



Model Job Description – FOR DISCUSSION PURPOSES ONLY

DISTRICT DIRECTORATE CHIEF – RESPONSE (DDC-R)

The District Directorate Chief - Response position does not replace any District Staff Officer. The DDC-R coordinates staff efforts to maximize the effectiveness of all programs relating to their directorate. District Staff Officers are still responsible for communications both up and down the chain with their respective National, Division, and Flotilla counterparts, utilizing the concept of parallel staffing.

The District Directorate Chief – RESPONSE is appointed by the District Commodore with input from the District Chief of Staff. The DDC-R works under the general direction of the DCO and the immediate direction of the DCOS. The DDC-R reports to the District Chief of Staff on all administrative matters.

Specific Duties

Responsible for managing and providing overall direction for the following programs:

- Aviation (AV)
- Communications (CM)
- Operations (OP)

Provides operational mission support to the USCG for normal and emergency situations

General Duties

- Provide oversight of the Auxiliary programs pertinent to the Response area
- Mentor the District Staff Officers in administrative duties and/or their program areas
- Monitor department and interdepartmental activities
- Interface with Coast Guard at Sectors via the ASC or as assigned by the DCO
- Interface with Coast Guard personnel and program managers on behalf of the directorate program (Response) through the respective Area Sector Coordinators
- Attend District Board and Staff meetings and report to the EXCOM on issues relative to their Directorates activities
- Maintain direct interface with the editor of the district publications, providing information or articles as appropriate
- Actively manage and sustain succession plans for key positions in the directorate. In particular, identify viable candidates for District Staff Officers.
- Coordinate activities with fellow District Directorate Chiefs, District Staff and Commodore's Staff
- Maintain liaison with the DCO, District Captains (DCAPT), and USCG Operations Training Officer (OTO) on matters dealing with Response and directorate personnel
- Perform various administrative and other tasks as assigned by the DCO or DCOS.