



# EXECUTIVE DIRECTOR, TRAINING CENTER DIVISION

**OCCUPATIONAL SERIES:** 0340

**FIELD/HQ:** HQ

**PAY BAND:** TSES

**PILLAR:** Enterprise Support

## JOB OVERVIEW

Ensures the effective delivery of training by overseeing the overall planning, direction, and coordination of operations for the Training Centers Division (TCD), executing long range programs and planning activities, and directing operational, developmental, and technical training programs

## JOB RESPONSIBILITIES

- Ensures an effective training environment and measures student learning by analyzing existing metrics, reviewing training curriculum and methodologies, identifying problems, proposing solutions, and developing plans for solution implementation.
- Plans, oversees, and delivers major security operations, law enforcement, compliance, and leadership training programs.
- Oversee operations and maintains strategic direction of the TSA Academy (TSA-A), the TSA Training Center (TSATC), and the Canine Training Center (CTC) by providing effective learning environments and opportunities through the utilization of current and relevant curricula and training methodologies which enable and challenge transportation security professionals to perform their duties and responsibilities in a highly effective manner.
- Manages budget formulation, builds varying resource processes each year, and ensures the execution of the annual budget allocation for the TSA Training Centers and other programs and planning activities.
- Advises on program initiatives and requirements, policies, and technical training programs.

## JOB SKILLS

- Works collaboratively across organization lines to lead law enforcement and security management programs.
- Designs, develops and evaluates comprehensive learning, employee development, and technical training programs and activities, as well as identifies innovative and effective solutions to complex training issues.
- Leads law enforcement and security management training programs in a large, geographically dispersed organization.
- Oversees and resolves unique training and development challenges and operational needs and requirements for a diverse and geographically dispersed workforce to develop effective learning, employee development, and technical training programs.

# 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.



- Demonstrated experience leading law enforcement and security management training programs in a large, geographically-dispersed organization.
- Demonstrated experience designing, developing, delivering, and evaluating comprehensive training and development programs and activities and developing innovative and effective solutions to complex training issues.
- Demonstrated experience undertaking unique training and development challenges, as well as the operational needs and requirements, for a diverse and dispersed workforce to develop effective learning, employee development, and technical training programs.
- Demonstrated experience evaluating complex training and employee development programs and operations agency-wide.

## 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.