# POSITION DESCRIPTION

# Assistant Secretary for Industry Analysis, Department of commerce

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation |
| Agency Mission | The mission of the Department of Commerce is to create the conditions for economic growth and opportunity. The International Trade Administration (ITA) strengthens the competitiveness of U.S. industry, promotes trade and investment, and ensures fair trade through the rigorous enforcement of our trade laws and agreements. ITA works to improve the global business environment and helps U.S. organizations compete at home and abroad. |
| Position Overview | The assistant secretary serves as the department's primary liaison with U.S. industry and trade associations to help address industry concerns and support American competitiveness; advises the undersecretary for international trade and the secretary of commerce on trade and investment policy and issues that impact the global competitiveness of U.S. businesses; heads the division within the ITA that conducts research and analysis on manufacturing, services, travel and tourism, textiles and apparel, global trade, investment, and economic trends that impact ITA's mission; and oversees ITA’s role in the Committee on Foreign Investment in the United States. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary of Commerce for International Trade[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary managed a budget of $61 million in fiscal 2016 and oversaw 244 employees.[[3]](#endnote-3) |
| Primary Responsibilities | * Directs the activities of Industry Analysis
* Carries out programs to strengthen U.S. industry competitiveness through analysis of export and investment opportunities; assessment of the impact of government actions on industry; advocating for industries; and developing strategies to address systemic challenges to expanding exports and promoting investment opportunities
* Develops market intelligence and data analysis to expand export opportunities, which is often disseminated via Global Markets’ relationships with businesses at the U.S. Export Assistance Center and through the Foreign Commercial Service
* Partners with the U.S. Trade Representative, the White House and other economic agencies to provide economic data, trade data analysis, and sophisticated analysis of imports and exports at national, state, and local levels
* Represents commercial interests in U.S. trade negotiations and oversees formulation and implementation of policies governing relevant areas
* Develops and implements sector-specific export promotion strategies and programs to identify and address sector-specific trade barriers
* Establishes partnerships to promote exports, in partnership with the Global Markets division of ITA
* Administers certain trade arrangements
* Oversees chairmanship of the Committee for the Implementation of Textile Agreements and administration of textile provisions of trade agreements and legislated trade preference programs, along with the North American Free Trade Agreement and other free trade secretariats
* Coordinates Commerce participation on the Committee on Foreign Investment in the U.S., and federal implementation of national travel and tourism (T&T) policy
* Oversees implementation of the national T&T strategy
* Administers the advisory committees program on trade policy; export expansion; manufacturing competitiveness and T&T; the market development cooperator program and mandated grants; and parts of the Travel Promotion Act of 2009 and Export Trading Company Act of 1982[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong record of leadership and collaboration within a government organization, and demonstrated ability to shape and direct execution of U.S. policy, particularly on trade and investment
* Track record of being an effective manager in a large and diverse organization
* Knowledge in the areas of finance, personnel, planning and evaluation
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| Competencies | * Strong communications skills, including the ability to prepare and make formal, persuasive presentations and speeches, and engage members of the press
* Strong communication and collaboration skills to work extensively across U.S. government agencies, and with business leaders and foreign governments
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| **PAST APPOINTEES** |
| Marcus Dwayne Jadotte (2014 to 2016): Committee Decision Maker, Committee of Chairs of the Industry Trade Advisory Committees, International Trade Administration, Department of Commerce; Committee Decision Maker, Industry Trade Advisory Committee on Chemicals, Pharmaceuticals, Health Science Products and Services, International Trade Administration, Department of Commerce; Committee Decision Maker, Industry Trade Advisory Committee on Information and Communications Technologies, Services and Electronic Commerce, International Trade Administration, Department of Commerce[[5]](#endnote-5) |
| Nicole Yvette Lamb-Hale (2010 to 2013): Committee Decision Maker, The Manufacturing Council, International Trade Administration, Department of Commerce; Deputy General Counsel, Office of the General Counsel, Department of Commerce; Office Managing Partner, Detroit, MI Office, Foley & Lardner LLP[[6]](#endnote-6) |
| William G. Sutton Jr. (2007 to 2009): Committee Decision Maker, The Manufacturing Council, Assistant Secretary for Manufacturing and Services, Department of Commerce, George W. Bush Administration; Vice Chairman, Council of Manufacturing Associations, National Association of Manufacturers; Director-at-Large, Board of Directors, American National Standards Institute[[7]](#endnote-7) |

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.commerce.gov/sites/commerce.gov/files/media/files/2015/docorgchartfinal.pdf [↑](#endnote-ref-2)
3. Leadership Directories [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. Leadership Directories [↑](#endnote-ref-5)
6. Leadership Directories [↑](#endnote-ref-6)
7. Leadership Directories [↑](#endnote-ref-7)