

POSITION DESCRIPTION  
**DIRECTOR, NATIONAL COORDINATION OFFICE**

for

Networking and Information Technology Research and Development  
September 2014

**Position overview**

This position will require an individual who is innovative, a thought leader, and has the broad vision and skills to manage and oversee the operations of the National Coordination Office (NCO) and the multiagency Networking and Information Technology Research and Development (NITRD) Program. The Director will demonstrate leadership by facilitating the launch and progress of innovative, cross-cutting programs, evolving the inter-agency R&D portfolio to fit progress in the state of the art, and helping to build community among Federal agencies and the researchers they support. The Director will ensure the mission and goals of the NCO are effectively aligned with the NITRD Program's strategic objectives, and enhance the coordination and collaboration among the agencies involved in federally funded activities in IT R&D. In addition, the Director will work with management in the Executive Office of the President to ensure that R&D priorities and current projects are aligned with those of the Administration. These efforts are expected to increase the overall effectiveness and productivity of Federal networking and IT R&D investments by leveraging strengths and increasing the interoperability of networking and IT R&D products and services.

The NCO Director reports to the White House Office of Science and Technology Policy (OSTP) Committee on Technology (CoT) chair. The Director is responsible for managing the NCO operations, staff, and contractors. The Director serves as a member of OSTP staff and provides advice to senior OSTP staff on issues relating to IT R&D, regulation, and commercialization.

**NCO operations background**

The NCO acts as the primary point of contact for information on the NITRD Program; provides technical and administrative support to the NITRD Subcommittee, including the preparation of multiagency planning, budget, and assessment documents; develops, updates, and maintains the NITRD website; and provides public outreach on behalf of NITRD.

The NCO typically operates with a staff of 17. In addition to the Director and Deputy Director, the NCO is supported by onsite contract staff support positions, including a contract staff manager, technical subject matter experts, financial manager, technical writer/editor, and IT professionals. The staff may be supplemented, as needed, by contractors, experts, and consultants. The NCO's annual operating budget is approximately \$4M.

The NCO provides the following technical and administrative support functions for the NITRD Subcommittee:

- In coordination with OSTP, ensuring communication and coordination on NITRD issues among Federal agencies and external stakeholders, including industry, academia, and nongovernmental organizations, both domestic and foreign, consistent with the Federal Advisory Committee Act.

- Ensuring the organizing, planning, and execution of meetings of the NITRD Subcommittee, its interagency working groups, and technical coordinators.
- Serving as a principal point of contact for the NITRD Subcommittee working groups and coordinators.
- In coordination with OSTP, organizing NITRD-sponsored workshops and preparing and publishing reports on those workshops. NITRD uses workshops to help broaden understanding of and community agreement on emerging areas and potential topics of research. The workshops serve as an effective mechanism for bringing together government and private-sector stakeholders, such as in industry, academia, and non-profit organizations to share successes, challenges, and collaboration opportunities.
- In coordination with OSTP, assisting in the development of information about the NITRD Program and its activities when requested by Congress.
- In coordination with OSTP, assisting the NITRD Subcommittee in the preparation and publication of NITRD interagency planning, budget, and assessment documents, such as the annual NITRD Supplement to the President's Budget Request.

### **Position background**

The US Government currently has an annual IT research and development (R&D) budget of almost \$4 billion, sponsoring cutting-edge research in areas such as high-performance computing, networking, cybersecurity, and cyber-physical systems among others. To coordinate these activities, the National Coordination Office (NCO) under the National Science and Technology Council (NSTC) supports the Networking and Information Technology Research and Development Program (NITRD), which was established by the High Performance Computing Act of 1991. The NITRD Subcommittee of the NSTC's Committee on Technology (CoT) coordinates the IT R&D-related interests and activities of 20 Federal agencies (bureaus of departments and independent agencies).

The NCO Director and Deputy Director serve the NSTC. They may be Federal employees detailed to the NSTC, or they may be assigned to the NSTC from an eligible organization (e.g., university, company, or non-profit organization) under the Intergovernmental Personnel Act (IPA). Other NCO staff members include contractors and science fellows.

### **Principal duties and responsibilities are as follows:**

- Serving as a Co-chair of the NITRD Subcommittee.
- Providing executive and technical leadership, management, and oversight of the NCO staff in order to meet the NCO mission.
- In coordination with OSTP, leading communication and coordination on NITRD issues among and between federal agencies and external stakeholders, and serving as a national spokesperson for NITRD.
- Providing oversight and guidance for the NCO Deputy Director and performance input to the Deputy Director's home agency.
- Providing technical and advisory oversight and assistance as appropriate for all NITRD and NCO reports and other documents, and certifying their technical accuracy.
- In coordination with OSTP, managing and overseeing the preparation of the NCO budget and its annual presentation to the NITRD Subcommittee.

- In coordination with NSF, managing and overseeing the approval of all NCO purchases and procurements, ensuring that they are consistent with the approved NCO budget and Federal acquisition regulations. (Purchase authority may be delegated to the Deputy Director.)
- In coordination with OSTP, maintaining appropriate interactions with Congress, the Office of Management and Budget academia, and industry on behalf of the NITRD Subcommittee.
- Interacting with Federal agencies that require or request information or expert advice on IT, the NITRD Program, or other matters within the NCO mission.
- Coordinating agency responses to recommendations by the President's Council of Advisors on Science and Technology (PCAST) and other Federal advisory bodies, and briefing/addressing them as authorized by NITRD.
- In coordination with OSTP, testifying before Congress on behalf of the NCO and the NITRD when authorized by NITRD and the NSTC.
- Ensuring that appropriate internal controls are in place to prevent waste, fraud, and abuse of government resources and the mismanagement of government programs.
- Assisting NITRD as requested in such areas as:
  - o Long-range planning for Federal IT R&D;
  - o Coordination with agencies on IT R&D and NITRD issues; and
  - o Coordination with other NSTC subcommittees and coordination offices on issues of mutual interest.
- Performing other duties as appropriate when requested by the White House OSTP.

### **Professional attributes**

The incumbent is expected to exhibit a balanced portfolio of the following educational, experiential, and professional attributes, all of which will be considered in selection:

- A doctoral degree (or equivalent knowledge and experience) in the computer sciences, physical sciences, life sciences, or engineering is required.
- A record of leadership positions with significant managerial, supervisory, and programmatic responsibilities in science, engineering, and/or technology.
- National recognition as an expert in computer science, engineering, and/or technology.
- Excellent abilities in written and oral communication as demonstrated by a strong record of publications, reports, and presentations.
- Excellent interpersonal skills.
- Eligibility to obtain and maintain a TS security clearance.
- Direct knowledge of Federal Government operational policies and procedures gained through either Federal employment, temporary duty at a Federal agency, or through significant, ongoing interactions with the Federal Government.
- Knowledge of and/or experience with the NITRD Program and its associated working groups, task forces, ad hoc subgroups, and coordinators.

### **Administrative information**

- The position is located in a typical office environment.
- The ability to travel, including internationally, is required.
- The candidate will be assigned to the NCO on a fully reimbursable basis.

- The candidate must be available for two years, and will initially receive a one year assignment with a renewal for the second year upon mutual agreement. Beyond the second year, a short-term extension may be considered if needed for continuity and orderly transition to the subsequent Director.
- US Citizenship is required.