

Position Title: Office of Coast Survey Coast Survey Development Laboratory Deputy Chief Detail

Duration: Up to 120 days

Location: NOS/OCS/Coast Survey Development Laboratory - Silver Spring, MD

Approximate expected start date: Mid-April 2020

Who May Apply: Current NOAA federal employees at the ZP-04 or ZP-05 level within NOAA

Background:

The employee selected will serve as the acting deputy chief of the Coast Survey Development Laboratory. The deputy chief service in full partnership with the division chief, monitoring the day-to-day operations of technical programs, budget, and personnel, as well as assisting the chief with the resolution of routine and non-routine problems. The deputy chief assists with the overall management of the Division by providing technical and administrative assistance, and in the absence of the chief, assumes full responsibility for the overall management of the Division.

Duties:

- Directly or indirectly supervise the work of approximately 50 geographically dispersed technical, scientific, administrative, and NOAA Corps employees, ensuring the smooth operation of all aspects of the administrative functioning of the division (e.g., personnel issues, procurement, accountable property, etc.).
- Working with the three branch chiefs and the division chief, plan and execute the division's annual operating budget of approximately \$5 million.
- Manage the division's workforce through recruiting (serving as Hiring Manager), promotion, and providing career development opportunities.
- Oversee over 30 different procurement activities including large multi-year contracting vehicles for both technical support and software management.
- Serve on the Coast Survey Executive Leadership board and other office and agency-wide groups as assigned, and serve as the acting division chief when the chief is away from the office.

How to Apply:

Inform your immediate supervisor and email your resume and statement of interest, which should include a brief description of your qualifications as they relate to this detail assignment, to: Shachak.Peerri@noaa.gov no later than Thursday, March 26th, 2020.

This detail opportunity is open to all ZP 4 & 5 level employees. There may be a temporary promotion available if a ZP-4 level employee is selected.

Questions:

Please contact Julia.Powell@noaa.gov