



EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES (SECURITY OPERATIONS)

OCCUPATIONAL SERIES: 0340

FIELD/HQ: HQ

PAY BAND: TSES 02

PILLAR: Security Operations

JOB OVERVIEW

Serves as a technical expert to the Executive Assistant Administrator (EAA) and Deputy Executive Assistant Administrator (DEAA) for Security Operations in providing innovative and expert leadership in the establishment and implementation of comprehensive strategies, and the development, coordination, and dissemination of plans, in accordance with applicable policies, procedures, laws and directives.

JOB RESPONSIBILITIES

- Oversees Security Operations strategic planning, process improvements, projects and programs, highly visible issues, and evaluation of organizational accomplishments.
- Supports the Security Operations EAA and DEAA by providing guidance and direction to staff, advising on TSA security operations and initiatives, and representing and speaking on their behalf in meetings.
- Integrates multiple organizational components, projects, and programs to accomplish TSA mission objectives.
- Ensures Security Operations Front Office staff meet objectives and deadlines; remains in compliance with TSA directives by establishing management controls.
- Presents and defends TSA positions in formal and informal meetings with senior officials of various parties.
- Oversees administrative activities within Security Operations front office to ensure all Security Operations products, operations, and services are completed in a timely manner for mission success.

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, performance management and metrics, and strategic planning.
- Experience in financial planning and analysis.
- 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.