# POSITION DESCRIPTION

# Director of the office of foreign missions, 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 director of the Office of Foreign Missions (OFM) develops policies and procedures consistent with the Foreign Missions Act of 1982 to ensure that U.S. diplomatic missions abroad receive equivalent treatment with respect to benefits, privileges and immunities accorded by the host countries, and that use of real property and employment of benefits, privileges and immunities by foreign missions in the U.S. is aligned with U.S. national security interests and international obligations. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary for Management[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | OFM has five staffed regional offices in U.S. cities: New York, Chicago, Los Angeles, Miami and Houston. |
| Primary Responsibilities | * Serves as the liaison with foreign governments that have a presence in the U.S., and ensures equity in benefits, privileges and services provided to foreign diplomatic personnel assigned in the U.S. and U.S. personnel assigned overseas
* Manages the Office of Foreign Missions and, within the Department of State, coordinates closely with the assistant secretary for diplomatic security, chief of protocol and legal advisor
* Serves as a liaison with senior officials at other departments and agencies and other federal, state and municipal governments[[3]](#endnote-3)
* Enforces the Foreign Missions Act
* Coordinates negotiation with local U.S. authorities and coordinates closely with other U.S. agencies
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Diplomacy experience, since interactions of the office deal with foreign sovereigns and require understanding of the effect of decisions on U.S. missions abroad
* Extensive management experience
* Strong relationships or ability to form strong relationships with relevant stakeholders
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| Competencies | * Strong communication and interpersonal skills
* Excellent leadership skills
* Ability to work under high pressure
* Ability to handle sensitive matters
* Energy for frequent amount of travel
* Excellent negotiation skills
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| **PAST APPOINTEES** |
| Gentry O. Smith (2015 to 2017): Deputy Assistant Secretary and Assistant Director for Countermeasures, Foreign Service Institute; Director, Office of Physical Security Programs, Foreign Service Institute; Regional Security Officer, Tokyo, Foreign Service Institute[[4]](#endnote-4) |
| Eric J. Boswell (2008 to 2012): Assistant Deputy Director for Security, Office of the Director of National Intelligence; Director of Administration, Pan American Health Organization; Senior Advisor, Security Change Management at UN Headquarters[[5]](#endnote-5) |
| Richard J. Griffin (2005 to 2007): Inspector General, Department of Veterans Affairs; Deputy Director, Secret Service; Assistant Special Agent in Charge of the Presidential Protective Division, Secret Service[[6]](#endnote-6) |

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)
2. https://www.state.gov/r/pa/ei/rls/dos/99484.htm [↑](#endnote-ref-2)
3. OPM [↑](#endnote-ref-3)
4. http://www.allgov.com/news/appointments-and-resignations/director-of-the-office-of-foreign-missions-who-is-gentry-smith-140719?news=853729 [↑](#endnote-ref-4)
5. https://2001-2009.state.gov/r/pa/ei/biog/106593.htm [↑](#endnote-ref-5)
6. https://2001-2009.state.gov/outofdate/bios/g/48441.htm [↑](#endnote-ref-6)