



# EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES (ENTERPRISE SUPPORT)

**OCCUPATIONAL SERIES:** 0340

**FIELD/HQ:** HQ

**PAY BAND:** TSES 02

**PILLAR:** Enterprise Support

## JOB OVERVIEW

Supports the implementation of the Executive Assistant Administrator (EAA) and Deputy Executive Assistant Administrator's (DEAA) vision, strategy, and direction for Acquisition Program Management, Contracting and Procurement, Human Capital, Information Technology, Security and Administrative Services, and Training and Development.

## JOB RESPONSIBILITIES

- Serves as an executive level consultant and technical expert to the EAA and DEAA, advising on matters affecting the strategic and operational direction of Enterprise Support.
- Ensures staff compliance with directives and the meeting of objectives and deadlines.
- Aids in the strategic planning and development of goals and objectives to further TSA's evolution into a high performing counter-terrorism organization.
- Encourages collaboration, information sharing, and engagement with domestic and international stakeholders to support transportation security.
- Supports implementation of emerging initiatives aimed at continuous improvement of the effectiveness and efficiency of transportation security.
- Supports the EAA and DEAA by providing direction and guidance on their behalf, keeping them apprised of Enterprise Support activities and initiatives, and speaking and making commitments on their behalf.
- Manages highly visible projects and/or highly visible issues.

## JOB SKILLS

- Integrates the work of multiple organizational components, projects, and/or programs to accomplish mission objectives.
- Establishes management controls, evaluates organizational accomplishments, and directs and implements process improvements for procedures.
- Establishes and maintains relationships with key and senior representatives of other Federal agencies.
- Leads work groups composed of other TSA authorities.

# 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 process/quality improvement techniques and strategic planning.
- Experience in financial planning and analysis with previous experience overseeing staffing allocations.
- Demonstrated experience developing and monitoring systems to manage both operational and programmatic work that involves high levels of collaboration.

## 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.