NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number 4600  B. Billet Title OPERATIONS MANAGER, Storm Surge Unit, National Hurricane Center
C. Grade Requested O3 - LT  D. Type of Submission ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties 1 Month
F. Duty Type FIXED SHORE
G. Estimated Length of Assignment 3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address National Hurricane Center  B. Street Address 11691 SW 17th ST
C. City Miami  D. State Florida  E. Country United States  F. Zip Code 33165
G. Office +1 (305) 229-4485  H. Mobile  I. Fax

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor
1. Name Jamie R. Rhome  2. Position Storm Surge Unit Team Lead  3. Grade GS 14
4. Email Jamie.R.Rhome@noaa.gov  5. Office +1 (305) 229-4444  6. Mobile

B. Reporting Officer (2nd Level Supervisor)
1. Name Kenneth E. Graham  2. Position Director, National Hurricane Center  3. Grade SES-AII
4. Email Kenneth.Graham@noaa.gov  5. Office +1 (305) 229-4402  6. Mobile

C. Reviewer (Normally the Reporting Officer's Supervisor)
1. Name Stephanie Koes  2. Position Deputy, Resource Mgmt. and Analysis  3. Grade 06
4. Email Stephanie.Koes@noaa.gov  5. Office +1 (301) 427-9674  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 NWS  2. Office, Center, or Lab NCEP
   3. Division NHC  4. Branch TSB  5. Section or Team SSU

B. NOAA Goal/Subgoal

C. Program

D. NOAA Org Code  E. NFC Org Code  F. Project-Task
SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The mission of the Storm Surge Unit is to serve the Nation's growing and continuing need for hurricane storm surge information by providing accurate, real-time surge forecasts, watches, and warnings during tropical cyclone events. This supports coastal communities preparedness and resiliency through storm surge vulnerability mapping and increasing awareness through outreach and education.

This billet is located at the National Hurricane Center (NHC) in Miami, FL. The officer will be assigned to the Storm Surge Unit and work with the Storm Surge Team Lead and Technical Lead, performing technical and operational leadership and management functions.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Leading & Managing:
- Providing support to the Storm Surge Team Lead in day-to-day activities/actions in the successful operation of the unit.
- Assist in establishing priorities.
- Assist with budget and resource management.
- Lead and manage Sea, Lake and Overland Surges from Hurricanes (SLOSH) basin field surveys in support of SLOSH basin development.
- Serve as Acting-Team Leader on occasion, as necessary. The officer is then responsible for the daily operations of the office with the authority to plan work, assign duties and deadlines, and set priorities.
- Represent and speak for the Storm Surge Team Lead at high-level meetings and conferences.
- Develop and maintain operational backup and continuity of operations plans (COOP). Identify essential COOP policy and guidance needed to ensure the execution of the mission essential functions.
- Undertake special assignments as delegated by the Storm Surge Team Lead.
- The officer must be prepared to be utilized in any number of ways, depending upon the immediate circumstances such as filling a vacancy or in an acting capacity. Individual officer strengths and experiences will be used to maximize the effectiveness and efficiency of storm surge operations. The officer is encouraged to find and fill available beneficial niche roles and duties, working with the Team Leader to shape a valuable and rewarding professional experience.

Technical & Operational:
- NHC/Storm Surge Team Member: Produce operational SLOSH model predictions of surge threat based on NHC advisory data for land-falling hurricanes; create and post graphical output; provide data to the emergency management community, as well as the general public; model storm surge simulations of hypothetical storms for federal, state, and local emergency managers to be used in evacuation planning and storm hazard mitigation; participate in the annual FEMA-NHC workshops; produce post-storm analysis and verification of the SLOSH model; conduct educational outreach.
- NHC/Hurricane Support Meteorologist (HSM): Provide updated information to the WFOs/National Centers, public, and news media during a tropical cyclone event; create warning graphics; monitor storm surge progression and assist hurricane specialists as necessary.
- NOAA Corps Liaison Officer: Maintain situational awareness of location and status of all vessels throughout the Atlantic, Pacific, and Pacific Island fleet, including any international voyages of these vessels, and provide necessary significant weather and tropical cyclone forecasts in the National Hurricane Center's area of responsibility (AOR).

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

Technical 20 + Operational 30 + Leading and Managing 50 + Executive Leadership 0 = 100%
SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)

6C. Resources Managed

1. Human

Does the Officer supervise personnel?  

O Yes  ☒ No  

Number of personnel supervised

Grades of supervised personnel

Will the Officer lead people, but has no supervisory responsibilities?  

☒ Yes  O No  

Number of personnel led

Grades of personnel led  Contractors/Visiting Scientists

2. Fiscal

Will the Officer have budget responsibility?  

O Yes - Programming and Planning  ☒ No

Dollar Amount (K) $500+

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):

No government assets such as ships, aircraft, boats, etc. will be directly managed by this officer.

SECTION 7 - LEADERSHIP PREREQUISITES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LEADERSHIP MATURITY LEVEL</th>
<th>LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS (O1)</td>
<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct  ☒ Health &amp; Well Being  ☒ Responsibility</td>
</tr>
<tr>
<td>LTJG (O2)</td>
<td>Leading Others</td>
<td>☒ Interpersonal Skills  ☒ Continuous Learning  ☒ Technical Proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Listening  ☒ Speaking</td>
</tr>
<tr>
<td>LT (O3)</td>
<td>Leading Performance and Change</td>
<td>☒ Writing  ☒ Team Building  ☒ Leveraging Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Influencing Others  ☒ Developing Others  ☒ Execution</td>
</tr>
<tr>
<td>LCDR (O4)</td>
<td>Leading Organizations</td>
<td>☒ Decisiveness  ☒ Problem Solving  ☒ Conflict Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Customer Focus  ☒ Entrepreneurship</td>
</tr>
<tr>
<td>CDR (O5)</td>
<td></td>
<td>☒ Creativity &amp; Innovation  ☒ Human Capital Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒ Financial Management  ☒ Technology Management</td>
</tr>
<tr>
<td>CAPT (O6)</td>
<td></td>
<td>☒ External Awareness  ☒ Strategic Thinking  ☒ Political Savvy</td>
</tr>
<tr>
<td>RADM (07/08)</td>
<td></td>
<td>☒ Vision  ☒ Partnering</td>
</tr>
</tbody>
</table>

Leadership Prerequisite Comments (Optional)

Although the billet does not involve specific supervisory requirements, the officer will be responsible for leadership tasks inherent to collaborating with all divisions at NHC, other NOAA personnel, and emergency managers in all levels of the government. The officer should have some general knowledge of administrative management functions, such as budgets, personnel management and communication, general office administration, et cetera. Mature interpersonal communication skills are essential to this billet.
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)

N/A

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).

- A strong oceanographic/meteorological background is desirable, but not required.

- The officer will receive on the job training, however, a strong background in related information technology (e.g. SLOSH, GIS, Mat lab, Python) is highly recommended.

- Ability to work with different government officials (Emergency Managers, Scientists, Contractors) at various levels (SES, military officials from various services, city and state leaders, international dignitaries and VIPs, et cetera).

- Excellent writing, comprehension, and interpersonal communication skills highly recommended.
### SECTION 10 - LEADERSHIP DEVELOPMENT

<table>
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<tr>
<th>GRADE</th>
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<th>LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET</th>
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<td>Leading Self</td>
<td>☒ Core Values &amp; Conduct ☒ Health &amp; Well Being ☒ Responsibility</td>
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<td>☒ Followership ☒ Adaptability</td>
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</tr>
<tr>
<td>CAPT (O6) and RADM (O7/O8)</td>
<td>Leading Organizations</td>
<td>☒ External Awareness ☒ Strategic Thinking ☒ Political Savvy</td>
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Leadership Development Comments (Optional)

Although the billet does not involve specific supervisory requirements, the officer will be responsible for leadership tasks inherent to collaborating with all divisions at NHC, other NOAA personnel, and emergency managers in all levels of the government. The officer will be exposed to situations where time-sensitive problem solving is essential. They will also be exposed to hands-on financial management situations where the long- and short-term strategic thinking skill will developed while working with the NCEP executive staff and SSU Team Lead.

### SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

- 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 Development

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

C. Dive Development

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

D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

NOAA Trusted Agent (optional), DOC/NOAA/NWS Travel Arranger (optional).
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).

- Promotes an understanding of effective leadership skills assisting the officer in preparation for advancement.
- Affords opportunities to work with and alongside senior NOAA managers in guiding the direction of NOAA’s objectives and milestones.
- Supports a broad opportunity to make critical contributions in major disciplines to support NOAA, NWS and NHC operations.
- Promotes an understanding of concerns and issues of the NWS as they relate to tropical weather events and services.
- Collocation with the Weather Forecast Office (WFO) Miami allows the officer to experience many facets of daily, local operations and management; showcases the collaboration effort that the NHC conducts for forecast and warning products.
- Develops and refines skills in personnel communications, budgetary analysis, resource management, information technology, as well as those in meteorology/oceanography throughout the execution of this billet.
- Develops ability to deal with both complex technical detail and wider-ranging demands of a project evolution from start to finish.
- Develops and refines technical skills engaging in general computer applications, graphical information systems processing, and storm surge forecasting techniques and risk communication.
- Develops written and verbal technical communication skills.

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Support the Storm Surge Team Lead in effective and efficient Storm Surge Unit operations.
- Ability to anticipate needs and communication problems, as well as multiple solution options.
- Develop and enhance leadership and technical skills utilizing information technology products critical to NHC.
- Successful leadership and proactive participation of the unit's mission; maintaining positive and productive working relationships with all team members, customers, and managers throughout the execution of duties.
- Engaging with the Team Leader on unit’s successes, challenges, required resources, and milestone completion.
- Serve as Acting Storm Surge Team Lead successfully as required, allowing for fleet-up leadership opportunities.
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 MANOUGIAN.PHILIP.J.150276 7590
2. Date 2019-09-30
3. Name Philip Manougian LT/NOAA
4. Title/Position NHC Storm Surge Unit Ops Manager

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 RHOME.JAMIE.R.1365847688
2. Date 2019-09-30
3. Name Jamie Rhome
4. Title/Position NHC Storm Surge Unit Team Lead

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."

1. Signature KOES.STEPHANIE.A.1249243 759
2. Date 2019-10-18
3. Name Stephanie Koes CAPT/NOAA
4. Title/Position Deputy, Resource Management and Analysis

D. Commissioned Personnel Center Endorsement

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

1. Signature
2. Date 31 OCT 2019
3. Name CDR Jeffrey C. Taylor, NOAA
4. Title/Position Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

"I am the authorized representative of the Director, NOAA Corps and I approve this billet."

1. Signature
2. Date 12/06/2019
3. Name CAPT Devin R. Brakob, NOAA
4. Title/Position Director, Commissioned Personnel Center