

### NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

<b>TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC</b>		<b>FROM:</b> Patricia A. Montanio <b>ROUTING CODE:</b> F/HC <b>ADDRESS:</b> Office of Habitat Conservation 1315 East West Highway, SSMC3, Room 14828 Silver Spring, MD 20910	
<b>THRU (Liaison Officer):</b> NOAA Fisheries Liaison, Captain Richard Brown		<b>PHONE NUMBER:</b> (301) 713-2325	
<b>BILLET TITLE:</b> Regional Coordination/Program Development <b>BILLET #:</b> <u>2043</u>		(This block to be completed by liaison officer) <b>IS THIS A NEW BILLET:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <b>BILLET PRIORITY:</b> <input checked="" type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C, <input type="checkbox"/> R	
<b>RANK REQUESTED: (0-2, 0-3, 0-4, etc.)</b> <u>0-3</u> <b>GS/GM EQUIVALENT:</b> <u>GS-9/11</u>		<b>IMMEDIATE SUPERVISOR:</b> Garry Mayer	
<b>TITLE:</b> Deputy Director		<b>PHONE NUMBER:</b> (301) 713-2325	
<b>EDUCATIONAL REQUIREMENTS:</b> In addition to the basic requirements for entry into the NOAA Corps, an advanced degree is preferred. A Bachelor's or Master's degree in Biology (Fisheries or Marine), Ecology (Restoration or Marine), or Marine Resources is preferred. Experience can be substituted for specific education requirements.			
<b>OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)</b> Natural resources/biological sciences background, strong organizational and communication skills, team oriented, self starter.			
<b>1. GENERAL DESCRIPTION OF BILLET:</b> The billet is located in the Office of Habitat Conservation (F/HC), Silver Spring, Maryland.  The billet reports directly to the Director, Office of Habitat Conservation and interacts with the Chiefs of the divisions of the Office. The officer will work with a variety of entities outside the office on habitat issues. The officer will work directly with the Assistant Regional Administrators for Habitat to ensure the office is aware of regional interests and needs and takes actions consistent with and sympathetic to those interests. The officer will represent the office and interact with other NOAA and Federal agencies on the Subcommittee on Integrated Management of Ocean Resources, formed as part of the U.S. Ocean Actions Plan. The officer will also work with constituents to provide for greater participation of constituent groups in the development and implementation of office programs.			
<b>2. DUTIES AND RESPONSIBILITIES:</b> 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): _____  As primary support for the Director, the officer will have the following responsibilities. <ul style="list-style-type: none"> <li>- Serve as point of contact between the Director and the NMFS Assistant Regional Administrators for Habitat and their Science Center counterparts.</li> <li>- Work with NMFS Regions and Science Centers to identify cross-cutting habitat issues and options to resolve the issues.</li> <li>- Organize the semi-annual Habitat Office retreat involving HQ and Regional Office staff.</li> <li>- Lead specific program initiatives that cut across HC Divisions, working with constituents and other NOAA components.</li> <li>- Provide key support to the Director and Deputy Director on cross-cutting and interagency projects, including actions under the Subcommittee on Integrated Management of Ocean Resources, formed as part of the U.S. Ocean Actions Plan.</li> <li>- Provide support to the Director and Deputy Director to investigate and seek resolution to emerging issues.</li> </ul>			

3. CAREER DEVELOPMENT OPPORTUNITIES:

Assignments include assessment, management, or development of fishery policies and programs and may include project development, implementation or oversight of projects, and compliance responsibilities.

The officer is involved in executing controversial and non-controversial programs, resource planning, defining habitat objectives, and preparing decision documents affecting and defining agency habitat priorities. Assignments require the application of innovation and creativeness to address new initiatives or the development of new approaches to existing problems where little or no information is available. The results support long-range resource plans which are integrated into overall management plans and national program priorities. Work requires knowledge of administrative procedures and policies and the ability to secure administrative support through contract, funding, and available personnel resources.

The position provides the opportunity for the officer to work with various NOAA LO's and programs as well as constituents. It also provides the opportunity to interact on habitat-related matters with relevant Federal and state partner agencies. The officer will gain a broad overview of the NOAA habitat mission as well as an understanding of the manner in which other NOAA programs and other Federal agencies address habitat issues.

Facilitating career development opportunities for Corps Officers within the Office of Habitat Conservation is a priority. Educational and training opportunities exist and are encouraged.

4. ADDITIONAL COMMENTS:

- Coordinate habitat initiatives across NOAA and with interagency partners.
- Participate in the allocation of fiscal and personnel resources to support current programs and meet long-term needs.

SIGNATURE OF SUPERVISOR:

*Darryl F. Meyer*

DATE:

*6/21/06*