

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	4000	B. Billet Title	Executive Officer, National Water Center		
C. Grade Requested	O6 - CAPT	D. Type of Submission	PROPOSED NEW BILLET		
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	No Overlap Required				
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years		

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	National Water Center	B. Street Address	205 Hackberry Lane				
C. City	Tuscaloosa	D. State	Alabama	E. Country	United States	F. Zip Code	35401
G. Office		x		H. Mobile		I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	TBD	2. Position	Director, National Water Center	3. Grade	SES-All		
4. Email		5. Office		x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Donald Cline	2. Position	Chief, Hydrology Laboratory	3. Grade	SES-All		
4. Email	Donald.Cline@noaa.gov	5. Office	+1 (301) 713-0640	x	117	6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CAPT Barry Choy	2. Position	Chief Science Officer NCEP	3. Grade	O6		
4. Email	barry.choy@noaa.gov	5. Office	+1 (301) 863-1324	x		6. Mobile	+1 (202) 286-2940

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	Office of Hydrology					
3. Division		4. Branch		5. Section or Team				
B. NOAA Goal/Subgoal			Weather and Water			C. Program		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	LBP2ANW PWW			

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

The National Water Center is the premier government facility for water resources situational awareness, forecasting activities and information services within the United States and beyond. It will house representatives from federal agencies which currently coordinate water resource issues and house them under one roof to leverage resources, improve efficiency, and provide improved decision support services to the Nation. The NWC provides the information services, operational support, and research and development enabling better decision support services for water managers engaged in a spectrum of water resources activities, including provision of fresh water for drinking and irrigation, reducing impacts from flooding and drought, and understanding and predicting downstream implications for coastal and estuary ecosystems. The center will house over 175 employees from multiple government agencies and will provide 24/7 operational hydrologic support for the nation and international partners. It will have an annual operating budget of \$25M.

SECTION 6 - DUTIES AND RESPONSIBILITIES

Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

The incumbent will be responsible for overall daily management of National Water Center activities, maintaining situational awareness of the Nation's water resources, and providing input for larger perspective strategic planning efforts. A NWS ambassador and champion, this officer will work with the USGS, USACE and other US Government agencies as well as interact with international partners to ensure water resource interests and security are preserved and a coordinated national water policy implemented effectively through mutual cross border agreement.

The officer works for the Director:

- Manages senior staff in budget planning and execution
- Attends high level meetings and conferences as the Director's Office representative
- Manages domestic and international projects which cross multiple center and agency lines utilizing all center resources to ensure timely and complete execution
- Prepares executive correspondence for the Deputy and Assistant Administrator for Weather Services and National Weather Service (NWS) in close coordination with NWS Executive Affairs
- Develops presentations for the Director and provides outreach on NWC related topics of interest
- Works with the NWS headquarters to support domestic and international initiatives
- Responds to high level NWS and congressional requests in an appropriate and timely manner
- Provides accurate and timely information to the media working through NWS PAO
- Manages the Weather and Water Goal fleet allocations for NOHRSC
- Mentor and reviewing officer for nine officers serving in NWS billets
- Serves as NWS liaison officer on the Officer Assignment Board and other boards as designated
- Serves as advisor on emerging observation technologies
- Develops agreements with other agencies and services for center backup and a variety of other purposes including access to facilities and services agreements with the University of Alabama
- Serves as the Local Forecast and Warning representative and/or Weather and Water Goal team lead on OMAO advisory boards
- Serves as NWS representative on NOAA fleet issues, Aviation and/or fleet working group and Fleet Council as assigned.

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):

None

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 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 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 checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

The ideal officer would have a varied operational background with good understanding of NOAA upper level management structure and processes. Previous experience with managing personnel and large organizations is desirable and previous assignments specifically serving the NWS would be beneficial. Project management background with strong emphasis on program transition, modernization, and facilities move desirable.

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)

Executive Leadership course work and graduate degree in engineering, hydrology, meteorology, or oceanography desirable.

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).

The ideal candidate would have:

- Good background on aviation operations which support the Weather and Water Goal (snow and soil moisture survey)
- Knowledge of NOAA and federal partner water forecasting, science and management missions, capabilities, information services, and gaps
- A working knowledge of Labor Management Relations
- A multi tasking ability with good organizational and follow through skills
- Skilled writer with good technical background
- Building construction process and facilities management
- Knowledge on appropriate process and experience developing written agreements between government agencies and governments
- Labor management relations experience
- Ability to work cross agency to achieve broad agency goals
- Visionary with experience managing and spurring innovation
- Knowledge and background of Super Computer architecture and operations
- Polished speaking and writing ability with ability to assimilate technical information for non-technical audience and present coherently to the press and other external entities
- Excellent working knowledge of Powerpoint and Excel

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input type="checkbox"/> Responsibility <input type="checkbox"/> Followership <input type="checkbox"/> Adaptability
LTJG (O2)		<input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Listening <input type="checkbox"/> Speaking
LT (O3)	Leading Others	<input type="checkbox"/> Writing <input type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input 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 checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering
Leadership Development Comments (Optional)		
Large organization management development. Develop core competencies consistent with SES requirements.		

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development <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
B. Aviation Development <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
C. Dive Development <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
D. Additional Operational Development (security clearances, special training) or Operational Development Comments (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).

- Government process as it relates to budget planning and execution
- Good working knowledge of high level governmental function
- Understanding of both the NGSP and NWS SP goals and objectives
- Understanding of NWS mandates and laws governing those mandates

SECTION 13 - CRITICAL SUCCESS CRITERIA

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

- Meet all targets as laid out in NWC Annual Operating Plans
- Measured on meeting timeliness and skill scores as developed by NWS and GPRA goals
- Measured as part of customer satisfaction surveys of the NWC provided to all regional, local, and state governments, RFCs, and external partners receiving services provided by the center
- Will perform a minimum of three group tours, media interviews, offsite educational outreach visits each quarter
- Meets all deadlines as required for executive correspondence and taskers assigned by NWS HQ
- Works with all agencies participating in the NWC and insures they remain on track and achieve targeted goals to the 95% level
- Meets product timeliness, reliability and accuracy goals 95% of the time

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 _____

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 **Don Cline**

Digitally signed by Don Cline
DN: cn=Don Cline, o=Office of Hydrologic Development,
ou=NOAA/NWS/OHD, email=Donald.Cline@noaa.gov, c=US
Date: 2012.09.20 10:00:32 -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."

1. Signature **Barry Choy**

Digitally signed by Barry Choy
DN: cn=Barry Choy, o=NWS,
email=Barry.Choy@noaa.gov, c=US
Date: 2012.09.20 09:39:29 -0400

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

E. Director, NOAA Corps Endorsement

"I am the and I this billet."

1. Signature 

2. Date

3. Name

4. Title/Position