# POSITION DESCRIPTION

**Deputy secretary, department of the interior**

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| **OVERVIEW** |
| Senate Committee | Energy and Natural Resources |
| Agency Mission | The Department of the Interior protects and manages the nation’s natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated Island Communities.  |
| Position Overview | The Deputy Secretary is the second-highest-ranking official at the Interior Department with statutory responsibilities as the chief operating officer. The Deputy Secretary is a key leader in implementing the administration's priorities for the Department of the Interior, including water policy and relations, as well as serving as the head of the department's Land Buy-Back Program, the land consolidation component of the Cobell Settlement. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Interior |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Department of the Interior had $12,340 million in outlays and 48,798 total employment. As chief operating officer, the deputy secretary will manage people from all over the organization, not just those in his or her direct office. |
| Primary Responsibilities | * Executes the president’s and secretary’s strategic plan for the agency by dealing with the overall operations, managing the individual departments and integrating mission-support functions with program and policy objectives
* Works with peers in other agencies, the Office of Management and Budget, stakeholders (like local or state governments) and, at times, Congress
* Resolves interagency conflict
* Serves as a key advisor to the secretary on all matters pertaining to the agency
* Ensures that the agency’s components are delivering their programs and services with integrity, and in an effective and efficient manner
* Develop and manage complementary internal management processes that coordinate across programs
* Represent the secretary in public and private meetings including dealings with the White House, Congress, state governments and trade groups.
* Oversee internal Government Performance and Results Act processes
* Must work closely with the Secretary, Chief of Staff and CXOs
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration]  |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Proven ability and experience leading and managing a large and complex enterprise
* Previous experience with federal government enterprise operations
* Understanding of core services, programs and initiatives delivered by the agency’s key departments
* Experience dealing with high-profile stakeholders
* Experience leading through unexpected crisis situations (preferred)
* Familiarity with the federal budget process (preferred)
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| Competencies | * Demonstrated ability to resolve conflicts within a large organization
* Comfortable taking charge when leading and managing the agency, since deputy secretaries often have very vague or undefined statutory responsibilities and authorities
* Ability to establish positive relationships with co-workers and external stakeholders
* Ability to forge strong congressional relationships (preferred)
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| **PAST APPOINTEES** |
| Mike Connor (2014-2017) – Commissioner of the Bureau of Reclamation; Counsel to the Senate Energy and Natural Resources Committee; Director of the Secretary's Indian Water Rights Office |
| David J. Hayes (2009-2013) – Team Lead for Obama Transition: Energy and Environment Agencies, President-elect Obama's Transition Team; Partner and Global Chair, Environment, Land and Resources Department at Latham & Watkins |
| Lynn Scarlett (2005-2009) – Assistant Secretary—Policy, Management and Budget, Department of the Interior |
| Steven Griles (2001-2004) – Partner, National Environmental Strategies; Senior Vice President, The United Company |

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)