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National Oceanic And Atmospheric Administration

Department: Department Of Commerce
Agency: Commerce, National Oceanic and Atmospheric Administration

Vacancy Announcement Number: NOAA#04-08.NJH

Vacancy Announcement

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U. S. Department of Commerce
VACANCY ANNOUNCEMENT
National Oceanic & Atmospheric Administration (NOAA)
SENIOR EXECUTIVE SERVICE (SES) VACANCY ANNOUNCEMENT

Opening Date: 04/29/04
Closing Date: 06/29/04
Position Title: Director, National Oceanographic Data Center (NODC)
Series: ES-1301
Duty Station: Silver Spring, MD
Vacancy Number: NOAA#04-08.NJH

Organization: National Environmental Satellite, Data, and Information Service
National Oceanic and Atmospheric Administration
Department of Commerce

Area of Consideration: All Qualified Applicants
Work Schedule: Full-time
Type of Appointment: Permanent
Number of Vacancies: One
Salary Range: \$104,927 to \$145,600 (annually)
SES Pay is Commensurate with Qualifications
In accordance with 5 Code of Federal Regulations 214.402, this position has been designated Career Reserved.

APPLICANT MUST FILE A SEPARATE NARRATIVE RESPONSE ON EACH OF THE EXECUTIVE CORE QUALIFICATIONS (ECQS) AND PROFESSIONAL/TECHNICAL QUALIFICATIONS (PTQS) AND MUST CITE EXAMPLES IN SUPPORT OF THEIR RESPONSE. FAILURE TO DO SO WILL RESULT IN THE APPLICANT NOT BEING CONSIDERED.

To assist in your preparation of an application package, please be sure to check out NOAA's Executive Resources Homepage at <http://hr.noaa.gov/er-home.htm>

Summary of Duties and Responsibilities: The incumbent, acting under the general guidance of the Deputy Assistant Administrator for Satellite and Information Services, develops and maintains a national marine environmental data base, including acquisitions, processing, storage, and retrieval of marine data and information.

As Director of the NODC, the incumbent has full responsibility for discharge of the following organizational functions for NESDIS:

1. Directs the scientific and administrative management of NODC to accomplish its mission.
2. Undertakes long-range policy planning and analysis concerning present and future goals of the Center. Ensures the development of plans and programs for adequate program development, data systems studies, and data management services to carry out and coordinate effectively the varied responsibilities of the NODC within these long-range plans.
3. Monitors and evaluates NODC programs in terms of planned accomplishments, quality, and degree of responsiveness to NESDIS, NOAA, and national needs.
4. Initiates and maintains communications and coordination among the NESDIS Centers, other LO's within NOAA, relevant elements within academia, industry, state and local government, and the general public concerning the functions and activities of NODC.
5. Represents NODC, NESDIS, and on occasion, NOAA on technical and other marine data-related issues at interagency conferences, and at national and international committee meetings, conferences, and planning sessions.
6. Participates in the basic preliminary liaison needed to accomplish the exchange of oceanographic data with other data centers, countries and institutions and enters into formal exchange agreements with each.
7. Encourages the international exchange of oceanographic data because of its value to building the long-term climate data record.
8. Supports actively the efforts of international organizations, such as the Intergovernmental Oceanographic Commission (IOC) and the International Council for the Exploration of the Seas (ICES), and to the extent possible, influences the degree of cooperation with and the good will of the international scientific community.

GENERAL INFORMATION

1. Applicants must be citizens of (or owe allegiance to) the United States. New appointees must present proof of identity and eligibility to work in the United States.
2. Any required investigations and clearances or waivers must be completed before a selectee is placed in the position.

3. Male selectees born after December 31, 1959, must certify their Selective Service registration status using forms available at most Federal agency human resources offices.

4. Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 USC 3302 and 3361.

METHOD OF EVALUATION

A preliminary review of your application will be made by the Human Resources Management Office. If you are determined to be at least minimally qualified, a subject matter panel will rate your Executive Core and Professional/Technical Qualifications. This panel will rate you as highly qualified, well qualified or qualified. Final selection is contingent upon the approval of the NOAA Operating Executive Resources Board and the Under Secretary for Oceans and Atmosphere.

"NOAA Values a Diverse Workforce and is an Equal Opportunity Employer"

NOAA PROGRAM INFORMATION

The NOAA Mission: NOAA's mission is to understand and predict changes in the Earth's environment and conserve and manage coastal and marine resources to meet our Nation's economic, social, and environmental needs. [Http://www.noaa.gov](http://www.noaa.gov) Human Resources Management Homepage: <http://www.rdc.noaa.gov/hrmo/index.html>

QUALIFICATION REQUIREMENTS

To be rated and considered for this position, applicant's are requested to fully describe their experience in each of the following five (5) Executive Core Qualifications (ECQs)/Key Characteristics and the Professional/Technical Qualifications (PTQs). Refer to sample narrative for "Leading Change" at end of announcement. When addressing the ECQ and PTQ requirements, please use the first person.

EXECUTIVE CORE QUALIFICATIONS/KEY CHARACTERISTICS

1. Leading Change

This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity. Key characteristics include:

Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.

Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.

Understanding the roles and relationships of the components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, state and local governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.

Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.

Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.

Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

2. Leading People

This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. Key characteristics include: Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.

Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).

Valuing diversity and other differences; fostering an environment where people who are diverse can work together cooperatively and effectively in achieving organizational goals.

Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.

Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.

Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

3. Results Driven

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. Key characteristics include:

Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.

Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.

Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.

Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.

Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.

Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

4. Business Acumen

This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making. Key characteristics include:

Assessing current and future staffing needs based on organizational goals and budget realities.
Applying merit principles to develop, select, and manage a diverse workforce.

Overseeing the allocation of financial resources; identifying cost-effective approaches;
establishing and assuring the use of internal controls for financial systems.

Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.

Overseeing procurement and contracting procedures and processes.

Integrating and coordinating logistical operations.

Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs;
understanding the impact of technological changes on the organization.

5. Building Coalitions/Communication

This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. Key characteristics include:

Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.

Establishing and maintaining working relationships with internal organizational units

(e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.

Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.

Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating "win-win" situations.

Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

PROFESSIONAL/TECHNICAL QUALIFICATIONS

1. In-depth knowledge in one or more of the physical sciences (e.g., oceanography, physics, chemistry or meteorology) and experience in positions of responsibility supervising scientists and/or engineers.

2. In-depth knowledge of, and experience with current and advanced technological developments in the acquisition, processing, and dissemination of marine environmental data.

3. In-depth knowledge of, and experience working with governmental, national and/or international programs which are sources and constituents of marine environmental data.

4. Knowledge of applicable legislation and Federal, state and/or local programs which impact requirements for environmental information services and ocean and coastal issues

APPLICATION REQUIREMENTS

1. Use one of the following: a resume; -or- Optional Application for Federal Employment form (OF-612); -or- Application for Federal Employment (SF-171); -or- any other type-written format, and send it to the Application Address. Make sure that whichever version includes the following:

a. The vacancy announcement number, position title, and grade level.

b. Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship, reinstatement eligibility, and highest Federal civilian grade

ever held on a permanent basis.

c. The name, city and state of high schools attended and date of diploma or GED.

d. The name, city and state of colleges/universities attended, majors, type and date of degrees.

e. The job titles, salaries, employers' names and addresses, supervisors' names and phone numbers, starting and ending dates and hours per week of any paid or non-paid work experience that relates to this vacancy.

f. Any job-related training courses, special skills, certificates and licenses, honors, awards and publications,

g. If you are a graduate of an OPM-approved Candidate development Program (CDP), please attach a copy of your signed certificate -or- currently a SESer or a former SESer, please indicate time frame as well as your ES-level.

2. Address each Executive Core Qualification (ECQ). It is suggested that each one be on a separate page and an average length is about one to one and a half pages for each ECQ.

3. Address each Professional/Technical Qualification (PTQ). It is suggested that each PTQ be at least one page each.

4. Ensure that the application is postmarked by the closing date (06/29/04). Applications with a date stamped after the closing date will be returned.

5. Mail one (1) original and three (3) copies (total: 4) of your entire application package(*) to:

NOAA, HRMO
ATTN: OFA4/NOAA#04-08
1305 East-West Highway
Silver Spring, MD 20910

6. For any questions regarding this vacancy or the application process, contact:
Norma Hughes at
telephone 301/713-0530 x205 [301/713-0973 (TDD), 301/713-2083 FAX)] -or- Internet
at: Norma.J.Hughes
@ NOAA.GOV

*INCOMPLETE PACKAGES (THOSE THAT DO NOT CONTAIN BOTH THE ECQ AND PTQ WRITEUPS) WILL BE RETURNED AND THE APPLICANT MUST RESUBMIT REVISED APPLICATION AND ENSURE IT IS POSTMARKED ON OR BEFORE THE CLOSING DATE.

CHECKLIST BEFORE YOU MAIL---

1. I provided one of the following: Resume or SF-171 or OF-612 or other written format.
Ensuring that the information in the "Application Requirements" section has been followed.

2. I have addressed the five (5) Executive Core Qualifications.

I am aware that I do not need to submit ECQs if I am currently or formerly an SESer.

-OR- I am a graduate of an OPM-approved Candidate Development Program (CDP) and have included a copy of my certificate.

3. I have addressed all of the Professional/Technical Qualifications.

4. I have provided the correct number of copies requested.

5. I have collated and fastened each complete application.

6. I have it addressed to:

NOAA/HRMO
ATTN: OFA4/NOAA#04-08
1305 East-West Highway
Silver Spring, MD 20910

7. I have ensured that it will be mailed on or before the closing date.

HELPFUL TIP

Conduct a spell check before you print your final version. Rating panel members NOTICE these minor mistakes.

SPECIAL INTEREST INSTRUCTIONS

When addressing the Executive Core Qualifications and Professional/Technical Qualification requirements, please use the first person.

The Department of Commerce (DOC) does not condone or tolerate discrimination on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.

We have provided a sample of as Executive Core Qualification, LEADING CHANGE, but

REMEMBER that you can check out NOAA's Executive Resources Home Page at <http://hr.noaa.gov/er-home.htm>, in particular, the section titled, "Application forms, instructions and other resources," which includes sample write-ups for ALL the ECQs.

WRITEUP EXAMPLE: Leading Change

Unlike traditional career paths, where one position leads naturally to the other, I have followed a course in which a combination of factors have led me to envision and launch novel and non-traditional enterprises. The most important illustration of this core competency is my work as a pioneer in the field of technology transfer.

Technology transfer--the successful commercialization of inventions and innovations that arise from the not-for-profit sector--was virtually unknown 15 years ago. Indeed, the notion of promoting collaborations between scientists in Federal laboratories or academia

and their industrial counterparts was an anathema. Common wisdom dictated that technology transfer was doomed to fail, even if legislation was enacted to encourage such interaction. A handful saw it differently. I was among them.

I shared this vision with the top administrators of two research campuses. I met weekly with these officials and successfully argued that a Technology and Development Center (TDC) should be created and given responsibility for all patenting and licensing activities. My vision for the TDC, including its mission, policies, and administrative structure, was adopted on both campuses. I proposed, lobbied for, and succeeded in including the phrase "transfer of knowledge and technology" as part of the new mission statement for the campuses, making technology transfer a sanctioned university activity.

My ability to communicate my expectations of the TDC as an economic engine for the State allowed me to garner the support of the local business community. The community rallied and provided the TDC with counsel on legal, technical, market, and economic development issues pro bono. Their backing was key in obtaining support from the State Legislature. Within 6 months, I had established the TDC as an important member of the technology transfer community and assembled strong networks with national and international biotechnology and pharmaceutical companies, venture firms, investors, and service providers. These networks have proven vital to this day.

Later in my career, I moved from the academic world to the Federal Government as head of the Office of Technology (OT). This office was created to implement the requirements of the Federal Technology Transfer Act. The OT is charged with the successful and appropriate commercialization of technology developed in Federal Laboratories. With an annual operating budget of \$5 million, patent prosecution expenditures of over \$7.5 million and a royalty revenue stream of \$30 million, the OT is, arguably, the largest and most influential not-for-profit technology transfer operation in the world.

When I was recruited to head the Office of Technology (OT) it was fighting for survival, plagued with tremendous unrest as to the direction and future of technology transfer. There was widespread discontent with the performance of the OT, giving rise to numerous investigations and the need to address 75 Corrective Actions. The OT was viewed with suspicion and concern by insiders and outsiders, It was clear something had to change.

In my first staff meeting, I set forth my vision for the OT. I embarked on a process of evaluation

and strategic planning for every unit, gathering advice from staff at all levels within the organization. Working together, we wrote a new mission statement, established policies and procedures, reorganized the Office, appointed key personnel, reassigned some staff members, and opened an important dialogue with our customers to assess their needs and requirements.

Under my leadership the OT's performance has improved dramatically. Productivity has increased by 40 percent and is at an all-time high. In the last fiscal year, we have signed a record number of license agreements, reached a record level of royalty income, patented important new technologies, and systematically reviewed our portfolio to eliminate obsolete cases. From a management perspective, the OT has accomplished a remarkable turnaround. We have attracted and hired competent and energetic staff, and they are working as a cohesive group. The OT has successfully completed all but two of the 75 Corrective Actions. Most pre-existing EEO and personnel grievances have been resolved, and employee morale has improved significantly. In short, the OT is a well-run, proactive and productive organization.

(end of vacancy announcement)



Send Mail

Send Mail to:
Department Of Commerce
1305 East West Highway
Silver Spring, Maryland 20910



Questions?

For questions about this job:
Norma Hughes
Phone: 301-713-0530 ext 205
Internet: norma.j.hughes@noaa.gov

USAJOBS Control Number: 231227

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#)



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