# POSITION DESCRIPTION

**undersecretary for management, Department of state**

|  |
| --- |
| **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 Undersecretary for Management is responsible for the people, resources, facilities, technology and security of the department. The Undersecretary serves as one of the Secretary‘s principal advisors on management issues and on all matters involving allocation of department operating resources, including forward planning and control of positions, funds and other worldwide department resources in support of U.S. foreign policy objectives. |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary and Deputy Secretary of the Department of State |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the Department of State had $26,498 million in outlays, and in fiscal 2014 it had 10,068 total employment. The following bureaus and offices report to the undersecretary for management:* Bureau of Administration
* Bureau of Budget and Planning
* Bureau of the Comptroller and Global Financial Services
* Bureau of Consular Affairs
* Bureau of Diplomatic Security
* Bureau of Human Resources
* Bureau of Information Resource Management
* Bureau of Overseas Buildings Operations
* Director of Diplomatic Reception Rooms
* Foreign Service Institute
* Office of Management Policy, Rightsizing, and Innovation
* Office of Medical Services
* Office of White House Liaison
* Office of Foreign Missions

The chief financial officer serves as a core member of the Undersecretary‘s senior management team. As is customary in the department, much of the management responsibilities can be delegated to assistant secretaries or principal deputy assistant secretaries as appropriate. |
| Primary Responsibilities | * Serves as a principal advisor to the Secretary on all matters involving the allocation of management resources in support of the President's foreign policy objectives.
* Oversees all matters in the department relating to administration, consular affairs, security, personnel, resource management, financial operations, IT and information security, training and health
* Reconciles policy differences among assistant secretaries before presenting unified proposals to the Secretary and Deputy Secretaries
* Coordinates closely with the Office of Management and Budget as well as senior officials from other departments and agencies
* Develops and executes management policies and directs global programs, including control and authority over the Foreign Service personnel system and department positions, operational funding, and other department resources worldwide
* Assists the Secretary in representing the United States at international meetings, performing other representational assignments and presenting the department's position before congressional committees
* Assesses the resource, security and strategic goals related to the U.S. government’s presence abroad to ensure the correct amount of people and resources are in place worldwide
* Increases the efficiency and effectiveness of the people, facilities and systems used to implement U.S. foreign policy
* Represents the department on the President's Management Council and implements the President's Management Agenda, which is designed to make government more citizen-centric, effective and efficient
* Improves the environmental sustainability of the State Department’s facilities and operations
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration]  |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong management and operations skills
* Substantive expertise in international affairs
* International experience and exposure
* Knowledge of executive-legislative process
 |
| Competencies | * Ability to deal with multiple issues concurrently
 |
| **PAST APPOINTEES** |
| Patrick F. Kennedy (2007 to 2017) - Director, Office of Management Policy, Rightsizing, and Innovation; Deputy Director of National Intelligence for Management; Transition Team Head, Office of the Director of National Intelligence |
| Henrietta Fore (2005 to 2007) - Director of the United States Mint, Department of Treasury; Board Member, International Youth Foundation; Board Member, World Economic Forum Global Agenda Council on Poverty and Development Finance  |
| Grant Green Jr. (2001 to 2005) - Chairman, Global Marketing and Development Solutions; Assistant Secretary of Defense, Manpower; Special Assistant to President Reagan for National Security Affairs; Executive Secretary, National Security Council |

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)