



DEPUTY ASSISTANT ADMINISTRATOR, DEPUTY CHIEF INFORMATION OFFICER

OCCUPATIONAL SERIES: 2210

FIELD/HQ: HQ

PAY BAND: TSES 02

PILLAR: Enterprise Support

JOB OVERVIEW

Shares all overall responsibility with the Assistant Administrator/Chief Information Officer on matters involving leadership and direction in the formulation, development and execution of TSA's information technology (IT) management program, including conducting security risk assessments, maintaining a secure IT infrastructure, and developing and evaluating information resources

JOB RESPONSIBILITIES

- Provides day-to-day executive leadership and operational oversight and direction to various divisional elements under IT and exercises broad authority and responsibility for administrative and management policies, strategic planning, and program operations in the IT functions.
- Mitigates risks and improves cybersecurity by implementing IT policies and guidelines, executing process maps, and developing plans for risks.
- Improves transportation industry effectiveness by developing new technologies and reviewing the development and deployment processes for IT options.
- Develops and oversees the designing, building and acquiring of total systems solutions with comprehensive operational integration across all transportation modes.
- Oversees the designing, deploying, maintaining and enhancing the IT systems essential for supporting TSA's mission. Works in partnership with other TSA components, business industry researchers and international counter terrorism partners, to conceptualize, discover, and develop new technologies that improve effectiveness, drive efficiency, and reduce the impact on the transportation industry.
- Serves as the Deputy Principal Information Technology Advisor to the TSA Administrator.

JOB SKILLS

- Oversees administrative and management policies, IT budget formulation, strategic planning, and operations in IT functions.
- Determines plans and goals by incorporating modern technologies balanced by risk analysis comprehension and assessments of uncertainty concepts.
- Improves cybersecurity by conceptualizing, developing, implementing and evaluating complex IT programs, contractual agreements, and information systems in organizations.
- Forms effective cross-office working relationships and communicates across the organization on how IT impacts and transforms operations.
- Drives innovation, manages change consistent with TSA mission objectives, and challenges status quo.
- Manages resources such as budget, personnel, and technology.

PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQ)

The application process used to recruit for the position is RESUME-BASED.
Each PTQ AND ECQ must be CLEARLY ADDRESSED in your resume.



- Experience in identifying and applying best practices in information technology (IT), acquisition of technology, and the relevant policies, procedures, practices and principles necessary to ensure successful delivery of IT investments.
- Experience in creating and managing complex IT programs and related contractual agreements, which includes skill in negotiation for resources as well as a background in agile software development Lean techniques, DevOps and delivering excellent customer experience for internal and external customers through IT.
- Experience in conceptualizing, designing, developing, implementing, evaluating and managing state-of-the-art information systems in complex organizations supporting mission operations and maintaining a focus on cybersecurity through informed risk acceptance and mitigations while leveraging Zero Trust best practices.

EXECUTIVE CORE QUALIFICATIONS(ECQ)



- **ECQ 1: Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- **ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- **ECQ 3: Results Driven.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **ECQ 4: Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.
- **ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.