# POSITION DESCRIPTION

**Administrator of the Transportation Security Administration, Department of homeland security**

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| **OVERVIEW** | |
| Senate Committee | Commerce, Science and Transportation jointly with Homeland Security and Governmental Affairs |
| Agency Mission | To ensure that homeland is safe, secure and resilient against terrorism and other potential threats. |
| Position Overview | The Administrator of the Transportation Security Administration (TSA) is responsible for overseeing the agency’s execution of its mission to protect U.S. transportation systems and the traveling public. Under the direction of the secretary of the Department of Homeland Security, the administrator exercises authority, direction and control over the Transportation Security Administration. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Homeland Security |
| **RESPONSIBILITIES** | |
| Management Scope | In fiscal 2015, DHS had $42.573 billion in outlays and 166,777 total employment. The TSA is an agency of more than 60,000 full-time equivalents, with approximately $7.5 billion in discretionary and mandatory budget authority, substantial regulatory authority and a nationwide presence. Key direct reports to the administrator include:   * Deputy Administrator * Chief of Staff * Chief Risk Officer * Chief of Operations |
| Primary Responsibilities | * Ensures agency carries out its mission to protect the nation's transportation systems to ensure freedom of movement for people and commerce. * Ensures effective and efficient screening of all air passengers, baggage and cargo on passenger planes. * Deploys federal air marshals internationally and domestically to detect, deter and defeat hostile acts targeting air carriers, airports, passengers and crew. * Manages security risks of the surface transportation systems by working with public and private sector stakeholders, providing support and programmatic direction and conducting on-site inspections to ensure the freedom of movement of people and commerce. * Develops and implements more efficient, reliable, integrated and cost-effective screening programs. * Hires, trains and retains security screening personnel at all airports * Develops policies, strategies and plans for dealing with threats to transportation security. |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Background in security, risk management, law enforcement, military, counterterrorism, intelligence or regulatory is preferred * Ability to act as a spokesperson for the agency * Ability to set a vision for the agency that is responsive to the ever-evolving needs and perceptions of travelers * Ability to effectively engage with both internal and external stakeholders including other agency heads and key Hill staffers * Existing relationships with relevant private sector, both domestic and international preferred (e.g., aviation industry, key associations, etc.) |
| 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 and effectively oversee a large, geographically dispersed workforce * *Collaboration & Influencing*: Works effectively with peers, partners and others who are not in the line of command |
| **PAST APPOINTEES** | |

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| Peter V. Neffenger, (2015 – Present) – Vice Admiral/Commandant, United States Coast Guard; Deputy Commandant for Operations, USCG; Deputy National Incident Commander, USCG |
| John Pistole, (2010 – 2014) – Deputy Director, FBI; Executive Assistant Director for Counterterrorism and Counterintelligence, FBI, Special Agent, FBI |
| Kip Hawley, (2005 – 2009) – Executive Vice President, Arzoon; Air Traffic Services Subcommittee Member, FAA; CEO, Skyway; Vice President, Union Pacific Railroad; Deputy Assistant Secretary and Executive Director, Governmental Affairs for the Department of Transportation |

# Endnotes

This position description was created with the help of Egon Zehnder, a global executive search firm.

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)