



# EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES LE/FAMS

**OCCUPATIONAL SERIES:** 0340

**FIELD/HQ:** HQ

**PAY BAND:** TSES 02

**PILLAR:** Law enforcement/Federal Air  
Marshal Services (LE/FAMS)

## JOB OVERVIEW

Serves as a technical expert to the Executive Assistant Administrator (EAA) and Deputy Executive Assistant Administrator (DEAA) by establishing and implementing comprehensive strategies, and developing, coordinating, and disseminating plans in accordance with applicable policies, procedures, laws, and directives.

## JOB RESPONSIBILITIES

- Advises and supports the EAA and DEAA for LE/FAMS on the strategic and operational direction of law enforcement and security operations, programs and policies, infrastructure, and internal processes.
- Oversees administrative activities within the LE/FAMS front office to ensure all LE/FAMS operations, products, and services are completed in a timely manner for mission success.
- Evaluates the needs of LE/FAMS programs and offices and its supporting operations, program accomplishments, and program deficiencies.
- Ensures compliance of LE/FAMS programs and offices by issuing program directives and establishing management controls over program activities.
- Serves as an executive level consultant and technical expert to the EAA and DEAA for LE/FAMS to further TSA's evolution into high performing counter-terrorism organization and strives to execute implementation efforts on initiatives for the continuous improvement and effectiveness of security of the transportation security systems.
- Leads law enforcement and security management programs, highly visible projects and/or issues, and work groups composed of TSA authorities.
- Improves LE/FAMS operations by integrating the work of multiple organizational components, projects, and/or programs, and encouraging continued collaboration, education, and partnership with stakeholders.

## JOB SKILLS

- Builds strategic relationships with key officials across TSA and DHS and presents and defends TSA positions in formal and informal meetings with these key officials.
- Coordinates closely with the Assistant Administrator (AA) Operations Management on financial planning and analysis, budget, and staffing allocations.
- Develops and monitors systems to manage both operational and programmatic work that involves high levels of collaboration.

# 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.