NOAA Form 56-28A
(8-94)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC

FROM: NOAA/OAR/ERL/PMEL
ROUTING CODE: R/E/PM
ADDRESS: 7600 Sand Point Wy NE
Seattle, WA 98115

THRU (Liaison Officer): LT Kurt Schnebele, OAR/NOAA Corps Liaison

BILLET TITLE: Deputy Director
BILLET #: 3301

PHONE NUMBER: (206) 526-6800

RANK REQUESTED: (0-2. 0-3, 0-4, etc.) O-6/O-5

GS/GM EQUIVALENT:

(This block to be completed by liaison officer)
IS THIS A NEW BILLET: [ ] YES [x] NO
BILLET PRIORITY: [x] A, [ ] B, [ ] C, [ ] R

IMMEDIATE SUPERVISOR:	TITLE:	PHONE NUMBER:
Dr. Eddie Bernard	Director, PMEL	(206) 526-6800

EDUCATIONAL REQUIREMENTS:

Incumbent should possess and experience in oceanography, physics, chemistry, mathematics, engineering, or ocean policy. BS in science or engineering is required. MS or Ph.D in science, engineering, or management preferred.

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

The position requires an officer with a broad knowledge of oceanographic programs, agency and laboratory policies. Incumbent should have experience in program planning, project management, and project evaluation. In addition, strong interpersonal skills, extensive supervisory, and managerial experience are essential.

1. GENERAL DESCRIPTION OF BILLET:

The position is that of Deputy Director of the Pacific Marine Environment Laboratory (PMEL), which is one of eleven such laboratories within the Environmental Research Laboratories of NOAA. PMEL carries out scientific investigations in oceanography, marine meteorology, and related disciplines in support of NOAA's mission. Research results provide information necessary for effective management of marine resources and for improved marine environmental forecasting. The incumbent, as part of the PMEL Office of the Director, participates in the day-to-day management and operation of the Laboratory, assists in strategic planning and marketing, and represents PMEL to the public and organizations.

2. DUTIES AND RESPONSIBILITIES:
a. Is this a supervisory billet? [x] YES [ ] NO
b. If so, state number and grade of personnel supervised. Number: Grade(s):

The incumbent serves as Deputy Director of PMEL, working in close cooperation with the Director on a broad range of tasks that are normally associated with the general manager or executive officer of a major federal laboratory. Participates in planning and operation of the Laboratory's expanding programs and carries out special projects as assigned. Shares the day-to-day management of the Laboratory. Aids in establishing and executing overall Laboratory policy, strategic planning and marketing, program management, resource management, and personnel management. Resource management responsibilities for PMEL ship and aircraft allocation, NOAA Corps officers, and facilities. Cochairs or coordinates committees in such areas as laboratory instrumentation, safety, EEO, promotion, and awards. Meets on a daily basis with the Director. Administrative Officer, and Division Leaders to plan management strategies. In the Director's absence serves as Acting Director and supervises all employees reporting to the Director.

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3. CAREER DEVELOPMENT OPPORTUNITIES:

The incumbent is relied upon to make decisions concerning planning and operation of the Laboratory's scientific programs. As the Director's deputy, the incumbent will at times represent the Laboratory on behalf of the Director on NOAA, interdepartmental or international professional working groups or committees, especially those requiring a broad scientific knowledge of the Laboratory's programs. Incumbent will have the opportunity to use initiative, ingenuity, and mature independent scientific judgement in the day-to-day management of a major federal laboratory.

This position provides an opportunity to enhance many management skills, such as communication, diplomacy, protocol, decision making, negotiation and bargaining, planning, organization, and budgeting.

4. ADDITIONAL COMMENTS:

The billet is coded as CATEGORY A.

SIGNATURE OF SUPERVISOR:	DATE: 08/07/1996