

Detail Opportunity Announcement

Detail Position Title: Director of Operations and Assets

Office: Office of Administration (RAD)- FRA

Grade Level: GS-15

Duration: 120 days

Start of Detail: ASAP

Work Schedule: Full-time

Number of Openings: 1

Supervisory Status: Supervisor

Send resumes to: christina.balchun@dot.gov

Supervisor's Name: Josh Jordan - Joshua.Jordan@dot.gov

Detail Position Overview: The incumbent serves as a senior leader responsible for the integrated management of cross-cutting business operations and agency-wide facility and asset programs. The incumbent, on behalf of RAD and the AA, manages organizational business operations of a cross-cutting or strategic nature, such as strategic and organizational operating plans; financial and acquisition management; employee engagement; logistics, equipment and supply management; personal property management; real property management; fleet management; strategic communications; and leading business process improvement initiatives. The incumbent functions with a high degree of independence, advising senior leadership and representing the agency on departmental and inter-agency councils. This position interacts with stakeholders within Department of Transportation, Federal Government, and external private entities.

Major Duties and Responsibilities:

Strategic Business & Financial Operations:

- Strategic Planning: Manages strategic and organizational operating plans, identifying methods to improve the efficiency and performance of the Office of Administration.
- Financial & Budgetary Oversight: Manages agency operating budgets, the DOT Working Capital Program (WCF), and the formulation & execution of resource requirements.
- Acquisition Management: Provides oversight for acquisition planning and contract administration for FRA Office of Administration (RAD) and enterprise-wide business needs.
- Business Process Improvement: Leads initiatives to implement centralized work processes, tracking methodologies, and internal controls to ensure maximum productivity and efficiency.

- Facilities and Asset Management:

- Real Property & Space: Directs long-term objectives for all agency locations (owned and leased), coordinating with the General Services Administration (GSA) for occupancy and

utilization.

- Fleet & Personal Property: Oversees the agency vehicle fleet and personal property management program and ensures compliance with laws regarding fleet management and accountable property inventories.
- Logistics & Services: Manages agency-wide programs for printing, mail services, transit benefits, and sustainability initiatives.

- Executive Leadership and Representation:

- Advisory Services: Serves as a member of the leadership team, providing expert advice to the Associate Administrator on strategic direction and policy formulation.
- Stakeholder Engagement: Represents the agency in meetings with senior DOT officials, GSA, and private industry partners to resolve complex, cross-modal issues.
- Crisis & Continuity Planning: Leads the development of continuity programs for government shutdowns or pandemics and coordinates agency participation in departmental community programs.

- Employee Engagement and Organizational Culture:

- Strategic Communications: Oversees the design and implementation of agency-wide internal communication plans and strategies, including the management of the FRA's intranet (FRANet) content to ensure transparent and timely information flow.
- Onboarding and Orientation: Ensures that comprehensive orientation is provided for all new staff, facilitating a seamless transition into the agency's operational environment.
- Professional Development: Manages the agency's professional development program, determining agency-wide development priorities and establishing the necessary financial resources to meet human capital competency strategies.
- Culture and Community: Coordinates the agency's participation in departmental and community-building programs, such as "Feds Feed Families," "Toys for Tots," and recurring health initiatives like blood drives

- Supervisory Duties

- Staff Management: Exercises full supervisory authority over a diverse team of federal employees and contractors.
- Performance & Development: Establishes performance standards, conducts evaluations, identifies training needs, and manages disciplinary actions or awards.
- Work Planning: Prioritizes assignments, determines organizational structure, and ensures adherence to Equal Employment Opportunity (EEO) policies.

Knowledge and Skills:

- To detail into the Director, Office of Operations and Assets position, an individual must be well-organized and possess a highly developed suite of communication, negotiation, collaboration, and conflict resolution skills to influence, persuade, and resolve complex issues and manage competing priorities.
- Strong strategic business and financial acumen is required, particularly the ability to manage operating budgets, coordinate the Department of Transportation (DOT) Working Capital Program, formulate resource requirements, and oversee acquisition planning.
- Technical knowledge of facilities and asset management is essential, including personal property, fleet programs, logistics, and coordinating long-term real property objectives with the General Services Administration (GSA).

- Additionally, candidates need expertise in strategic communications, project management, and organizational culture to direct internal communication plans, manage intranet content, and prioritize agency-wide professional development programs.
- Finally, robust supervisory and managerial skills are necessary to establish performance standards, conduct evaluations, and plan workloads.

Experience:

- Senior leader in administrative operations, experience supervising and directing a diverse workforce, and experience in high-level stakeholder engagement, relationship management, and project management

Security Clearance: Public Trust