Major Duties and Responsibilities

- Coordinate, integrate, and synchronize interagency counterterrorism resource requirements, and assist departments and agencies in justifying their requirements within their organizations, the Office of Management and Budget (OMB), and the Legislative branch when requested.
- Monitor and evaluate progress made by departments and agencies in implementing and executing the President's counterterrorism policy and corresponding strategy; provide updates, as needed, to OMB and other policy officials on the progress and efficiency of existing policies and programs in meeting policy objectives within existing resource profiles.
- Advise policy officials on the planning and programming activities of departments and agencies with respect to counterterrorism resources, and offer recommendations for future priorities.
- Anticipate and point out the resource implications of policy and planning activities and assumptions related to counterterrorism.
- Identify areas where planned spending on counterterrorism does not align to Presidential policy and develop recommendations for addressing these differences.
- Provide expertise and advice on proposed budget plans for current and future programs and develop recommendations for consideration by policy officials.
- Develop, review, and advise on the preparation of formal documents for National Counterterrorism Center (NCTC) leadership, OMB, the National Security Staff and United States Government (USG) consumers in a manner that meets their specified requirements.

Knowledge, Skills, and Abilities Required:

- Extensive knowledge of the USG budget cycle and decision process; demonstrated ability to use analytical and critical thinking skills to support policy and resource recommendations and influence OMB and departmental decisions.
- Demonstrated ability to coordinate program and resource priorities across organizational boundaries.
- Extensive knowledge of the mission, roles, and responsibilities of USG departments and how these organizations can effectively cooperate in implementing resource plans and programs related to counterterrorism.
- Demonstrated ability to produce coherent, concise, and effective position papers, briefings, and other materials to support budgetary and policy deliberations at the Executive Office of the President level.
- Demonstrated ability to communicate complex information clearly, concisely, and in a manner that is targeted to, and meets the needs of diverse audiences with different perspectives and objectives.
- Demonstrated ability to listen to, clarify, and convey understanding of others’ ideas, comments, and questions as well as the ability to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and recommendations.