POSITION DESCRIPTION

**assistant administrator for water, environmental protection agency**

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| **OVERVIEW** |
| Senate Committee | Environment and Public Works[[1]](#endnote-1) |
| Agency Mission | To protect human health and the environment[[2]](#endnote-2) |
| Position Overview | The assistant administrator for the Office of Water performs a variety of policy, communications, resources management and operational functions for managing the National Water Program. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[3]](#endnote-3) |
| Position Reports to | Administrator of the Environmental Protection Agency (EPA)[[4]](#endnote-4) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the assistant administrator of the Office of Water oversaw a budget of $17.328 million.[[5]](#endnote-5) The assistant administrator oversees four offices: the Office of Ground Water and Drinking Water, the Office of Science and Technology, the Office of Wastewater Management, and the Office of Wetlands, Oceans and Watersheds.[[6]](#endnote-6) |
| Primary Responsibilities | * Provides agencywide policy, guidance and direction for the agency's water quality, including drinking water, groundwater, wetlands protection, marine and estuarine protection and other related programs
* Oversees program policy development and evaluation, environmental and pollution source standards development, technical support and evaluation of regional activities as they relate to drinking water and clean water programs
* Oversees the development and implementation of programs for education, technical assistance and technology transfer
* Manages the development of selected demonstration programs, long-term strategic planning and special studies, economic and long-term environmental analysis and development, and implementation of pollution prevention strategies[[7]](#endnote-7)
* Works on broad or emerging issues in coordination with its program offices and other parts of the EPA[[8]](#endnote-8)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Understanding of environmental science, particularly water issues, and EPA structure and processes
* Previous government experience and knowledge of the legislative and federal budgeting process
* Effective manager, with track record at 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
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| **PAST APPOINTEES** |
| Peter Silva Silva (2009 to 2011): Policy Advisor, Metropolitan Water District of Southern California; Vice Chairman, California Water Resources Control Board; Board of the Border Environment Cooperation Commission; BECC Deputy General Manager[[9]](#endnote-9) |
| Benjamin Grumbles (2004 to 2009): Senior Counsel, Water Resources and Environment Subcommittee, Transportation and Infrastructure Committee; Environmental Counsel and Deputy Chief of Staff, Science Committee, House of Representatives; Professor of Environmental Law, George Washington University Law School[[10]](#endnote-10) |
| G. Tracy Mehan III (2001 to 2003): Director, Office of Great Lakes, Michigan Department of Environmental Quality; Associate Deputy Administrator, EPA; Director of the Missouri Department of Natural Resources[[11]](#endnote-11) |

1. Congress.gov [↑](#endnote-ref-1)
2. http://presidentialtransition.org/publications/federal-position-descriptions.php [↑](#endnote-ref-2)
3. 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-3)
4. https://www.epa.gov/aboutepa/epa-organization-chart [↑](#endnote-ref-4)
5. https://www.epa.gov/sites/production/files/2015-02/documents/epa\_fy\_2016\_congressional\_justification.pdf [↑](#endnote-ref-5)
6. https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=201&LDIOrgId=154865 [↑](#endnote-ref-6)
7. OPM [↑](#endnote-ref-7)
8. https://www.epa.gov/aboutepa/about-office-water [↑](#endnote-ref-8)
9. http://waterandwastewaterjobs.com/IndustryNews/NewsDetails.aspx?id=342 [↑](#endnote-ref-9)
10. http://legacy.azdeq.gov/function/news/2009/download/0622.pdf [↑](#endnote-ref-10)
11. http://www.waterworld.com/articles/2003/12/epa-assistant-administrator-for-water-tenders-resignation.html [↑](#endnote-ref-11)