

The Executive in Residence Program

A Unique Opportunity

*For Career Development
and Personal Growth*

*For Sharing Leadership
and Management Experiences*

*For Improving Your Agency's
Programs and Services*

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



KAY COLES JAMES, DIRECTOR

Summary

America's dynamic and diverse democracy requires public sector leaders with unparalleled experience, leadership, and dedication. The Office of Personnel Management (OPM) invites applications for Executives in Residence (EIRs) to prepare these public sector leaders. Executives in Residence are career government executives who serve as visiting full-time faculty members at three residential learning facilities. EIRs join a team of permanent and adjunct faculty members working to:

Create, share, and apply knowledge and skills to address the challenges faced by public sector organizations

Develop the values and competencies that are the foundation of public service, transcending individual professions and missions

Offer state-of-the-art learning experiences in world-class learning environments

Benefits

Current and past Executives in Residence clearly express the positive experience of serving as an EIR. Both the individual EIR and his/her agency benefit from the faculty appointment.

Advantages identified by past EIRs include the opportunities to:

- Share knowledge and experience with rising government leaders
- Be exposed to a diversity of "cutting edge" training and performance improvement strategies
- Develop and renew self both professionally and personally
- Meet and network with a wide variety of individuals from all government agencies
- Research and discuss a variety of leadership and management issues
- Work on special projects for their home agency
- Bring new skills and perspectives back to their home agency to improve its programs and services

Site Responsibilities

Executives in Residence participate in many different activities during their residency. These responsibilities differ somewhat according to the site at which they serve.



The Federal Executive Institute (FEI)

EIRs at FEI are fully integrated into the daily learning and training environment. After an initial training period, EIRs are given the opportunity to facilitate Leadership Development Teams, which consist of 8-9 senior executives attending the Institute's four-week residential program. The second major responsibility of EIRs involves coordinating the entire four-week residential program, Leadership for a Democratic Society and shorter programs of FEI's Center for Executive Leadership. Other less frequent responsibilities include: advising and counseling executives in their career track and personal leadership style; developing and presenting training sessions, courses, and simulations; and researching and investigating a variety of innovative leadership and management issues.



The Western Management Development Center (WMDC)

As at FEI, the EIRs at the WMDC are fully integrated into the daily learning and training environment. After an initial training period, EIRs are given the opportunity to be program managers and facilitate leadership courses. The leadership courses at WMDC include a variety of one or two week residential programs that focus on a broad spectrum of leadership levels and skill development. EIRs will coordinate and have responsibility for conducting these leadership programs during their tenure. Other essential but less frequent responsibilities include: advising and counseling managers in their career track and personal leadership style; developing and presenting training sessions and simulations; and researching and investigating a variety of innovative leadership and management issues.



The Eastern Management Development Center (EMDC)

The Eastern Management Development Center in Shepherdstown, West Virginia has an EIR program that includes assignments like the Western Management Development Center. All assignments provide the EIR opportunities to experience the full range of EMDC activities and participate in the development of programs and the delivery of courses. In addition, EIRs at the EMDC may lead and participate in a variety of special projects on a public policy and/or contemporary leadership and management issue and design and conduct studies that evaluate the impact of executive education. The EMDC may consider EIR appointments for less than 2 years.

This executive assignment is provided through three OPM-owned training institutions:

The Federal Executive Institute
in Charlottesville, Virginia

The Eastern Management Development Center
in Shepherdstown, West Virginia

The Western Management Development Center
in Denver, Colorado

Cathy Sparks
Air Force



"The EIR program is all about developing leaders. It allowed me to practice leadership skills and teach other executives at the same time. Working with execs from all over the federal government on state-of-the-art leadership skills, gave me a whole new, enriched perspective."

Carl Hammack
Department of Education



"My EIR experience gave me an invaluable perspective of the way the Federal government works. While working with Federal executives from agencies across government to develop their leadership skills, I have had the opportunity to develop and grow my own leadership skills. The EIR experience provided my agency with a valuable executive development leader and a key liaison across agencies."

Qualifications

Applicants for Executive in Resident positions must meet the following qualifications:

- Two year commitment
- SES or GS/GM-15 level
(Management Development Centers may consider high potential GS/GM-14 candidates)
- Strong communications and interpersonal skills
- Extensive leadership and management experience
- Home agency's commitment to provide salary and benefits, as well as relocation or travel costs.

Other desirable qualifications include:

- Experience in training and development of a professional workforce
- Experience with the international community including working with foreign governments or working overseas
- Experience with advancing diversity in the workforce
- Advanced academic degrees or studies
- Experience in leveraging technology to advance learning and productivity
- Success in managing a business operation or program

Most successful EIR's display the following personal attributes:

- Integrity
- Flexibility
- Team-orientation
- Ability to connect with program participants
- High levels of self-motivation and self-awareness

OPM views diversity as an important advantage for public organizations of the 21st century. Women, minorities, and persons with disabilities are strongly encouraged to apply.

Recruitment Process

Applications for EIR positions at the Eastern and Western Management Development Centers are accepted throughout the year.

Applications for the Federal Executive Institute are accepted only during the recruitment period specified below. Candidates are evaluated based upon their experience, written responses to the questions, references and personal interviews. There are normally three to four EIR's at the Federal Executive Institute that begin and complete their two year assignments around the same time.

Application Timeline for the Federal Executive Institute

- January - February, 2004** Announcement of openings and submission of applications
- March - April, 2004** Screening of applications and selection of best qualified
- May - June, 2004** Interviews and reference checks of leading candidates
- July - August, 2004** Selections and agreements with host agency finalized
- September - December, 2004** Preparation for positions and relocation as necessary
- October, 2004 - January, 2005** Report for duty at the FEI (specific dates to be determined)

Include in Application Packet:

- Nomination letter from the agency, including a statement of the agency's commitment to sponsoring (paying salary, benefits, and relocation costs) the candidate for the period of appointment;
- Resume
- Outline of any experience in teaching, training, facilitating, and public speaking
- List of 5 professional references;
- Statement of availability (month/year) and an order of preference for the three locations

...and detailed written responses to the following questions:

1. Why do you want to serve as an EIR? What could you contribute to the Federal Executive Institute or the Management Development Centers' programs? Include areas of professional expertise and/or areas of professional development you would like to pursue.
2. What are your greatest strengths and weaknesses? How did you develop these strengths? Have you done anything to overcome these weaknesses?
3. Describe the difference between a leader and a manager. What experience do you have in these roles?
4. Please describe the most significant leadership challenge you have encountered in your career and how you resolved it. What do you see as the most significant challenges facing Federal executives over the next 1 year? 5 to 10 years?
5. Why would your organization sponsor you for the Executive in Residence Program? What benefit(s) do you see your organization deriving from your assignment here? What benefit(s) would you derive?

Contact:

Should you have any questions or need clarification on the Executive in Residence Program please contact the Director of Federal Executive Institute or the Management Development Center you are interested in joining. All application materials for the Executive in Residence Program are to be sent to the attention of the appropriate FEI or Center Director.

Director, Eastern Management Development Center

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Great Leaders for Great Government



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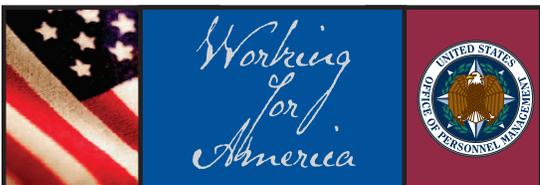
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