# POSITION DESCRIPTION

# Deputy Director, Central Intelligence agency

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| **OVERVIEW** |
| Position Type | Presidential appointment (PA) |
| Agency Mission | To preempt threats and further U.S. national security objectives by collecting intelligence that matters, producing objective all-source analysis, conducting effective covert action as directed by the president and safeguarding the secrets that help keep our nation safe. |
| Position Overview | The deputy director of the Central Intelligence Agency (CIA) serves as its chief operating officer. |
| Compensation | Level III $168,400 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Director of the CIA[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | Neither the number of employees nor the size of the agency’s budget can be publicly disclosed. The deputy director assists the director in managing all the operations, personnel and budget of the CIA. |
| Primary Responsibilities | * Manages, along with the director, the agency’s intelligence collection, analysis, covert action, counterintelligence and liaison relationships with foreign intelligence services.
* Works with the agency’s senior leadership team on cross-cutting intelligence and resource issues, helping to integrate mission capabilities to achieve intelligence priorities.
* Exercises the powers of the director of the CIA during his or her absence or disability, or when the position is vacant.[[3]](#endnote-3)
* Manages the agency’s strategic and performance planning, using measurement and analysis in regular assessments of the agency’s performance.
* Oversees efforts to improve the management of organizational operations.
* Coordinates the agency’s IT, HR, budget execution and procurement functions, In his or her overall responsibility for operations.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Previous experience as a manager in a large governmental intelligence, defense, space or procurement organization.
* Understanding of the core services, programs and initiatives that the agency’s key departments deliver.
* 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 | * Strategic Orientation: Demonstrates complex thinking abilities, incorporating both analytical and conceptual abilities to manage and develop plans and strategies.
* Results Orientation: Drive for improvement of results demonstrated by a track record of substantially enhancing performance or organizations
* Team Leadership: Can focus, align and build effective groups, including managing under conditions of high secrecy.
* Teamwork skills to work smoothly with key principals, and ability to establish positive relationships with coworkers and external stakeholders.
* Comfortable leading and managing in ambiguity, as deputy secretaries often have very vague or undefined statutory responsibilities and authorities.
* Ability to forge strong congressional relationships (preferred)
* Exceptional communications skills.
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| **PAST APPOINTEES** |
| David S. Cohen (2015 to 2017, 2021-present) – Undersecretary of the Treasury for Terrorism and Financial Intelligence; Treasury’s Assistant Secretary for Terrorist Financing; Partner at WilmerHale |
| Vaughn Bishop (2018 to 2021) – Vice Chairman of the National Intelligence Council; National Intelligence Officer for Africa; head of CIA analytics for Asia, Latin America and Africa; CIA representative to PACOM; Somalia Station Chief |
| Gina Haspel (2017 to 2018) – Acting Director of the National Clandestine Service; London and New York Station Chief; National Clandestine Service Chief of Staff; Deputy Chief of the CIA National Resources Division |

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. [↑](#endnote-ref-1)
2. <https://www.cia.gov/about-cia/leadership/Org_Chart_Oct2015.JPG/image.jpg> [↑](#endnote-ref-2)
3. OPM [↑](#endnote-ref-3)