

**Executive Host Information 2005  
Placement Week November 15-19, 2004**

Office Name: Special Projects – NOS Management and Budget

Position Title: Integrated Oceans Observations/GLIMO Specialist

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	
> 10	X

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	X
No	

If yes, how many?     3-4

If fellow is currently on assignment, please provide contact information.

Name	
Tel	
Email	

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	X
No	

**Organizational Overview**

***Mission Statement:*** (Please limit to 30 words.)

To enhance the performance and capacity of NOAA’s Ocean Service and its partners through strategic problem-solving, integration and innovation.

The primary goal of SP is to promote integration of program capabilities within and across NOS and NOAA to ensure more effective and efficient delivery of products and services to the coastal stewardship community.

***Brief Overview of Your Office’s work:*** (Please limit to 150 words.)

Special Projects is a focal point for providing NOS and NOAA Program and Staff Offices with planning, data synthesis and assessment, and advanced technical services (e.g., GIS and web mapping, database development, and information visualization tools). Special Projects works to build capacity within NOAA and NOS by collaborating with internal partners to define problems and issues, identify information needs, assemble and synthesize relevant data, develop strategies, evaluate options, and develop products and results that contribute and support better coastal resource management decision-making. Special Projects also provides NOS with a quick

response capability to anticipate and respond to emerging opportunities to further the coastal stewardship mission. Currently, there are 34 staff across two branches in SP, the *Integrated Planning and Technical Services Branch* and *Coastal Resources Assessment Branch*.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

All NOS offices
NMFS
NOAA
Dept. of Interior, Bureau of the Census, Forest Service, EPA

**Assignment Description.**

*It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.*

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	X
1-3 days / month	
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Strong communication skills
Ability to work under short lead times
Power Point

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

Special Projects is a 34 member staff office that exists to enhance the performance and capacity of the National Ocean Service's (NOS) 11 science and policy program offices through strategic problem solving, integration, and innovation.

The Sea Grant Fellow will have two principal assignments. First, he/she will work with NOS' Senior Management Council (directors of all NOS offices) to plan and implement NOS' new vision to be a Global Leader in the Integrated Management of the Oceans (GLIMO). The Fellow will help to plan and implement key actions under the GLIMO themes—Observations, Technology Innovation, Coastal Communities, Partnerships, Modeling, and Workforce Development. Initially, the Fellow will lead the coordination of the Fiscal Year 2005 NOS Partnership Proposal Program “Protecting Lives, Property, and Ecosystems: A Gulf of Mexico Integrated Management Pilot Building on Regional Observation Capabilities”. Through this program, NOS is currently selecting several pilot projects in the Gulf of Mexico region to demonstrate both innovation and the socioeconomic value of observations for coastal and ocean management.

Second, the Fellow will serve as a team member in the development of the Integrated Ocean Observations Strategy for NOS. Major activities include: assemble and convene an internal team of ocean observations experts, identify critical issues and opportunities for NOS and its key partners, develop a plan of action, and craft effective short- and long-term implementation strategies. The team will be responsible for identifying NOS' long-term ocean observation strategy, requiring innovation and leadership.

The Fellow will enhance their knowledge of critical coastal and ocean management issues and recent legislation by working directly with NOS senior staff and program managers. Fellow will assist in developing NOS positions and responses to recent Ocean Commission recommendations. Fellow will work in an environment in which they utilize tools such as GIS technology or Web-enabled databases in decision-making processes. Fellow will learn the partners, processes, and technologies necessary for implementing a comprehensive coastal/ocean observations system. He/she will also gain an understanding of data management of observations information and application of the data to current management problems.