General Position Information

Job Title: Staff Director

Position Number: CO139

Position Grade: SNIS Professional Tier 1

Salary Range: NONE PROVIDED

Vacancy Open Period: 07/01/2022 – 07/16/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ODNI/FMIC

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant’s personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Senior Service (SNIS, SES, SIS, DISES, and DISL) candidates and highly qualified GS-15s may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.

- For a detailee assignment:
  - Current Federal Government employee at the same grade or one grade lower than the advertised grade may apply.
Component Mission

The Office of the Director of National Intelligence (ODNI) Chief Operating Officer (COO) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI’s vision and direction to the ODNI enterprise. This includes synchronizing policy, plans, procedures, and cross-functional issues. The COO is responsible for integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI), and for overseeing the internal management of the ODNI.

The COO oversees all ODNI business operations, including such areas as human resources, diversity & inclusion, finance and budget, information technology, security, facilities, and information management. The COO is also responsible for ODNI’s emergency planning.

The Foreign Malign Influence Center is a new start, formally standing up in Spring 2022. It serves as the Government’s central and primary organization for integrating intelligence and supporting USG and partner efforts, including foreign allies, to counter foreign malign influence operations. The FMIC is the mission manager for the IC and works closely across the federal government to support state and local partners. In addition, the FMIC has responsibility for integrating and leading the IC’s election security efforts to counter threats to the Federal elections.

Major Duties and Responsibilities (MDRs)

Maintain effective working relationships within the Center, as well as with outside stakeholders to address issues that span multiple mission or program areas. (MDR)

Lead and manage the daily operations of the Center, ensuring it is responsive to all inquiries and providing quality, timely, and thoughtful input.

Provide day-to-day management and direction of staff and business operations, execute budget, personnel, and policy decisions to support the Center’s activities.

Collaborate with senior officials to ensure strategic alignment with the mission, goals, and objectives of the directorate and the ODNI.

Maintain situational awareness on all issues before the Center, to represent Director or Deputy Director in substantive meetings, engagements, or events when necessary.

Build effective, productive, and collaborative relationships with your counterparts in the ODNI to facilitate a corporate approach to ODNI business activities.

Oversee, manage, and guide the Center’s complex personnel mix (including both ODNI cadre and detailees/assignees from across the IC and policy communities and contractors), as well as all budget, facility and logistic requirements and actions.

Oversee and guide the Center’s use and implementation of shared services for the benefit of all directorate components.

Perform personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.

Provide direct support to the Director and Deputy Director on a myriad of complex issues, activities and programs that affect the entire IC; lead special projects that span across the IC, as needed.
Lead and provide guidance and direction to the front office team on a variety programs and DNI initiatives. Direct the development and implementation of controls and policies to provide guidance to management officials, and coordinate internal and external initiatives to ensure alignment with key intelligence priorities. Develop, evaluate, and analyze project proposals and action plans; determine impact on current resources and future needs. Oversee staffing levels of the directorate, implementing effective personnel practices across the directorate.

**Mandatory Requirements**

Excellent organizational, managerial, and leadership skills, including ability to effectively manage the professional development of staff employees.

Demonstrated knowledge or experience in program and project management, or business administration, and the ability to manage complex strategic tasks and daily business operations.

Extensive knowledge of both the IC and ODNI budgetary requirements, personnel regulations, and resource allocations policies and procedures.

Strong strategic and tactical planning, critical thinking, and analytical skills required to propose innovative solutions and implement change with resourcefulness and creativity.

Proven ability to coordinate, network, communicate and exert influence effectively at all levels across the ODNI and IC.

Excellent oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.

**Key Requirements and How to Apply**

**Internal ODNI Candidates:**

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** **Internal ODNI Cadre Candidates must submit an application through the classified JobsDNI website.** For current employees who do not currently have access to internal systems, applications should be sent to either dni_coo_hrm_semo_wma@cia.ic.gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.
Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3300.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.