# POSITION DESCRIPTION

# Assistant Secretary for Export Administration, Department of commerce

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| **OVERVIEW** |
| Senate Committee | Banking, Housing and Urban Affairs |
| Agency Mission | To create the conditions for economic growth and opportunity |
| Position Overview | The assistant secretary for export administration assists and advises the undersecretary for industry and security on the development of policies pertaining to export administration issues. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary for Industry and Security[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary for export administration managed a budget of $56 million in fiscal 2015.[[3]](#endnote-3) |
| Primary Responsibilities | * Assists and advises the undersecretary for industry and security on the development of policies pertaining to export administration issues
* Provides overall direction to and management of the national security, nonproliferation, foreign policy, short supply, national defense and strategic industrial resource functions delegated to the Bureau of Industry and Security, including the issuance of related regulations
* Serves as an alternate to the undersecretary in representing the department on interagency committees dealing with SIS issues
* As directed by the undersecretary, represents the department in domestic and international fora that address such SIS issues
* Chairs the Advisory Committee on Export Policy
* Supports the President's Export Council Subcommittee on Export Administration as the principal point of contact
* Coordinates the department's Technical Advisory Committees on export controls
* Prepares congressionally mandated reports, including Export Administration's contribution to SIS's annual report[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Previous government experience (a plus)
* Strong relationships with relevant stakeholders, or ability to form them
* Understanding of the legislative and federal budgeting process
* Track record of being an effective manager in a large and diverse organization
* Knowledge in the areas of finance, personnel, planning and evaluation
* Knowledge of the division’s functions and policies
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| Competencies | * Strong leader
* Strong communication and collaboration skills to work extensively across U.S. government agencies and other relevant stakeholders
* Ability to work under high pressure
* Ability to work across party lines
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| **PAST APPOINTEES** |
| Kevin Wolf (2010 to 2017): Partner, Washington, D.C. Office, Bryan Cave LLP; Deputy Leader, International Trade Group, Bryan Cave LLP; Assistant Special Counsel, Committee on Standards of Official Conduct, House of Representatives[[5]](#endnote-5) |
| Christopher R. Wall (2008 to 2009): Executive Committee Member, Board of Trustees and Executive Committee, Council for International Business; Partner, Washington, D.C. Office, Pillsbury Winthrop Shaw Pittman LLP; Managing Partner, Washington, D.C. Office, Pillsbury Winthrop Shaw Pittman LLP[[6]](#endnote-6) |
| Christopher A. Padilla (2006 to 2007): Chief of Staff, Office of the Deputy Secretary, Department of State; Assistant U.S. Trade Representative for Intergovernmental Affairs and Public Liaison, Office of the U.S. Trade Representative, Executive Office of the President; Director, International Trade Relations, Eastman Kodak Company[[7]](#endnote-7) |

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://www.commerce.gov/sites/commerce.gov/files/media/files/2015/docorgchartfinal.pdf [↑](#endnote-ref-2)
3. Leadership Directories [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. Leadership Directories [↑](#endnote-ref-5)
6. Leadership Directories [↑](#endnote-ref-6)
7. Leadership Directories [↑](#endnote-ref-7)