# POSITION DESCRIPTION

# Assistant secretary for export enforcement, 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 enforcement assists and advises the undersecretary for industry and security on the development of policy and the administration of programs for export enforcement and anti-boycott compliance. |
| 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 enforcement managed a budget of $41 million in fiscal 2015.[[3]](#endnote-3) |
| Primary Responsibilities | * Assists and advises the undersecretary for industry and security on the development of policy and the administration of programs for export enforcement and anti-boycott compliance
* Provides overall direction on the enforcement of functions related to the national security, nonproliferation, foreign policy, short supply, fastener quality and anti-boycott compliance programs, including making recommendations on the clarity and enforceability of relevant regulations
* As directed by the undersecretary, represents the department at interagency meetings on the development and enforcement of export control and anti-boycott laws and regulations
* Approves orders regarding pre-charging settlements in administrative enforcement cases involving violations of export control and anti-boycott laws
* Signs temporary denial orders
* Develops legislative proposals
* Supports SIS's seminar and outreach efforts
* Supervises special agents in the employ of SIS
* Provides support to the deputy undersecretary in his/her role as the principal liaison with US&FCS for the coordination of SIS's domestic and overseas programs[[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** |
| David W. Mills (2010 to 2017): Chief of Licensing, Department of the Treasury; Advisor/Attorney, Bureau of Industry and Security, Department of Commerce; Of Counsel, DLA Piper LLP[[5]](#endnote-5) |
| Darryl W. Jackson (2005): Partner, Arnold and Porter LLP; Executive Assistant U.S. Attorney for Operations, U.S. Attorney’s Office; Chief, Narcotics Section, U.S. Attorney’s Office[[6]](#endnote-6) |
| Julie L. Meyers (2003): Chief of Staff, Criminal Division, Department of Justice; Deputy Assistant Secretary for Money Laundering and Financial Crimes, Department of the Treasury; Assistant U.S. Attorney, Eastern District, New York[[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. https://www.bloomberg.com/profiles/people/17505549-david-w-mills [↑](#endnote-ref-5)
6. http://www.apks.com/en/perspectives/news/2005/07/darryl-jackson-nominated-by-white-house-to-expor\_\_ [↑](#endnote-ref-6)
7. https://georgewbush-whitehouse.archives.gov/government/j-myers-bio.html [↑](#endnote-ref-7)