

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC		FROM: Mary Glackin	
THRU (Liaison Officer): CAPT George E. White, NOAA, DUS		ROUTING CODE: PPI	
BILLET TITLE: Executive Officer		ADDRESS: 1315 East West Hwy Silver Spring, MD 20910	
BILLET #: 8310		PHONE NUMBER: 713-1632 (301)	
RANK REQUESTED: (0-2, 0-3, 0-4, etc.) O6		(This block to be completed by liaison officer)	
GS/GM EQUIVALENT: GS15			
IMMEDIATE SUPERVISOR: Paul Doremus		TITLE: Deputy Assistant Administrator	PHONE NUMBER: 713-3318 301

EDUCATIONAL REQUIREMENTS:
Background in oceanographic, meteorological, engineering, or other NOAA related science. Knowledge of broad array of NOAA activities and services. Experience with program execution and administrative functions such as budget, finance, procurement, IT, human resources, travel, and office administration.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)
General knowledge and familiarity with NOAA organization and structure and with the agency's planning, programming, budgeting and execution tracking processes. Highly skilled in communications and interpersonal relations.

1. GENERAL DESCRIPTION OF BILLET:
The PPI Executive Officer is responsible for the internal management of PPI, with delegated authority and responsibility for the day-to-day operation and administration of the Line Office. The XO joins with the PPI AA, DAA, and senior staff in the development of overall policies, procedures, and plans related to PPI administration and the execution of operating plans. The XO is responsible for the implementation of these policies, procedures, and plans.

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? YES NO
b. If so, state number and grade of personnel supervised. Number: **6** Grade(s): **ZA03(3)/04(2); ZS04(1)**

1. Working closely with PPI DAA and Deputy Director of Strategic Planning, establish policies and procedures and execute operating plans to accomplish PPI strategic objectives efficiently and effectively.
2. Provide day-to-day guidance and oversight and ensure services for the efficient operation of PPI core functions - strategic planning, performance evaluation, integrated policy development, and program integration.
3. Ensure that 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 PPI activities, personnel, and fiscal resources.
5. Coordinate, prepare, or submit responses to controlled correspondence, WebCIMS, and other critical requests for information.
6. Provide liaison between PPI and Goal/Sub-goal Team's and the 45 NOAA Program's leadership and staff.

3. CAREER DEVELOPMENT OPPORTUNITIES:

This billet positions a senior NOAA Corps officer at the crossroads of the entire agency's strategic planning and program/budget development activity. Along with PA&E and the CFO, PPI fosters the efficient and effective execution of NOAA's program development and budget formulation. Being so positioned the officer works with all of the agency's senior leadership in guiding the direction of all of NOAA's programs.

The officer will gain a broad knowledge of all of NOAA's programs and an intimate understanding of NOAA's requirements and drivers, authorities, capabilities, capacities, policies, and procedures.

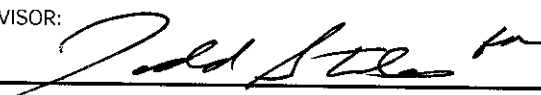
The officer will gain extensive additional experience and deepen understanding of the federal budget process and considerations of Administration and Congressional concerns, issues, and policy development.

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:

- 7. Represent AA for PPI on councils and at meetings as assigned.
- 8. Serve as alternate to the DAA on the NEP.

SIGNATURE OF SUPERVISOR:



DATE:

1/9/06