# POSITION DESCRIPTION

# Assistant secretary for International security and nonproliferation, department of state

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The mission of the Department of State is to shape and sustain a peaceful, prosperous, just and democratic world, and foster conditions for stability and progress for the benefit of Americans, and people everywhere.The International Security and Nonproliferation Bureau leads the U.S. effort to prevent the spread of nuclear, chemical and biological weapons and their related materials and delivery systems.[[1]](#endnote-1) |
| Position Overview | The assistant secretary oversees the operations of the Bureau of International Security and Nonproliferation (ISN). |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Undersecretary for Arms Control and International Security |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary oversees the operations of the Bureau of International Security and Nonproliferation, which is organized into 12 separate offices. The assistant secretary also works alongside three deputy assistant secretaries and three other senior official ambassadors.[[3]](#endnote-3) The deputy assistant secretaries manage the day-to-day operations of ISN, exercising principal oversight over the management and staffing of subordinate organizations, and the development of policies and programs to assure responsiveness to shifting administration and departmental priorities (1 FAM 451). The fiscal 2017 budget allocation to this bureau is an estimated $16 million.[[4]](#endnote-4) |
| Primary Responsibilities | * Assists the secretary of state and the undersecretary for arms control and international security in discharging their responsibilities for continuous supervision and general direction of international security and nonproliferation issues
* Serves as principal advisor to department principals relating to international security and nonproliferation
* Oversees development and implementation of U.S. policies to curb the proliferation to both state and nonstate actors of all types of weapons of mass destruction, missiles for WMD delivery and conventional weapons, by using the full array of diplomatic, financial, defense, law enforcement, rapid response and other measures
* Directs ISN staff in providing policy guidance and liaison with all relevant U.S. government agencies on nonproliferation, counterproliferation and other matters related to international security policy
* Represents the United States in negotiations in bilateral and multilateral settings, and on issues related to nonproliferation, counterproliferation and other matters concerning international security policy
* Ensures effective coordination between the department and Congress on international security and nonproliferation issues
* Engages in public diplomacy and outreach to domestic and international audiences, to support U.S. government and department objectives for international security and nonproliferation
* Oversees bureau budget planning and operations to ensure efficient achievement of operational goals and stewardship of financial resources, and oversees the drafting and coordination of the bureau’s strategic resource plan, as well as other budget documents and justifications (1 FAM 451)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * A deep understanding of nonproliferation issues
* Knowledge of the Department of State’s culture and operations, particularly the unique and mutually supporting roles of headquarters, missions and embassies, and the bureaucratic dynamics between regional and functional bureaus
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| Competencies | * Strong communication and interpersonal skills
* Energy for frequent travel
* Excellent negotiation skills
* Ability to handle sensitive matters
* Proven leadership and management skills for a large bureaucracy, for managing a dynamic international portfolio with significant domestic and foreign stakeholders and partners
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| **PAST APPOINTEES** |
| Thomas Countryman (2011 to 2016) – Principal Deputy Assistant Secretary for Political-Military Affairs; Deputy Assistant Secretary for European Affairs; Deputy Chief of Mission for the U.S. Embassy in Athens, Greece[[5]](#endnote-5) |
| John Rood (2006 to 2008) – Special Assistant to the President and Senior Director for Counter proliferation Strategy, National Security Council; Director for Proliferation Strategy, Counter proliferation and Homeland Defense, National Security Council; Deputy Assistant Secretary for Forces Policy, Department of Defense[[6]](#endnote-6) |
| Stephen Geoffrey Rademaker (2005 to 2006) – Assistant Secretary of State for Arms Control; Chief Counsel for the House Select Committee on Homeland Security; Deputy Staff Director and Chief Counsel of the House Committee on International Relations; General Counsel of the Peace Corps[[7]](#endnote-7) |

1. http://www.state.gov/r/pa/ei/biog/174947.htm [↑](#endnote-ref-1)
2. 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-2)
3. http://www.state.gov/t/isn/c7994.htm [↑](#endnote-ref-3)
4. http://www.state.gov/documents/organization/252179.pdf [↑](#endnote-ref-4)
5. http://www.state.gov/r/pa/ei/biog/174947.htm [↑](#endnote-ref-5)
6. <https://www.congress.gov/nomination/109th-congress/1783?q=%7B%22search%22%3A%5B%22John+Rood%22%5D%7D&r=3>

<https://www.aiaa.org/uploadedFiles/Events/Conferences/2012_Conferences/2012-Strategic-and-Tactical-Missile-Systems-and-Missile-Sciences-Conference/Detailed_Program/Rood%20Bio.pdf> [↑](#endnote-ref-6)
7. <https://2001-2009.state.gov/r/pa/ei/biog/12813.htm>

<http://www.podesta.com/talent/stephen-rademaker> [↑](#endnote-ref-7)