EXECUTIVE DIRECTOR, VETTING

OCCUPATIONAL SERIES: 0340
FIELD/HQ: HQ
PAY BAND: TSES 02
PILLAR: Operations Support

JOB OVERVIEW

Serves as a senior intelligence official and a technical expert for TSA on matters involving vetting program management and is responsible for establishing and implementing comprehensive intelligence and vetting programs and defining, prioritizing, and confirming supporting technology infrastructure requirements for Intelligence and Analysis (I&A) programs and initiatives, which are essential to provide security professionals with timely and actionable information through effective domain awareness for the organization's mission.

JOB RESPONSIBILITIES

- Oversees I&A's program management, risk analysis, and process innovation elements, and exercises broad authority for administrative and management policies, strategic planning, and program operations in the varied administrative functions.
- Defines, plans, directs, and manages TSA's intelligence and vetting requirements, goals and objectives linked to the OHS Strategic Plan, the Aviation Transportation Security Act, and other legal authorities.
- Oversees the enrollment, vetting, adjudication, and credentialing of personnel with access to the Nation's transportation sector to mitigate threats.
- Ensures appropriate TSA representation with other U.S. Government organizations, including the Federal Bureau of Investigations' (FBI) Terrorist Screening Center.
- Oversees the performance of watch list matching of passenger names for all covered domestic and international flights into, out of, over, and within the United States.
- Oversees the development and execution of major programmatic and technology change management initiatives to meet both emergent and strategic TSA intelligence and vetting requirements.
- Leads full life-cycle program management for Maritime, Aviation, Surface, and other vetting programs valued at over $250 million.
- Oversees program operations including managing over 300 enrollment centers operated under contract; coordinating and managing regulatory activities to establish new programs and maintain existing program authorities; reviewing and crafting proposed legislation impacting programs; and engaging with White House National Security Staff, Congressional, industry, and government stakeholders.
- Coordinates with the FBI, Department of State, Department of Defense, and other agencies to lead strategic initiatives and policy alignment related to security, immigration, identity documentation and verification, and criminal history records access.
- Leads the development of requirements and user acceptance testing related to the operation and maintenance of technology solutions that support threat assessments and enable domain awareness for TSA's risk -based security processes and practices.
- Serves as a primary liaison with Information Technology (IT) on matters related to technology solutions developed for I&A and correlating process definition, including support for all operational systems; Secure Flight data, reports, performance metrics and prediction simulations; Management of Consolidated Screening Gateway and Transportation Vetting System software, design and testing; Systems engineering support and leading engineering process improvement, development across all programs for TSA Risk-Based security; and all Information Systems Security Officer responsibilities to include audits, actions, milestones, tracking and maintain physical security at the Colorado Springs location.
- Oversees personnel, policies, and programs (e.g., human resources, budget, information technology, facilities, equipment, procurement) to ensure the efficient and effective acquisition, use, distribution, and disposal of Office resources.

JOB SKILLS

- Plans, develops, executes, and manages complex vetting and credentialing threat assessment business processes.
- Manages complex information technology and program management organization on a national level.
- Communicates, both orally and in writing, complex issues and information to senior-level officials (e.g. Cabinet, a sub-Cabinet, Congresspersons and related Committees, National Security Council).

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.**

- Demonstrated skill in planning, developing, executing and managing complex vetting and credentialing threat assessment operations and associated business processes.
- Demonstrated skill in managing a complex information technology and program management organization on a national level which incorporates and supports transportation security or other related homeland or national security policies and programs.
- Demonstrated skill in communicating complex issues and information to senior-level officials (e.g., Cabinet and sub-Cabinet, Congresspersons and related Committees, National Security Council) and subordinates.

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.