

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

Office Name: NOS Management and Budget, Special Projects Office

Position Title: NOAA Ecosystems Goal Team 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.)

The Management and Budget Office of the National Ocean Service is the focal point for all planning, management, budget, internal and external communication, and education activities at NOS Headquarters. MB supports the NOS Assistant Administrator and nine program and staff offices.

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

The Office is responsible for day-to-day administrative operations of NOS; establishing policies and procedures; and providing advice, support and guidance to NOS Headquarters, program and staff offices and field installations. It advises the NOS Assistant Administrator and Senior Management Council on NOS-wide operational goals and objectives, and is responsible for ensuring effective decisionmaking within NOS. The Office coordinates all NOS strategic planning, legislative, and policy development efforts, ensuring participation of internal and external stakeholders, and manages all phases of the budget process, including funding allocations to program offices.

The Office develops policy, provides advice, support, and guidance to all NOS components, and disseminates policies and regulations to program and staff offices on a wide array of administrative management activities. These include operations, budget, facility management, safety, security, environmental compliance, procurement and grants management, strategic planning, organizational development, human resources management, employee development, workforce planning, financial management, Freedom of Information Act requests, Inspector General and General Accounting Office audits, memoranda of understanding, and interagency agreements.

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

All NOS offices
All NOAA Line Offices
All NOAA Matrix Programs and Mission Goal Teams

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

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

0 days / month	
1-3 days / month	
4-7 days / month	X
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.

Ecosystem Goal Team Analyst

This Sea Grant Fellowship opportunity is to serve as one of the National Ocean Services (NOS) representatives to the Ecosystem Goal Team. In this capacity, the Fellow will join the Goal Team staff, and work with a wide variety of senior program leaders to assist them in identifying the requirements for each program, determining the critical gaps in the products and services provided by the program, and developing cost-effective and innovative action strategies to fill these gaps. The emphasis throughout these analyses is to develop solutions that lead to more collaboration and synergy among programs, and thus produce more useful and cost-effective outputs.

The Fellow will have a unique opportunity to participate within this evolving organization structure in a year that should see the formulation of significant new ocean management initiatives in response to the recommendations of the US Commission on Ocean Policy. He or she will gain an in-depth understanding of all of NOAA's programs related to ecosystem-based management (e.g., Habitat, Corals, Coastal and Marine Resource Management, Protected Species, Ecosystem Observation Systems, and Ecosystem Research), and be exposed to the discussions and negotiations that take place in finding appropriately balanced solutions to address ecosystem management priorities. The experience gained in this position will be particularly valuable to an individual interested in pursuing a career in marine policy or program management and development.

The deliverables from this year will include being one of the co-authors of the Ecosystem Goal Team Program Plan, and a range of supporting documents and analyses related to program evaluation and integration.