

FEDERAL EXECUTIVE BOARD
EXECUTIVE DEVELOPMENT PROGRAM



Executive Development and
Rotational Assignment Application

Executive Assistant

1. **Participant Information**

NAME:

ORGANIZATION:

ADDRESS:

TELEPHONE:

EMAIL:

2. **Assignment Position and Location: Atlanta Federal Executive Board**

AGENCY: Atlanta Federal Executive Board

POSITION: Executive Assistant

ADDRESS: 75 Ted Turner Dr. SW, Ste #1142, Atlanta, GA 30303

HOST SUPERVISOR: Executive Director

TELEPHONE: (404) 331-4400 Office

EMAIL: atlantafeb@gsa.gov

3. **Assignment Period: 360 days (or no less than 180 days)**

START DATE: To Be Determined

END DATE: To Be Determined

VACATION PERIOD: All pre-approved leave is granted (and leave as requested).

TRAVEL: Limited Local Travel

SHADOWING ASSIGNMENT: Up to 5 days total throughout the detail period

4. Overview of Host Organization: - Include the organization's primary mission and tasks.

Since their inception by Presidential Directive in 1961, Federal Executive Boards (FEBs) have served as models for partnership-based government. The Boards serve as a vital link to intergovernmental coordination by identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for, and respond to, local and national emergencies. While promoting issues related to administration initiatives, FEBs provide targeted training programs, employee development, shared resources, and local community outreach and participation. The FEB's role as a conduit of information and a meeting point for a variety of agencies – each with a different mission – is critical to provide a more effective government.

The FEB's Mission: To increase the effectiveness of Federal Government by strengthening coordination of Government activities.

5. Overview of Participant's Assignment and Duties:

The participant will be asked to provide leadership on several distinct projects during the assignment tenure. They are:

- Serves as support to the Executive Director. Provides consult and advise to the FEB Executive Director and FEB Policy and Steering Committee, consisting of the highest-ranking Federal officials in the Greater Atlanta area. The Assistant works directly for the FEB Executive Director. The incumbent will directly interact with top level Federal and city government officials, but also officials from the Private Sector, School Districts of Atlanta, and the varied Academic Community, Philanthropic Organizations and the rest of the non-profit community, Congressional and Legislative Offices, Courts, and the general public.
- In addition to local contacts, the assistant will also communicate and interact with the White House, the Vice President's Office, OPM, OMB, NPR, and other Federal agency HQS or central offices.
- Manage the Atlanta Federal Executive Board's training Calendar. The participant will link HR policies and programs to the organization's mission & service outcomes.
- At the behest of the Executive Director or Policy Committee, but without specific guidance, the assistant develops periodic meetings for the FEB general membership. This may entail working with specific FEB committees or working groups. This includes developing a list of potential speakers; checking their availability and costs; determining meeting

dates, location, and format; preparing all notice and registration information to make the meeting happen, and developing and analyzing post-meeting surveys to assess whether objectives were met and solicit input on future programs.

6. How will the assignment expose the participant to leadership experiences and other activities that would further address the competency areas as identified by participant?

The assignments are designed to increase the participant's exposure to the Atlanta Federal community and to allow the use of creativity and innovation in the execution of the FEB and its initiatives and programs.

Through working with the current FEB programs, the participant will learn how to effectively deliver program initiatives while communicating with federal agencies in Region IV.

Through working with area federal employees, the participant will have opportunities to problem solve, engage in research, and identify and develop training competencies targeted to GS level employees and others. The participant will have opportunities to make presentations before groups of federal employees, agency executives, and community leaders and stakeholders.

The participant will interact with customers and stakeholders in a way that demonstrates customer concern and awareness while building confidence and trust among Region IV federal agencies.

The participant will learn to apply organizational development principles by adapting HR services to the FEB's organizational culture.

The participants will learn to design and implement FEB services that incorporate business system applications. That participant uses principles that coordinate business processes to improve its efficiency and effectiveness.

7. How will the assignment bring value back to the participating organization?

The assignments are designed to advance the participants analytical, strategic and creative thinking skills. The participant will have an increased knowledge of staff & line roles within federal agencies, an increased knowledge of FEB strategies, and sought after competency development techniques that will be applicable to IRS's developmental strategies.

The participant will clearly understand how to develop and cultivate employee/agency relationships. The participant will have a demonstrated understanding of agency core values, and the importance of promoting diversity.

The participant will have had exposure to balancing both agency & employees' training needs and resources. During the assignment, the participant will have had exposure to and would have acquired some basic knowledge of human resources laws & policies.

8. Flexibility Clause: If evaluation of the participant's progress dictates a change, the assignment objectives may be modified. If the assignment plan does not provide facilities and the opportunity to achieve the participant's objectives, the developmental assignment may be terminated with mutual consent.

Approval Signatures:

Detailee/Participant **Date**

Approving Agency Official **Date**

Developmental Assignment Supervisor **Date**
Executive Director, Atlanta FEB