# POSITION DESCRIPTION

# Assistant Administrator (International and Tribal Affairs), environmental protection agency

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| **OVERVIEW** |
| Senate Committee | Environment and Public Works |
| Agency Mission | To protect human health and the environment |
| Position Overview | The assistant administrator for international and tribal affairs (formerly the assistant administrator for international activities) provides overall direction of the agency's international programs and activities subject to U.S. foreign policy, and assures appropriate consideration of program, scientific and legal issues in the formulation of EPA's positions. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Environmental Protection Agency Administrator[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the assistant administrator for international and tribal affairs managed an enacted budget of $94.939 million and oversaw 159 full-time equivalents.[[3]](#endnote-3) |
| Primary Responsibilities | * Conducts continuing evaluations of the agency's international activities, and positions the agency to take the lead in solving complex international environmental problems to protect the global environment
* Oversees the Office of International and Tribal Affairs, which also includes the American Indian Environmental Office that coordinates the agencywide effort to strengthen public health and environmental protection in Indian country, with a special emphasis on helping tribes administer their own environmental programs[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Understanding of environmental science and EPA structure and processes
* Previous government experience and knowledge of the legislative and federal budgeting process
* Track record as an effective manager in a large and diverse organization
* Knowledge in the areas of finance, personnel, planning and evaluation
* Strong relationships with relevant stakeholders, or ability to form them
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| Competencies | * Strong leader
* Ability to communicate effectively, internally and externally
* Strong coordination and collaboration skills to work extensively across U.S. government agencies and other relevant stakeholders
* Ability to work under high pressure and handle sensitive matters
* Political sensitivity and savvy
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| **PAST APPOINTEES** |
| Michelle DePass (2009 to 2013): Program Officer, Ford Foundation; Senior Policy Advisor, Department of Environmental Protection, State of New Jersey[[5]](#endnote-5) |
| Judith Elizabeth Ayres (2001 to 2008): The Environmental Group, San Francisco; Principal, William D. Ruckelshaus Associates; Regional Administrator, Region 9, Environmental Protection Agency[[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://www.epa.gov/aboutepa/epa-organization-chart [↑](#endnote-ref-2)
3. https://www.epa.gov/sites/production/files/2015-02/documents/epa\_fy\_2016\_congressional\_justification.pdf [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=853684&Save=1 [↑](#endnote-ref-5)
6. http://prabook.com/web/person-view.html?profileId=878955 [↑](#endnote-ref-6)