POSITION DESCRIPTION

**Deputy Administrator, Small business administration**

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| **OVERVIEW** |
| Senate Committee | Small Business and Entrepreneurship  |
| Agency Mission | The mission of the SBA is to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise, and to maintain and strengthen the overall economy of our nation. |
| Position Overview | The Deputy Administrator helps the Administrator serve as an ambassador to and advocate for small business. He or she oversees the SBA’s principal programs targeted to small businesses, including lending programs, small-business development centers and Small Business Innovation Research grants. The Deputy Administrator is also the chief operating officer of the organization. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Administrator of the Small Business Administration  |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the SBA had 3,106 full-time equivalents and a budget of $855.518 million. As COO, the Deputy Administrator will manage people from all over the organization, not just those in his or her direct office. |
| Primary Responsibilities | * Executes the President’s and Administrator’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, OMB, stakeholders (like local or state governments) and, at times, Congress
* Resolves interagency conflict
* Serves as a key advisor to the Administrator 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 Administrator in public and private meetings including dealings with the White House, Congress, state governments, trade groups and others
* Oversees internal the Government Performance and Results Act processes
* Works closely with the Administrator, Chief of Staff and CXOs
* Possible additional focus on:
	+ Contracting goals: evaluation of other federal agencies on small business utilization and other contracting sub goals such as the number of women-owned or disabled veteran-owned businesses, though much of the actual work has fallen on the associate administrator for government contracting and business development
	+ Counseling: oversight of small business development centers, women’s business centers, small business counseling and other services
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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 | * Strong communication skills
* 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)
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| **PAST APPOINTEES** |
| Doug Kramer (2015-2017) – General Counsel of the United States Agency for International Development; Deputy Assistant to the President and White House Staff Secretary; served in the Office of the White House Counsel as Deputy Associate Counsel for Presidential Personnel and as Special Assistant and Associate Counsel to the President; Counsel in the Antitrust Division at the Department of Justice; Associate and then Shareholder at the law firm Polsinelli PC; Associate at the law firm Covington & Burling; Judicial Clerk in the Chambers of the Hon. Walter L. Carpeneti of the Alaska Supreme Court |
| Marie C. Johns (June 2010-2014) – President of Verizon Washington; founded L&L Consulting, LLC, a business development organizational effectiveness and public policy consulting practice |
| Jovita Carranza (December 2006-January 2009) – Vice President for United Parcel Service |
| Melanie Sabelhaus (April 2002-June 2005) – founder and CEO of Exclusive Interim Properties; worked in various positions in the IBM Corporation |

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)