# POSITION DESCRIPTION

**Deputy Secretary for management and resources, Department of State**

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| **OVERVIEW** |
| Senate Committee | Foreign Relations  |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy and the secretary is the president’s principal foreign policy advisor. |
| Position Overview | The deputy secretary for management and resources serves as chief operating officer of the department. The deputy secretary also serves as principal advisor to the secretary on overall supervision and direction of resource allocation and management activities of the department. The deputy secretary assists in carrying out the secretary's authority and responsibility for the overall direction, coordination and supervision of operational programs of the State Department, including foreign aid and civilian response programs. |
| Compensation | Level II $183,100 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Department of State |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020, the Department of State had $34.8 million in outlays, and it had 77,000ii in total employment. The director of the Office of Small and Disadvantaged Business Utilization reports directly to the Deputy Secretary on small business policies and activities. However, as chief operating officer, the deputy secretary will manage people from all over the organization. |
| Primary Responsibilities | * Executes the president’s and secretary’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 secretary on all matters pertaining to the agency.
* Ensures that the agency’s components are delivering their programs and services in an effective and efficient manner with integrity.
* Develops and manages complementary internal management processes that coordinate across programs.
* Represents the secretary in public and private meetings including dealings with the White House, Congress, state governments, trade groups and others.
* Oversees internal Government Performance and Results Act processes.
* Works closely with the Secretary, Chief of Staff and CXOs.
* Advises the secretary on the department's participation in the National Economic Council and interagency economic policy matters.
* Provides final recommendations to the secretary on senior personnel appointments.
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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 | * 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** |
| Heather Higginbottom (2013 to 2017) – Deputy Director of the Office of Management and Budget; Deputy Assistant to the President and Deputy Director of the White House Domestic Policy Council; Policy Director for President Obama’s campaign, supervising all aspects of foreign and domestic policy development |
| Thomas Nides (2010 to 2013) – Chief Operating officer of Morgan Stanley; Worldwide President and Chief Executive Officer of Burson-Marstellar; Chief Administration Officer of Credit Suisse First Boston |
| Jack Lew (2009 to 2010) – Managing Director and Chief Operating Officer for two Citigroup business units; Executive Vice President, Chief Operating Officer, and Professor of Public Administration at New York​ University; Board of Directors of the Corporation for National and Community Service, chairing its Management, Administration, and Governance Committee |

1. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27 ,2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation.

ii <https://www.state.gov/wp-content/uploads/2021/01/FY-2020-Agency-Financial-Report.pdf> [↑](#endnote-ref-1)