

Duties and Responsibilities Statement

**Director, National Center on Sleep Disorders Research (NCSDR)
Division of Lung Diseases (DLD)
National Heart, Lung and Blood Institute (NHLBI)
National Institutes of Health
Department of Health and Human Services**

The Director, NCSDR, DLD, NHLBI, will be a dynamic scientific leader widely recognized for his/her scientific vision and research credentials related to basic, translational, clinical, and implementation sleep and circadian research, sleep research training, and sleep public health. The NCSDR Director will have a profound impact upon the national investment in innovative, creative, and cutting edge research and the quality of service to the research community.

The Director, NCSDR, leads the organization and provides authoritative leadership, including policy development and program management in cross-cutting, trans-Institute and trans-governmental research programs. The Director will support research, training, education, and dissemination of health information to health care professionals and the public and other activities related to sleep disorders, including biological and circadian rhythm research, basic research to enhance understanding of sleep, chrono-biological and other sleep-related research. He/She will coordinate the sleep research activities of the Center with related activities of other Federal agencies, other NIH Institutes and Centers (ICs) and public, patient and professional profit and non-profit organizations. The Director will prepare a comprehensive plan for conducting and supporting research on sleep, circadian and sleep disorders and working to facilitate its implementation. He/She will provide leadership and coordination over the Sleep Disorders Research Advisory Board (SDRAB). This Board makes recommendations to the Director, NIH, the Director of NHLBI, and executive leaders within other NIH ICs as well as other Federal agencies.

The Director, NCSDR is the keystone at the intersection of all the federal agencies that address insufficient sleep as a public health epidemic and its impact on the U.S. public, their families, employers, and care givers. This position is the principle NIH contact for sleep health recommendations for the Department of Health and Human Services (DHHS). Responsibilities include facilitating the inter-agency Sleep Health Working Group, coordinating responses to public comments, and representing national sleep health objectives before the Healthy People Federal Interagency Working Group monthly and in public progress reports held annually with the DHHS Office of the Assistant Secretary for Health.

This position will serve as a resource and point of executive contact for NIH in addressing sleep and circadian health in the national media, including live radio interviews, and network television appearances. He/She will also represent NIH sleep and circadian research programs in Capitol Hill briefings and conferences organized by diverse stakeholders including medical associations, research societies, non-profit organizations, as well as in high profile forums.

The Director, NCSDR, reports directly to the Director, DLD. He/she plans and executes all technical and managerial functions independently and is responsible for implementing an effective system of internal controls of resources, in compliance with prevailing regulations, policies, and procedures.