# POSITION DESCRIPTION

# Assistant Secretary for Communications and Information, Department of commerce

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation |
| Agency Mission | To create the conditions for economic growth and opportunity |
| Position Overview | The assistant secretary of commerce for communications and information is the administrator of the National Telecommunications and Information Administration (NTIA); he or she determines policy, directs programs and is responsible for all activities of NTIA, which is the executive branch agency principally responsible for advising the president on telecommunications and information policy issues. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Commerce |
| **RESPONSIBILITIES** |
| Management Scope | NTIA has a fiscal 2017 budget of $114 million and 271 employees.[[2]](#endnote-2) |
| Primary Responsibilities | * Determines policy, directs programs and is responsible for all activities of NTIA, which focuses largely on expanding broadband internet access and adoption in America, expanding the use of spectrum by all users and ensuring that the internet remains an engine for continued innovation and economic growth
* Oversees the First Responder Network Authority, which:
	+ Is an independent authority within NTIA created on February 22, 2012 by the Middle Class Tax Relief and Job Creation Act
	+ Has the mission to build, operate and maintain the first high-speed, nationwide wireless broadband network dedicated to public safety
	+ Provides a single interoperable platform for emergency and daily public safety communications[[3]](#endnote-3)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Communications experience
* Previous government experience (a plus)
* Strong relationships with relevant stakeholders, or ability to form them
* Strong management experience
* Understanding of the legislative and federal budgeting process
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| Competencies | * Strong communication and interpersonal skills
* Ability to work in a matrixed environment
* Ability to work across party lines
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| **PAST APPOINTEES** |
| Lawrence E. Strickling (2009 to 2017): Policy Coordinator, Obama for America; Chief Regulatory and Chief Compliance Officer, Broadwing Communications, LLC; Senior Vice President, Allegiance Telecom[[4]](#endnote-4) |
| John M. R. Kneuer (2006 to 2007): Deputy Assistant Secretary, NTIA, Department of Commerce; Senior Associate, Piper Rudnick; Executive Director for Government Relations, Industrial Telecommunications Association[[5]](#endnote-5) |
| Michael D. Gallagher (2003 to 2006): Chief of Staff, Deputy Secretary of Commerce Samuel Bodman, Department of Commerce; Deputy Chief of Staff for Policy and Counselor, Secretary Donald L. Evans, Department of Commerce; Deputy Assistant Secretary, NTIA, Department of Commerce[[6]](#endnote-6) |

1. 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-1)
2. https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=152413&LDISecId=180&FromRecent=1&Save=0#O152413 [↑](#endnote-ref-2)
3. OPM PD [↑](#endnote-ref-3)
4. https://www.ntia.doc.gov/page/2011/lawrence-e-strickling [↑](#endnote-ref-4)
5. https://www.ntia.doc.gov/legacy/ntiahome/ntiageneral/bios/kneuer\_061406.html [↑](#endnote-ref-5)
6. Leadership Directories [↑](#endnote-ref-6)