. City D. State E. Country F. Zip Code

G. Office x H. Mobile I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

B. Reporting Officer (2nd Level Supervisor)

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

C. Reviewer (Normally the Reporting Officer's Supervisor)

1. Name 2. Position 3. Grade

4. Email 5. Office x 6. Mobile

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office 2. Office, Center, or Lab

3. Division 4. Branch 5. Section or Team

B. NOAA Goal/Subgoal C. Program

D. NOAA Org Code E. NFC Org Code F. Project-Task

RT: OMAO

54030030000

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

This position will play an integral role in the organization's development and implementation of effective project management across all organizations within of Office of Marine and Aviation Operations. The Project Management Office, by serving as a resource on best practices for project management within OMAO, will provide for overall planning and co-ordination of resources, tasks, and necessary steps to complete key OMAO projects meeting defined requirements within the specified cost and schedule constraints. The Deputy Director will assist the Director with the design, launch, and operation of a newly-created, centralized, full-scale PMO and is responsible for managing the development and implementation of a strategy, establishing the OMAO PMO functions as a center of excellence, institutionalizing a Project Management (PM) life cycle methodology, developing tools and aligning the PMO vision with the overall OMAO and NOAA visions. The Deputy Director works closely with Project Managers within the OMAO and under the guidance of the Director PMO.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

This position is designed to assist all departments within the organization with achievement of near- and long- term objectives. The Deputy Director will be part of the Project Management Office (PMO) team, and will report directly to the Director, PMO. OMAO is seeking a self-starter with the ability to assist the Director Project Management Office (PMO) with establishment and maintenance of effective project management guidelines, processes and tools within OMAO PMO.

The incumbent will serve within the OMAO PMO. The incumbent is responsible for the management of smaller projects and project management process support on larger projects. The incumbent will work with other PMs within the organization to ensure that PMO standards and specifications are being followed and work is proceeding on schedule and within budget. To ensure successful completion of projects the incumbent is expected to apply expertise specific to delivery of project requirements; documenting and tracking progress of project schedules; validating and managing project scope; developing and maintaining accurate, detailed project plans; track and resolve schedule and cost variances to project plans; identifying and managing project risks. The incumbent will apply communication, analytical, and negotiation skills to ensure success in the acquisition and management of resources, and is responsible for communicating status, issues and risks to project stakeholders. As more skills and knowledge are acquired, Deputy Director will be assigned more complex projects with more independence in problem solving.

This is an opportunity for someone who thrives in an environment focused on process, structure and standardization, and is looking for the opportunity and career growth potential that comes from getting involved and building from the ground up.

Working within the vitally important job function for keeping projects tied to the current/future success of the organization on track, the Deputy Director will gain valuable work experience and invaluable exposure to upper-level management.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel? Yes No Number of personnel supervised

Grades of supervised personnel

Will the Officer lead people, but has no supervisory responsibilities? Yes No Number of personnel led

Grades of personnel led

2. Fiscal

Will the Officer have budget responsibility? Dollar Amount (K)

3. Assets - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- Officer of the Deck Senior Watch Officer ECDIS Dynamic Positioning Boat Deployment MedPIC
 Coxswain/OIC HAZWOPER AUV Deployment U/W UAS Deployment Buoy/Mooring Qualified
 Trawl Qualified Longline Qualified Hydro Launch PIC Foreign Port Calls

B. Aviation Prerequisites

- Co-Pilot Pilot Aircraft Commander Mission Commander Instructor Pilot Hurricane Qualified
 Alaska/Wilderness Qualified Flight Meteorologist International Flights UAS Pilot

C. Dive Prerequisites

- Scientific Diver Working Diver Advanced Working Diver Master Diver Dive Master Dive Medic
 Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Broad based knowledge of OMAO operations is required.

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Required Skills:

1. Educational requirements as upon entry into the Corps. Completion of second sea tour.
2. Strong organizational and planning skills;
3. Able to work & effectively communicate with all levels of management;
4. Excellent written and oral communication skills;
5. Advanced Microsoft Excel and PowerPoint skills required;
6. Project management experience and/or training a plus.

Desired Certifications: Contracting Officer Technical Representative preferred, but not mandatory.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering
Leadership Development Comments (Optional)		
<p>This position will be part of the Project Management Office (PMO) team, which will provide the incumbent with project management experience, leadership skills, develop problem solving skills, enhances skills to identify and communicate solutions to complex, time-critical or recurring business issues.</p> <ul style="list-style-type: none"> • Contracting Officer Technical Representative Certification should be obtained by incumbent • PMP Certification may be obtained by incumbent 		

SECTION 11 - OPERATIONAL DEVELOPMENT

<p>A. Marine Development</p> <input type="checkbox"/> Officer of the Deck <input type="checkbox"/> Senior Watch Officer <input type="checkbox"/> ECDIS <input type="checkbox"/> Dynamic Positioning <input type="checkbox"/> Boat Deployment <input type="checkbox"/> MedPIC <input type="checkbox"/> Coxswain/OIC <input type="checkbox"/> HAZWOPER <input type="checkbox"/> AUV Deployment <input type="checkbox"/> U/W UAS Deployment <input type="checkbox"/> Buoy/Mooring Qualified <input type="checkbox"/> Trawl Qualified <input type="checkbox"/> Longline Qualified <input type="checkbox"/> Hydro Launch PIC <input type="checkbox"/> Foreign Port Calls
<p>B. Aviation Development</p> <input type="checkbox"/> Co-Pilot <input type="checkbox"/> Pilot <input type="checkbox"/> Aircraft Commander <input type="checkbox"/> Mission Commander <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Hurricane Qualified <input type="checkbox"/> Alaska/Wilderness Qualified <input type="checkbox"/> Flight Meteorologist <input type="checkbox"/> International Flights <input type="checkbox"/> UAS Pilot
<p>C. Dive Development</p> <input type="checkbox"/> Scientific Diver <input type="checkbox"/> Working Diver <input type="checkbox"/> Advanced Working Diver <input type="checkbox"/> Master Diver <input type="checkbox"/> Dive Master <input type="checkbox"/> Dive Medic <input type="checkbox"/> Unit Diving Supervisor
<p>D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)</p> <p>Program/Project Management Contracting Officer's Technical Representative</p>

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

1. Promotes an understanding of effective leadership skills and effective management of employees;
2. Promotes strategic perspective;
3. Development of quantitative performance measures;
4. Promotes the ability to research, analyze and prepare reports on complicated or controversial matters;
5. Ability to deal with both complex technical detail and the wider demands of a project;
6. Creative problem-solving and ability to focus on impact and bottleneck issues;
7. Able to effectively work at multiple levels within the organization;
8. Contracting Officer Representative certification;
9. Promotes lifecycle management concepts for projects and programs;
10. Promotes understanding of program management concepts and methodologies;
11. Mentorship of Project Managers;
12. Factfinding/benchmarking Best Practices and other PMOs and agencies.

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

1. Project and risk management skills related to the development of organizational resources issues;
2. Business case development and analysis skills, including requirements development;
3. Stronger skills using MS Office tools such as Powerpoint, Project, and Excel;
4. Contracting Officer Representative certification and experience;
5. May acquire PMP certification;
6. Demonstrates an understanding of lifecycle projects/programs;
7. Applies basic project management skills in work activities.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature


Digitally signed by Cecile Daniels
DN: cn=Cecile Daniels, o=NOAA, ou=RAIMIER,
email=cecile.daniels@noaa.gov, c=US
Date: 2010.07.20 13:23:21 -0400

2. Date

3. Name

4. Title/Position

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature **Ellen Herrburger**

Digitally signed by Ellen Herrburger
DN: cn=Ellen Herrburger, o=OMAO, ou=PMO,
email=Ellen.Herrburger@noaa.gov, c=US
Date: 2010.07.29 09:30:25 -0400

2. Date

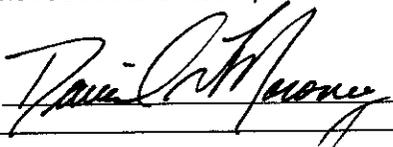
3. Name

4. Title/Position

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

Signature



2. Date

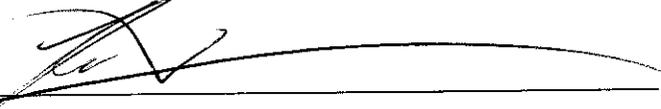
3. Name

4. Title/Position

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature



2. Date

3. Name

4. Title/Position

D. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature



2. Date

3. Name

4. Title/Position