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EXECUTIVE SEARCH CONSULTANTS

**ASSOCIATE ADMINISTRATOR for
RESEARCH, DEVELOPMENT and TECHNOLOGY (RD&T)**

**RESEARCH and INNOVATIVE TECHNOLOGY ADMINISTRATION (RITA)
within the U.S. DEPARTMENT OF TRANSPORTATION**

Washington, DC

Client:

The Research and Innovative Technology Administration (RITA) coordinates the U.S. Department of Transportation's research and education programs, and is working to bring advanced technologies into the transportation system. RITA also offers vital transportation statistics and analysis, and supports national efforts to improve education and training in transportation-related fields. RITA works to ensure that the nation's transportation research investments produce results for the American people.

Opportunity:

The Associate Administrator (AA) for Research, Development and Technology (RD&T) plays a critical role in fulfilling RITA's primary mission in coordination, facilitation, and review of U.S. Department of Transportation (DOT) cross-modal research and development programs and activities. The AA is a visionary leader who can build and develop a professional staff, foster collaboration among researchers, program managers and agencies across the U.S. DOT and with external stakeholders; is responsible for fostering innovation in transportation, performing strategic planning for federal and U.S. DOT transportation research and development; and managing DOT-wide transportation advanced technology, research, education and technology transfer programs. The AA establishes a vision for the Office of RD&T and actively finds ways to engage staff members and external stakeholders.

The AA participates in, and leads, policy functions and interdepartmental and cross-modal councils dealing with federal and U.S. DOT transportation science and technology. This includes developing federal and U.S. DOT transportation science and technology policy and strategy, conducting and expanding outreach, facilitating public-private partnerships, fostering long-term research, and furthering workforce development through university transportation research and education programs. The AA is a convenor who integrates a collaborative spirit in all of their work, is actively engaged in the transportation research community, and has full authority to speak and act for the Administrator and Deputy Administrator on matters related to the establishment, interpretation, and application of policies in assigned functions.

Duties and Responsibilities:

Under the executive direction of the RITA Administrator, the AA is responsible for the following RITA functions:

- I. Coordination, facilitation and review of the U.S. DOT's collaborative research, development and technology (RD&T) programs and activities, including:
 - Coordinating all U.S. DOT and Operating Administration transportation research efforts and ensuring those efforts are consistent with U.S. DOT policy objectives and strategic priorities. Building a sense of excitement about U.S. DOT research among researchers, program managers and stakeholders.
 - As the Executive Secretary for the U.S. DOT RD&T Planning Council, the AA encourages cross-modal collaboration between transportation researchers and program managers inside the U.S. DOT and among external stakeholders.
 - Managing a collaborative strategic planning process for transportation RD&T across the U.S. DOT, using as input the *U.S. DOT Strategic Plan*, and executive and policy guidance from the Under Secretary for Policy, the Assistant Secretary for Transportation Policy, and the Assistant Secretary for Aviation and International Affairs.
 - Leading the federal transportation RD&T strategic planning and coordination process across all federal agencies. Engages with and inspires collaboration with the people managing and conducting research programs.
 - Conducting an annual review of modal RD&T programs to ensure that they meet U.S. DOT and Administration goals and priorities, and are aligned with the *DOT Research, Development and Technology (RD&T) Strategic Plan* and the President's Budget; producing, updating and publishing the annual *RD&T Strategic Plan*, and communicating and coordinating with external stakeholders, including state departments of transportation.
 - Evaluating U.S. DOT Research and Development (R&D) technology programs to assess their effectiveness and consistency with DOT R&D technology policies.
- II. Providing multimodal expertise in transportation research and analysis, research strategic planning, and systems engineering, including:
 - Conducting transportation system-level assessments and research on new and emerging technologies, and evaluating the impact of these new technologies on U.S. DOT RD&T programs.
- III. Advancing innovative technologies through research, development and deployment, including:
 - Monitoring and facilitating the application of long-term enabling research in transportation technologies performed by other federal agencies, state departments of transportation, other transportation agencies, academia, and the private sector.

- Collecting and disseminating information on international R&D technology activities underway across the U.S. DOT and works with the U.S. DOT operating administrations to identify new opportunities for transnational R&D partnerships.
 - Strengthening existing public-private technology partnerships and promoting new collaborations through outreach to industry, academia and other agencies.
- IV. Leading and leveraging the U.S. DOT's university research and education programs in transportation and related fields to ensure that their products are informing U.S. DOT priorities, including:
- Managing and coordinating a nationwide program of collaborative cross-modal transportation research, education and technology transfer through grants to university transportation centers, dissemination of products and results, and fostering university participation in the planning, conduct and analysis of transportation research and technology.
 - Reviewing other U.S. DOT technology support to universities and centers of higher education to evaluate its contribution to the U.S. DOT RD&T programs and to avoid unnecessary duplication.
 - Supporting the U.S. DOT's collaborative transportation workforce development and recruitment efforts through the U.S. DOT university programs and with external stakeholders.
- V. Supporting the RITA Administrator in the Administrator's role as Principal Advisor to the Secretary with respect to scientific, technical and analytical matters, including:
- Facilitating U.S. DOT participation in initiatives of the Office of Science and Technology Policy/National Science and Technology Council.
 - Representing the U.S. DOT regarding research, development and technology performance activities.
 - Representing the U.S. DOT on departmental, national and international committees and meetings dealing with RD&T.

Professional and Technical Qualifications (PTOs):

- Evidence of strong leadership skills to manage programs, projects, people, and resources (financial and human) in a large, highly-diverse, multi-disciplined research environment and with a broad range of internal and external interests and constituents.
- Clear, demonstrated understanding of complex systems issues in transportation, technology, research, and education and their interrelationship necessary to represent an organization on national and international forums on transportation research and technology programs.
- Ability to convene and facilitate collaboration among a diverse set of internal and external stakeholders, maximize effectiveness of team and resources in pursuit of organization research goals.

- Education:** Masters or PhD in an analytical discipline highly preferred.
- Compensation:** Up to \$179,700 as well as eligibility of a performance-based bonus. Permanent change of station expenses will be paid. This is a Senior Executive Service-level position.
- EEO:** All candidates will be considered without regard to race, color, religion, sexual orientation, national origin, or disability.
- Deadline:** To be considered, applications must be received no later than midnight, March 28, 2011. Please refer to the how to apply section of the vacancy announcement RITA-11-003-NG at the USAJOBS website (<http://www.usajobs.gov/>).
- Citizenship:** U.S. Citizenship required.

Contact:

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JDG Associates, established in 1973, is a leading provider of executive recruiting services to the Federal government, associations/non-profits, Fortune 1000 corporations, and a variety of government contractors.