POSITION DESCRIPTION

**Deputy Administrator of the Federal Emergency Management Agency, Department of Homeland Security**

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| **OVERVIEW** |
| Senate Committee | Homeland Security and Governmental Affairs |
| Agency Mission | To ensure that homeland is safe, secure and resilient against terrorism and other potential threats |
| Position Overview | Assists the administrator in leading FEMA in its mission to support our citizens and first responders, to ensure that we work together as a nation to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards. |
| Compensation | Level III $165,300 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | FEMA Administrator |
| **RESPONSIBILITIES** |
| Management Scope | FEMA’s key organizational elements include the Office of the FEMA Administrator, Office of National Capital Region Coordination, Protection and National Preparedness office, Mission Support, U.S. Fire Administration, Federal Insurance and Mitigation Administration, and Office of Response and Recovery.In addition to its headquarters in Washington, D.C., FEMA has 10 permanent regional offices, three permanent area offices and various temporary, disaster-related sites that carry out their operations throughout the United States and its territories. In fiscal 2016, FEMA had 4,722 nonseasonal, full-time permanent employees and a budget of $13.2 billion. |
| Primary Responsibilities | * Manages and oversees the functioning of FEMA’s operational and agency support activities, at the direction of the FEMA administrator, including the:
	+ Office of the FEMA Administrator
	+ Office of National Capital Region Coordination, which coordinates homeland security activities related to the National Capital Region (NCR) and was created in response to the unique coordination challenges facing the region due to the region’s large federal presence, which includes Congress, the Judiciary, numerous federal departments and agencies, and the intersection among Maryland, Virginia and the District of Columbia
	+ Protection and National Preparedness office, whose mission is to administer FEMA programs related to assistance grants, national continuity, and national preparedness doctrines and standards; preparedness planning; and training and exercises at national, regional and local levels
	+ Mission Support, which is organized around five functional offices: Chief Administrative Officer, Chief Human Capital Officer, Chief Information Officer, Chief Procurement Office and Chief Security Officer
	+ U.S. Fire Administration, which is an independent agency within FEMA that supports the efforts of state and local departments by providing training and education; applied research and technology; data collection and analysis; public education and awareness; and dissemination of information and deployment assistance
	+ Federal Insurance and Mitigation Administration, which manages the National Flood Insurance Program and a range of programs designed to reduce future losses to homes, businesses, schools, public buildings and critical facilities from floods, earthquakes, tornadoes and other natural disasters
	+ Office of Response and Recovery, which provides guidance, leadership and oversight to build, sustain and improve the coordination and delivery of support to citizens and state, local, tribal and territorial governments—to save lives, reduce suffering, protect property and recover from all hazards. This office manages and oversees the functioning of the:
		- Office of the Associate Administrator for Response and Recovery
		- Response Directorate
		- Recovery Directorate
		- Logistics Management Directorate
		- Field Operations Directorate
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Extensive leadership and management experience
* Strong experience, education and training in strategically leading and guiding preparedness, protection, response, recovery and mitigation programs at national, regional, state and local levels
* Demonstrated knowledge and experience in administering large federal programs serving a broad range of homeland security and national security stakeholders
* Substantive background or experience in strategy development, along with sound knowledge of federal planning, programming, budgeting and execution systems
* Background or experience in federal acquisition practices and norms
* Executive experience with workforce management and professional development
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| Competencies | * Strong communication and interpersonal skills
* Ability to integrate diverse missions and organizations
* Ability to work under high pressure
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| **PAST APPOINTEES** |
| Joseph L. Nimmich (2013 to 2017) – Director of Maritime Surveillance and Security at the Raytheon Corporation; Commander (Rear Admiral),U.S. Coast Guard First District (retired after 33 years of active military service) |
| Richard A. Serino (2009 to 2013) – Chief, City of Boston Emergency Medical Services |
| Harvey E. Johnson (2007 to 2009) – Commander (Vice Admiral), U.S. Coast Guard Pacific Area (retired after 34 years’ active military service) |

# Endnotes

This position description was created with the help of MITRE Corporation, a not-for-profit company that provides innovative, practical solutions for some of the nation's most critical challenges in defense and intelligence, aviation, civil systems, homeland security, the judiciary, health care and cybersecurity.

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)