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**Deputy Assistant Administrator for Programs and Administration (DAA P&A)**  
**Office of Oceanic and Atmospheric Research (OAR)**  
**National Oceanic and Atmospheric Administration (NOAA)**  
**Silver Spring, MD**

**Client:**

The Office of Oceanic and Atmospheric Research (OAR) is NOAA's primary research and development organization. OAR conducts and directs integrated research programs in coastal, marine, atmospheric, climatic, and social-sciences through its laboratories and program offices, as well as through networks of university-based programs across the country. OAR consists of preeminent research, modeling, environmental observations, and engagement efforts relating to environmental resources. OAR's research enables better forecasts, earlier warnings for natural disasters, and a greater understanding of the Earth. For more information, see <https://research.noaa.gov/>.

**Position Summary:**

Reporting directly to the OAR Assistant Administrator, the Deputy Assistant Administrator for Programs and Administration (DAA P&A) is responsible for leading OAR research programs, grant programs, and the administrative, financial, policy, human resources, planning, evaluation, international affairs, communication, and equal employment opportunity (EEO) functions within the Office.

**Responsibilities:**

Specifically, the DAA P&A is responsible for:

- Fully sharing in the management of the Office and acting in the absence of the AA.
- Determining future organizational directions; setting priorities on current and future research, and other activities; and allocation of resources.
- Undertaking special assignments to develop and recommend new or modified policies and programs in areas of a complex scientific and politically sensitive nature. These require the DAA P&A to work with the Under Secretary, Assistant Secretaries, Deputy Under Secretary, and Chief Scientist to define objectives and to work with the external constituencies to develop the substance of OAR programs; with Congressional and outside interest groups to tailor these programs to the requirements of different constituencies; and other Federal agencies to achieve coordinated research on problems of common interest.

- Providing policy-level authoritative representation to intergovernmental, national, and international councils and meetings concerning NOAA interests in the areas of oceanic and atmospheric science and technology. This includes the Intergovernmental Oceanographic Commission, National Academies of Science and Engineering, the National Science Foundation, the Department of Energy, State, Interior, and others. Participating in bilateral negotiations and in interagency coordination mechanisms to the extent necessary to assure that programs under OAR cognizance are coordinated with related programs of other Federal agencies.
- Working with Congressional members and staff and constituency groups to achieve support for NOAA programs.
- Directly leading/managing/evaluating research programs to ensure a) effective and efficient execution of program operations; b) scientific/technical direction of operations is fully responsive to and supports national/agency needs; and c) research results and data are effectively communicated.
- Overseeing research grant programs to ensure that a) the grants process is an efficient and effective one that reaches out to the most qualified parties in accordance with appropriate regulations; b) awarded grants fully support NOAA 's mission objectives; and c) results from grant funded research fully document the programmatic contribution of this investment.
- Seeking opportunities to promote collaborative synergies among OAR's Programs, Laboratories, and Cooperative Institutes in partnership with the DAA for Science.
- Overseeing the development and oversight of an integrated OAR-wide strategy that advances NOAA's efforts to develop research into information products and services related to resources and the environment in partnership with the DAA for Science.
- Ensuring that necessary policies and plans are developed/implemented to guide OAR's science portfolio management, evaluation, and transitioning into operations and services in partnership with the DAA for Science.
- Overseeing financial, administrative, personnel including SES hires, and EEO functions on behalf of the AA for OAR.

### **Executive Core Qualifications (ECQs):**

Please provide examples that are clear, concise, and emphasize your level of responsibilities and initiatives undertaken. Applications directing the reviewer to search within the application or to "Refer to Resume" are considered incomplete and will not be considered. Applicants currently serving under a career Senior Executive Service (SES) appointment, eligible for reinstatement into SES, or who have successfully completed an SES Candidate Development Program (CDP) approved by OPM are not required to address the ECQs, but must address all of the Professional/Technical Qualifications (PTQs) which are listed on page 3. Responses to all ECQs must not exceed 10 pages typed in 12 point font (i.e., no more than 2 pages per ECQ).

For detailed guidance on ECQs, applicants are strongly encouraged to review the Office of Personnel Management's Guide to Executive Qualifications at <http://www.opm.gov/ses/recruitment/ecq.asp>.

Example of ECQ statements are available at [https://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosomesquals\\_2012.pdf](https://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosomesquals_2012.pdf).

**ECQ 1 - LEADING CHANGE:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

**ECQ 2 - LEADING PEOPLE:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

**ECQ 3 - RESULTS DRIVEN:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

**ECQ 4 - BUSINESS ACUMEN:** This core qualification involves the ability to manage human, financial, and information resources strategically.

**ECQ 5 - BUILDING COALITIONS:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

### **Professional/Technical Qualification (PTQs)**

Candidates must respond to each PTQ below with specific examples that address relevant experience and accomplishments. Responses to all PTQs must not exceed 6 pages typed in 12 point font (i.e., no more than 2 pages per PTQ).

**PTQ 1:** Demonstrated understanding of scientific disciplines related to OAR's areas of research, including atmospheric, meteorological, oceanographic, physical, chemical, environmental and/or engineering sciences, and a demonstrated ability to provide executive leadership on the advancement of research and scientific initiatives within these disciplines.

**PTQ 2:** Demonstrated ability to administer a scientific, technical and/or research organization at an institutional level, including setting policy and directing financial and administrative program operations.

**PTQ 3:** Senior level experience in collaborating with external stakeholders and partners on scientific issues, and communicating scientific topics and results to a broad range of constituents (e.g., scientists, the public, the Agency, Congress, etc.) with differing levels of seniority and scientific background.

**Location:** Silver Spring, MD

**Education:**

A. Degree: physical sciences, natural sciences, engineering, or mathematics that included 24 semester hours in physical sciences, natural sciences and/or related engineering science such as mechanics, dynamics, properties of materials, and electronics.

OR

B. Combination of education and experience: education equivalent to one of the majors shown in A. above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education.

**Compensation:** Up to \$199,300. Relocation reimbursement may be authorized; eligible for performance bonus.

**Travel:** Limited travel required

**Additional:** U.S. Citizenship required, and the selected candidate will be required to obtain and maintain a Secret security clearance. A public financial disclosure report is required within the first 30 days.

**How to apply:** Please submit a complete application via USAJOBS here: <https://www.usajobs.gov/GetJob/ViewDetails/607250200>. This includes a traditional resume (not a CV), responses to the 5 ECQs and 3 PTQs, copy of college transcripts (unofficial), copy of SF-50 (current federal employees only), SES Candidate Development Program Certificate (if applicable) and any other required documentation specified in USAJOBS by 11:59 p.m. (ET) on September 7, 2021. The vacancy announcement number is OAR AA-2021-0001.

**Contact:**

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