

Vacancy Announcements: [CONSUMER SAFETY OFFICER \(LEAD\); GS-0696-14; ORA/ORO/DFSR](#)

Position posting open from June 4, 2009 to July 6, 2009

This position is located in the Division of Federal-State Relations (DFSR), Office of Regional Operations (ORO), Office of Regulatory Affairs (ORA), Food and Drug Administration (FDA), Department of Health and Human Services (DHHS) in Rockville, Maryland. Incumbent is responsible for the leadership, planning, development, and coordination of a comprehensive ORA national field team cooperative program including Retail Food Protection, Milk Safety, and Molluscan Shellfish. Articulates and communicates to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and the deadlines and time frames for completion. Monitors and reports on the status and progress of work; trains or arranges for the training of team members in methods and techniques of team building and work in teams to accomplish tasks or projects. Serves as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members. Maintains program and administrative reference materials, project files, and relevant background documents; prepares and maintains records of work accomplishments and administrative information; represents the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time) and securing needed information or decisions from the supervisor on major work problems and issues that arise. Approves emergency leave and other types of leave designated by management. In addition to the team leader duties, as workload permits or as necessary, incumbent provides ORO/DFSR Headquarters national leadership to the ORA Retail Food, Milk and Shellfish Specialists in coordination with the FDA Regional Directors of Cooperative Programs and the Center for Food Safety and Applied Nutrition (CFSAN). Serves as principal contact to key personnel of FDA's CFSAN through meetings, correspondence, conferences, seminars relative to assessing program emphasis, changing needs and the most effective means of accomplishing program objectives for the development of compliance programs, workplans, and coordination and the national cooperative program field teams. Works with Regional Directors of Cooperative Programs and CFSAN to plan, coordinate special projects, field investigations, emergency response and other activities related to these areas of program concern including interactions with FDA districts, laboratories Office of Crisis Management, ORO Emergency Response coordinators and other program work activities. Participates in studies, research proposals, and other methods to determine the principal causes of substantial national deficiencies in the FDA, state and local programs; and in making recommendations as to needed program improvements.