# POSITION DESCRIPTION

**Deputy Secretary, Department of transportation**

|  |  |  |  |
| --- | --- | --- | --- |
| **OVERVIEW** | | | |
| Senate Committee | Commerce, Science and Transportation | | |
| Agency Mission | To ensure a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future. | | |
| Position Overview | The Deputy Secretary is the Department of Transportation’s (DOT) chief operating officer, responsible for day-to-day operations of the 10 modal administrations and the work of more than 55,000 DOT employees nationwide and overseas. The Deputy Secretary assists the Secretary in the discharge of his or her responsibilities, with authority to act for him or her in all matters not reserved to the secretary by law, order or instructions of the secretary. The Deputy Secretary is second in the order of succession. | | |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[1]](#endnote-1) | | |
| Position Reports to | Secretary of the Department of Transportation | | |
| **RESPONSIBILITIES** | | | |
| Management Scope | | In fiscal 2015, DOT had $75,425 million in outlays and 53,822 total employment. The secretary’s office had 1,185 full-time equivalents. However, 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 | | * Oversees day-to-day operations of the department, including:   + Financing and regulation of highway, transit and airport infrastructure improvements   + Ensuring the effective execution of the airspace and air traffic control system   + Regulating the safety of all modes of transportation (cars, trucks, railroads, airplanes, pipelines, hazardous materials)   + Developing cooperation among federal, state and local governments, carriers, labor and other interested persons to achieve transportation objectives   + Evaluate, develop and recommend to the secretary departmental and legislative budgetary, programmatic or legislative actions to achieve the president’s transportation objectives * Stimulates technological advances in transportation and transportation safety. * 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 * Develops and manages complementary internal management processes that coordinate across programs * Represents the secretary in public and private meetings including dealings with the White House, Congress, state governments, trade groups and others * Oversees internal Government Performance and Results Act processes * Works closely with the Secretary, Chief of Staff and CXOs | |
| 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) * Knowledge/experience in transportation industry or government transportation operations is a plus | | |
| Competencies | * Demonstrated ability to resolve conflicts within a large organization * Comfortable taking charge when leading and managing the agency, as deputy secretaries often have very vague or undefined statutory responsibilities and authorities * Ability to establish positive relationships with coworkers and external stakeholders * Ability to forge strong congressional relationships (preferred) * Effective relationships and respect within the highway, air, transit and other elements of the transportation industry in the United States is a plus | | |
| **PAST APPOINTEES** | | | |
| Victor Mendez (2014-2017) – Administrator of the Federal Highway Administration; Director of the Arizona Department of Transportation | | |
| John D. Porcari (2009-2013) – Maryland Secretary of Transportation; Vice-President for Administrative Affairs at the University of Maryland; Maryland Deputy Secretary of Transportation; Development Manager for Office of County Executive in Prince George's County | | |
| Thomas Barret (2007-2009) – first permanent administrator of the Pipeline and Hazardous Materials Safety Administration; Vice Commandant of the United States Coast Guard; served 35 years in the Coast Guard | | |

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)