

EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

JOB TITLE: Executive Director

AGENCY: Privacy and Civil Liberties Oversight Board

SALARY RANGE: \$165,300/ Per Year

SERIES/GRADE: The agency uses the Administratively Determined system in which rank is attached to the individual. The salary range for this position is statutorily capped at Executive Schedule Level V, which is currently \$165,300.

POSITION INFORMATION: This is an opportunity for permanent employment in the excepted service. You will be required to serve a two-year trial period.

DUTY LOCATION: Washington, D.C.

WHO MAY APPLY: Open to the Public. U.S. citizenship required.

SECURITY CLEARANCE: Must have or be able to obtain a TOP SECRET – Sensitive Compartmented Information (TS-SCI) Security clearance. If you already have a TS/SCI clearance, please highlight your last investigation date in your application.

AGENCY MISSION

The Privacy and Civil Liberties Oversight Board (PCLOB) is an independent agency in the Executive Branch whose mission is to review federal counterterrorism programs to ensure they have appropriate safeguards for privacy and civil liberties. The agency's responsibilities comprise two basic functions: oversight and advice. In its oversight role, the PCLOB is authorized to continually review the implementation of executive branch policies, procedures, regulations, and information sharing practices relating to efforts to protect the nation from terrorism, to ensure that privacy and civil liberties are protected. The PCLOB is also authorized to continually review any other actions of the executive branch relating to efforts to protect the nation from terrorism, to determine whether such actions appropriately protect privacy and civil liberties and whether they are consistent with governing laws, regulations, and policies regarding privacy and civil liberties. In its advice role, the PCLOB is authorized to review proposed legislation, regulations, and policies related to efforts to protect the nation from terrorism (as well as the implementation of new and existing policies and legal authorities), to advise the President and executive branch agencies on ensuring that privacy and civil liberties are appropriately considered in their development and implementation.

The primary purpose of this position is to perform duties as the Executive Director for the PCLOB. As such, the incumbent performs a variety of duties in pursuit of the PCLOB's mission. The incumbent reports to the full Board and works in conjunction with and under the general

direction of the Chairman, who provides policy guidance and broadly defined program objectives; and reviews and discusses with incumbent management activities, principles, and issues affecting the accomplishment of the PCLOB's mission. The PCLOB relies on incumbent's recommendations and decisions in developing and coordinating management services, activities, and programs, as well as the accomplishment of the overall mission.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the Executive Director for the PCLOB and is responsible for directing and overseeing the work of staff in support of the agency's mission to review federal counterterrorism programs to ensure they have appropriate safeguards for privacy and civil liberties. The incumbent works closely with the Chairman and Board Members on strategic planning and assessing the management and resource implications of any proposed action. The incumbent receives general direction from the Chairman and Board Members. Within the framework of broadly defined management objectives, the incumbent establishes plans and policies to ensure accomplishment of programs and projects in an efficient and effective manner. The Executive Director conducts extensive coordination and integration of resources within the agency and with external entities as required.
2. The Executive Director also coordinates closely with the PCLOB's operations staff in the management and execution of business activities, critical support services, and long-range strategic planning for several critical resource-related support functions across the agency. Position rates, oversees, and has direct line authority over all Attorney-Advisors, Program Analysts, Policy Analysts, Technologists, and Public and Legislative Affairs Officer. The Executive Director manages activities to interface with the Board, conduct extensive coordination of staff actions, develop agency projects and guidance, and provide expert staff advice to the Chairman and Board Members. Position requires a high level of managerial competence and functional expertise.
3. The Executive Director directs, supervises, and coordinates the work of agency staff in pursuit of the PCLOB's mission, including both its oversight and advice functions. This includes directing staff in planning and conducting investigations and in conducting research to scope and assess projects for the Board's review. The Executive Director manages preparation of the PCLOB's reports on counterterrorism programs, and coordinates responses to congressional and administration requests, and Board feedback and comments to the President, other agencies, and Congress.
4. The Executive Director works closely with the Chairman and Board Members in assessing mission and work requirements and developing plans, goals, and objectives. The Executive Director establishes processes for moving the agency forward toward strategic goals, leads the establishment and review of performance objectives and metrics in support of agency objectives, and, consistent with goals and objectives established by the Board, translates those goals and objectives into specific projects.

5. The Executive Director maintains a continuous program of review and analysis to assess the progress and effectiveness of the organization in relation to program objectives, budgetary limitations, schedules, and agency priorities. The Executive Director coordinates with operations staff on matters relating to resources, internal agency policy development, and programmatic developments, including human resources, facilities, logistics and environment, budget, information management and resource management functions. The incumbent identifies problem areas, coordinates corrective action and directs changes to implement improvements as necessary. The incumbent coordinates with the Chief Financial Officer on financial resources needed to accomplish the agency's mission, and reviews work efforts for areas under span of control to ensure continued support to mission elements for the Board as well as progress and timeliness of products. The Executive Director identifies problem areas, coordinates corrective action and directs changes to implement improvements, as necessary.
6. The Executive Director directs a workforce of professional staff, including technical and contract personnel, including setting performance standards, serving as a senior rater for subordinate employees, and making recommendations on personnel actions for subordinates. The incumbent demonstrates consistent emphasis on equal opportunity, affirmative action, and avoidance of discrimination in employee selection, promotion, and training and other personnel activities and actions.
7. The Executive Director represents the PCLOB in meetings with other government officials, Congress, industry, civil society, academia, and the public. The Executive Director may represent the agency in public forums and with the media. The incumbent represents the PCLOB on special boards, panels, and committees, as directed. The Executive Director may make commitments which obligate the PCLOB to a particular course of action. Representations involve issues where the employee is required to motivate, persuade, or educate persons or groups to adopt processes or take actions to advance the goals.
8. The Executive Director participates in the PCLOB's work reviewing and analyzing federal counterterrorism programs or other activities pursuant to its mission to ensure that both existing and proposed programs adequately safeguard privacy and civil liberties. On occasion, this may include investigating the operation of programs, conducting legal research and analysis, and evaluating policy implications of existing and proposed programs and making recommendations to the Board. Some of the programs and issues examined may involve little or no established precedent, may present complex legal or factual situations, and may involve important Constitutional principles, thus requiring rigorous legal analysis.

SUPERVISORY/MANAGEMENT RESPONSIBILITIES

1. Directs, coordinates, and oversee work of Attorney-Advisors, Program Analysts, Policy Analysts, Technologists, and Public and Legislative Affairs Officer. Advises staff regarding instructions and directives of higher-level management. Assists the Chairman with selecting or recommending candidates for subordinate positions, taking into consideration skills,

qualifications, and requirements. Ensures reasonable equity among performance standards for subordinate employees. Accepts, amends, or rejects work of subordinates. Makes decisions on work problems presented by subordinates, if any. Encourages self-development. Approves leave for subordinates ensuring adequate coverage in the organization during peak workloads and traditional holiday vacation time. Executes security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive materials. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace.

EDUCATIONAL REQUIREMENTS

Must possess a J.D. or LL.B. and be a member in good standing of a state bar or the District of Columbia bar.

QUALIFICATIONS

Candidates must have a minimum of ten years of work experience following completion of their law degree. Strong writing skills, proficiency in oral presentation and briefing, and subject matter expertise in privacy, civil liberties, and/or national security (especially counterterrorism) are essential for this position.

APPLICATION PROCESS

Please complete your application on <https://www.usajobs.gov/job/681610200>

Please upload the following documents when applying: Cover letter, resume, and writing sample (10 pages or less). All submitted materials must be at the UNCLASSIFIED level.

If all the materials above are not received, your application will be evaluated solely on the information available, and you may not receive full consideration or may not be considered eligible.

Candidates selected for an interview may be asked to provide references and undergo a writing assessment.

A candidate's application may be considered for other eligible vacant positions at the agency. The candidate will be contacted if considered for another eligible vacant position.

CLOSING DATE

A panel will convene to evaluate applications. A review of your application will be made to determine whether you meet the job requirements. To determine if you are qualified for this job, your resume and supporting documentation will be evaluated. Candidates will be placed into categories of "best qualified", "qualified", and "not qualified". If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your

qualifications and/or experience, you may be placed in a different category. Please follow all instructions carefully. Errors or omissions may affect your categorization.

INTERVIEWS

Interviews will be conducted by videoconference.

TELEWORK, TRANSPORTATION, AND BENEFITS

The duty station for this position is at the agency's offices in Washington, D.C. The agency is currently working on "re-entry" into the office. The incumbent will need to work in the agency's secure offices and attend briefings in person at other agencies as necessary to complete classified assignments but telework may be made available per agency policy.

If you use public transportation, part of your transportation costs may be subsidized. Our budget office can provide additional information on how this program is run.

A career with the U.S. Government provides employees with a comprehensive benefits package.