POSITION DESCRIPTION

**Deputy Administrator of the Federal Emergency Management Agency for protection and national preparedness, department of homeland security**

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| **OVERVIEW** | |
| Senate Committee | Homeland Security and Governmental Affairs |
| Agency Mission | To ensure a homeland that is safe, secure and resilient against terrorism and other potential threats |
| Position Overview | The deputy administrator for protection and national preparedness is responsible for the coordination of preparedness- and protection-related activities throughout the Federal Emergency Management Agency (FEMA), including grants, planning, training, exercises, individual and community preparedness, assessments, lessons learned, continuity of government and national capital region coordination.[[1]](#endnote-1) |
| Compensation | Level III $165,300 (5 U.S.C. § 5313)[[2]](#endnote-2) |
| Position Reports to | Administrator of the Federal Emergency Management Agency |
| **RESPONSIBILITIES** | |
| Management Scope | Key organizational elements of FEMA include the Office of the FEMA Administrator, Office of National Capital Region Coordination (ONCRC), Protection and National Preparedness (PNP), Mission Support, U.S. Fire Administration (USFA), Federal Insurance and Mitigation Administration (FIMA) and Office Response and Recovery (ORR).  In addition to its headquarters in Washington, D.C., FEMA has ten permanent regional offices, three permanent area offices, and various temporary disaster-related sites that carry out its operations throughout the United States and its territories. In fiscal 2016, FEMA had 4,722 nonseasonal full-time permanent employees and a budget of $13.2 billion. |
| Primary Responsibilities | * Manages and oversees the coordination and preparation of national protection-related activities throughout FEMA * Manages and oversees the following FEMA organizations:   + Office of the Deputy Administrator for Protection and National Preparedness:     - Office of Counterterrorism and Security Preparedness     - Office of Preparedness Integration and Coordination     - Strategic Resource Management Office   + Grant Programs Directorate, which strategically administers FEMA assistance grants to ensure critical and measurable results for customers and stakeholders by improving emergency preparedness capabilities and reducing risks to the nation in times of man-made and natural disasters   + National Continuity Programs (NCP), which is the federal executive branch lead agent for continuity of essential national functions. Its mission is to minimize the disruption to essential operations in order to guarantee an enduring constitutional government in response to a full-threat spectrum of emergencies. Responsibilities include development and promulgation of continuity directives; guidance; education and training; and coordination among the federal, state, local, territorial, tribal and private sectors. NCP also coordinates with and participates in federal, state and local continuity exercises.   + National Preparedness Directorate (NPD), which provides the doctrine, programs and resources to prepare the nation to prevent, protect against, mitigate, respond to and recover from disasters while minimizing the loss of lives, infrastructure and property. NPD manages and oversees:     - National Integration Center     - Individual and Community Preparedness Division     - National Training & Education:       * Center for Domestic Preparedness       * Emergency Management Institute       * National Training and Education Division     - Continuing Training Grants Program     - National Exercises Division     - Technological Hazards Division     - National Preparedness Assessment Division |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Extensive leadership and management experience * Strong training, education and experience in leading and guiding emergency preparedness and protection programs at federal, regional, state and local levels * Demonstrated knowledge and experience in administering federal grant programs related to national protection and emergency preparedness * Executive knowledge and experience managing national continuity programs that safeguard enduring constitutional government and essential national functions * Demonstrated knowledge and experience in managing and overseeing education and training programs to build and sustain national, regional, state and local emergency preparedness * Substantive experience in strategy development * Background or experience in budgeting, acquisition and workforce management |
| Competencies | * Strong communication and interpersonal skills * Ability to integrate diverse missions and organizations * Ability to work under high pressure |
| **PAST APPOINTEES** | |
| Timothy W. Manning (2009 to 2017) – Secretary of the New Mexico Department of Homeland Security and Emergency Management; Homeland Security Advisor to former Gov. Bill Richardson | |
| Dennis R. Schrader (2007 to 2009) – Deputy Secretary for Policy, Planning and Enterprise Services, Maryland Department of Transportation; Director of Facilities Management, Director of Operations and Vice President for Project Planning and Development, University of Maryland Medical System | |
| No previous appointee. Role was created by PL 109-295, Post Katrina Emergency Management Reform Act (2006). Previously, associated duties were performed under the management and oversight of the Department of Homeland Security Undersecretary for Emergency Preparedness & Response, Michael D. Brown. | |

# Endnotes

This position description was created with the help of MITRE Corporation, a not-for-profit company that provides innovative, practical solutions for some of the nation's most critical challenges in defense and intelligence, aviation, civil systems, homeland security, the judiciary, health care and cybersecurity.

1. <https://www.fema.gov/protection-and-national-preparedness> [↑](#endnote-ref-1)
2. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-2)