



# EXECUTIVE DIRECTOR, SCREENING SYSTEMS

**OCCUPATIONAL SERIES:** 0340

**FIELD/HQ:** HQ

**PAY BAND:** TSES

**PILLAR:** Enterprise Support

## JOB OVERVIEW

Oversees overall acquisition program management to ensure security technologies and capabilities are tested, evaluated, deployed, and maintained to meet end users' overall mission, vision, goals, and objectives while maintaining program cost, schedule, and performance. The Executive Director serves as an executive acquisition career advisor, responsible for implementing DHS acquisition workforce guidance, as well as unique TSA acquisition career field requirements.

## JOB RESPONSIBILITIES

- Plans and acquires solutions by leveraging cost, schedule, and performance trade space offered through the acquisition lifecycle framework.
- Manages acquisition programs through the Planning, Programming, Budgeting, and Execution (PPBE) process and the test and evaluation of capabilities prior to end user delivery.
- Improves acquisition programs by reviewing acquisition activity across the agency with various executives and program representative offices, identifying best acquisition options, developing, and implementing effective acquisition strategies, resolving complex issues, and directing management of acquisition-related policy and program capabilities.
- Serves as Acting Deputy Assistant Administrator when the APM DAA is unavailable.
- Reviews all acquisition program documentation and determines readiness for Component Acquisition Executive (CAE) review prior to submittal to ensure acquisition programs are maintaining cost, schedule, and performance baselines based on acquisition lifecycle framework.
- Collaborates and coordinate with various executives and program representative offices to determine the best acquisition strategies and options for acquisition-related policy and program capabilities.

## JOB SKILLS

- Manages acquisitions program(s) execution and procurement-based workforce development.
- Oversees creation of various program management plans, such as acquisition program baselines, risk management plans, and integrated master schedules, to execute an acquisition program.
- Collaborates with leaders, industry, and stakeholders to develop performance baselines and execute program strategies.

# 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.



- Knowledge of the acquisition lifecycle framework and Federal laws, regulations, and directives.
- Demonstrated success leading or managing acquisition program(s) and developing a procurement based workforce.
- Demonstrated success creating program management plans (i.e., acquisition program baselines, work breakdown structures, integrated master schedules, risk management plans, requirements traceability matrixes, test and evaluation master plans, integrated logistics support plans, and life cycle cost estimates), to execute an acquisition program.
- Demonstrated experience collaborating with leaders, industry, and stakeholders in the development of performance baselines and execution of program strategies.

## 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.