

DETAIL OPPORTUNITY

Announcement Number: DO-24-NH03

APPLICATION PERIOD:

July 12, 2024 – July 22, 2024

POSITION TITLE:

Assistant Director for Science Operations

ORGANIZATION:

Smithsonian Institution (SI)
National Museum of Natural History (NMNH)
Office of the Associate Director for Science
and Chief Scientist

LENGTH OF DETAIL:

120 days, which may be further extended

WHO MAY APPLY:

Current Smithsonian employees at grade 15

WORK DESCRIPTION:

The NMNH Associate Director for Science and Chief Scientist (ADCS) is seeking Science Operations support. The Office of the ADCS oversees scientific research and collections activities within the museum as well as the analytical laboratories and services that support these activities. These include more than 148 million collection items, substantial scientific research activities, exhibition and other public service space in Washington DC, the Museum Support Center in Suitland, Maryland, the Smithsonian Marine Station in Fort Pierce, Florida, and Anchorage Alaska. The Assistant Director for Science Operations reports to the Associate Director for Science and Chief Scientist (ADCS) at the National Museum of Natural History (NMNH).

The Assistant Director for Science Operations would serve as the main point of contact for NMNH science with the Associate Director for Operations (ADO) team on matters of personnel, finance and administration. Serves as a senior advisor to the ADCS and is responsible for assisting and advising on all matters of Science Operations, including the interpretation and implementation of policies; establishment or renewal of partnerships (within and external to SI); establishment and implementation of program goals and objectives, and the development of short- and long-range plans to accomplish goals. This includes human resources, finance and procurement, and interagency agreements and issues.

Under this detail, the major focus will be on the following tasks:

- Monitors operations actions for NMNH science - ensuring timely completion and administrative flow.
- Acts as the point of contact for ADCS staff and NMNH Science departments/units and responds to a variety of staff questions concerning personnel issues, resolving and referring those requiring institutional attention to the appropriate personnel.
- Exercises discretion and judgment in alerting the ADCS and other NMNH senior staff of matters that may require their swift attention.

In consultation with the NMNH ADCS team and Science Green team:

- Prepares overall plans for effective use of resources (both human and financial) for program accomplishment.
- Conducts formal and informal reviews of departmental Federal and Trust budgets in collaboration with NMNH finance staff where necessary.
- Updates ADCS frequently on current Federal and Trust budget expenses and balances for all science units.
- Advises senior scientific managers on personnel performance and recruitment issues.
- Establishes guidelines and performance expectations for staff, which are clearly communicated through the formal employee performance management system.

QUALIFICATIONS REQUIRED:

- Demonstrated experience in multiple operational areas – e.g., finance/budget, travel, personnel, research support;
- Demonstrated experience in managing and supporting research activities;
- Demonstrated experience in coordinating and supporting Smithsonian collection programs around science preferred;
- Excellent communication skills and demonstrated ability to communicate to a wide range of stakeholders;
- Demonstrated ability to manage multiple tasks in parallel and meet deadlines;
- Experience as a supervisor or experience in advising other supervisors on supervisory and personnel matters.

INQUIRIES ABOUT JOB REQUIREMENTS: Contact Rebecca Johnson (johnsonrn@si.edu)

HOW TO APPLY:

Send your resume and a brief cover letter electronically to Rebecca Johnson (johnsonrn@si.edu)

NMNH welcomes diversity in all respects, including but not limited to age, occupation, nationality, and background.

Note: **This is a reimbursable detail.** NMNH will pay 100% of employee's salary and benefits for the period of this detail. Current Smithsonian employees must provide written supervisory approval upon selection for this detail.

This is a Temporary Equal Employment Work Opportunity

During the period of detail, the employee will continue to occupy their official position of record with same grade, step, benefits and status and will be compensated at their current rate of pay.

The detail is not an opportunity for promotion.

