



EXECUTIVE DIRECTOR, BUDGET AND PERFORMANCE DIVISION

OCCUPATIONAL SERIES: 0560

FIELD/HQ: HQ

PAY BAND: TSES

PILLAR: Enterprise Support

JOB OVERVIEW

Provides executive level direction, policy leadership, management oversight, and overall coordination for all budget planning, formulation, and execution, as well identifying and conveying implications on all resource management matters within TSA

JOB RESPONSIBILITIES

- Directs budget operations by maintaining administrative control of all TSA funds, establishing sub- allotments for principal offices and programs, recommending funding options, analyzing current and projected funds use, and integrating budget decision-making with overall agency operations.
- Develops budget policy, budget and emergency financial plans, performance reporting, financial estimates for each TSA operational and support organization.
- Prepares and presents budget submissions, issue papers and testimony, budget estimates, opening statements, proposal justifications, and monthly budget analyses to various parties including TSA leadership, DHS, Office of Management and Budget (OMB), Congressional staff, and other federal agencies.
- Ensures compliance with guidelines to meet budget and performance requirements by managing TSA's performance processes and planning cycle.

JOB SKILLS

- Formulates, justifies, administers, and executes an agency-wide budget utilizing Planning, Programming, Budgeting, and Execution processes.
- Analyzes and conveys results of comprehensive resource allocation and financial recommendations through formal memoranda, briefings, and policy documents.

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 applying Federal and other budget-related laws, regulations, policies, precedents, methods and techniques, to include coordination and submission of products to meet Department level or higher level guidance.
- Experience formulating, justifying, administering and executing an agency-wide budget using defined PPBE processes in a high-pressure environment, including development of alternative budget proposals and analyses or agency requests during programming and/or budget cycles.
- Experience in successfully implementing the Government Performance and Results Act (GPRA), including development of integrated performance-based budgets.
- Experience analyzing comprehensive resource allocation and financial recommendations and convey the results into approved management decisions using formal memoranda, presentations, briefings and policy documents.

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.