

SO-01-WMO

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

Occupational Category:

Managerial _____ Technical _____ Analytical _____
Administrative X Clerical/Support X Other _____

Level of Responsibility: GS-7/9/11 Pay Band _____ WG/WM _____

Duration: 3 months _____ 6 months X Other _____

Time frame: 1st quarter_ 2nd quarter__ 3rd quarter X 4th quarter X (April - September 2004)

Title of Assignment: NOAA Leadership Competencies Development Program (LCDP)
Program Assistant

Assignment Objective:

The objective of this NRAP assignment is to provide day-to-day assistance and support to the LCDP program manager in implementing this NOAA leadership development program. The NRAP assignment offers an assignee the opportunity to experience the necessary stages in coordinating an agency-wide program.

The NOAA LCDP is a competitive, 18-month program that provides a series of training and developmental experiences for a cadre of NOAA individuals (GS13-15 and equivalent) who have high potential for assuming greater leadership responsibilities in the next 3 to 5 years.

Description of Tasks:

Assignee will work under the close supervision of the program manager. Specific tasks are dependent upon the implementation stage of the LCDP (for example, stages include Call for Applications, selection process, orientation, etc.) The types of tasks may include:

- Collecting, compiling, and organizing program-related data
Communicating by email and/or phone with program participants
- Responding to requests for information
- Working with the LCDP webmaster to make changes to the website
- Assisting in planning for various LCDP meetings

Special Requirements and Selection Criteria:

Since the NRAP assignee will assist in planning and implementing activities that are NOAA-wide in scope and impact, he/she must have strong written and oral communications skills. Other important personal attributes include being:

- Customer-driven,
- Detail-oriented,
- Organized, and
- Committed to meeting deadlines.

Note: This assignment is targeted for local areas only. The host office cannot support any travel expenses.

NOAA Line/Staff Office: Workforce Management Office (WMO)

Point of Contact: Shirley Miller (301)713-0530 x133 or shirley.a.miller@noaa.gov

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

Occupational Category:

Managerial _____ Technical _____ Analytical _____

Administrative _____ Clerical/Support XX Other _____

Level of Responsibility: GS-9 Pay Band _____ WG/WM _____

Duration: 3 months XX 6 months _____ Other _____

Timeframe: 1st quarter X 2nd quarter X 3rd quarter X 4th quarter X

Title of Assignment: Secretary to the Director

Assignment Objective:

The Office of Education and Sustainable Development (OESD) is a Headquarters Staff Office within the Office of the Under Secretary of Commerce for Oceans and Atmosphere in downtown Washington, DC. The OESD provides advice and counsel to the Under Secretary and to the Secretary of Commerce on matters pertaining to education and to sustainable development. There are 11 FTEs and from 2-4 interns.

The candidate will serve as the Secretary to the Director. This opportunity provides the candidate to work in NOAA Headquarters Office in Downtown Washington, DC; to interact directly with other executive secretaries of top NOAA management; to gain exposure of a broader view of corporate NOAA activities; and, to acquire new skills via on-the-job experience, or training, as appropriate.

Description of Tasks:

The OESD, in conjunction with the NOAA Education Council, coordinates education activities across NOAA and oversees the implementation of the NOAA Strategic Plan for Education. The OESD coordinates its educational activities with the Office of Public and Constituent Affairs in order to promote NOAA services and products and their benefits to the public.

The candidate will serve as the secretary for OESD and perform routine secretary tasks including maintaining the Director's calendar, scheduling meetings, preparing travel orders, facilitating controlled correspondence, ensuring overall office functioning, and Time & Attendance Keeper, and other assigned appropriate duties.

Special Requirements and Selection Criteria:

At least one year experience at the GS-8 level.

Desirable:

- Self-starter with willingness to be a team player.
- Knowledge of T&A, travel, Purchase Card, computer skills.
- Usual strong communication and personal skills.
- Latest computer software facility is a plus.

NOAA Line/Staff Office: Office of Education and Sustainable Development, HCHB Room 6863

Point of Contact: Dr. Richard J. Podgorny 202-482-9183