# POSITION DESCRIPTION

# Administrator, national aeronautics and space administration

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation[[1]](#endnote-1) |
| Agency Mission | To drive advances in science, technology and exploration, and to enhance knowledge, education, innovation, economic vitality and stewardship of Earth. |
| Position Overview | The administrator of the National Aeronautics and Space Administration (NASA) serves as the agency’s chief executive officer and leads a nationwide NASA team to advance the missions and goals of the U.S. space program.[[2]](#endnote-2) |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[3]](#endnote-3) |
| Position Reports to | President of the United States[[4]](#endnote-4) |
| **RESPONSIBILITIES** |
| Management Scope | The administrator of NASA is responsible for managing a workforce of more than 17,000 civil servants supported by more than 40,000 contractor personnel. The administrator oversees a budget of $19.3 billion (fiscal 2016 NASA enacted budget).  |
| Primary Responsibilities | * Articulates the agency's vision
* Sets the agency’s programmatic and budget priorities and internal policies
* Assesses agency performance[[5]](#endnote-5)
* Aligns the strategic and policy direction of NASA with the interests and requirements of the agency's stakeholders and constituent groups[[6]](#endnote-6)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience and expertise with risk management[[7]](#endnote-7)
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| Competencies | * Ability to manage complex organizations and missions
* Ability to establish long-term strategic goals and develop and/or sustain relationships with international partners
* Exceptional management and negotiation skills
* Ability to build strong congressional relationships[[8]](#endnote-8)
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| **PAST APPOINTEES** |
| Charles Bolden (2009 to 2017) - Astronaut, NASA; Major General, U.S. Marine Corp; Chief Executive Officer, Jack and Panther, LLC[[9]](#endnote-9) |
| Michael Griffin (2005 to 2009) - Space Department Head, Johns Hopkins Applied Physics Lab; President and Chief Executive Officer, In-Q-Tel, Inc.[[10]](#endnote-10) |
| Sean O’Keefe (2001 to 2005) - Deputy Director, Office of Management and Budget; Acting Secretary, Navy[[11]](#endnote-11) |

1. Plum book [↑](#endnote-ref-1)
2. <http://www.hq.nasa.gov/office/codez/plans/Handbook00/chap2.html> [↑](#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. Romney Readiness Project position description [↑](#endnote-ref-4)
5. <http://www.hq.nasa.gov/office/codez/plans/Handbook00/chap2.html> [↑](#endnote-ref-5)
6. <http://www.hq.nasa.gov/office/codez/strahand/roles.htm> [↑](#endnote-ref-6)
7. Romney Readiness Project position description [↑](#endnote-ref-7)
8. Romney Readiness Project position description [↑](#endnote-ref-8)
9. Romney Readiness Project position description [↑](#endnote-ref-9)
10. Romney Readiness Project position description [↑](#endnote-ref-10)
11. Romney Readiness Project position description [↑](#endnote-ref-11)