# POSITION DESCRIPTION

# Administrator of the national highway Traffic safety administration, Department of Transportation

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| **OVERVIEW** | |
| Senate Committee | Commerce, Science and Transportation |
| Agency Mission | To ensure a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future |
| Position Overview | The administrator of the National Highway Traffic Safety Administration (NHTSA) fulfills the agency's mission to reduce crash-related fatalities and injuries while ensuring the highest standards of safety on the nation's roads. |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary of Transportation |
| **RESPONSIBILITIES** | |
| Management Scope | In fiscal 2015, the agency had an actual budget of $1.181 billion.[[2]](#endnote-2) In fiscal 2016, it had 528 full-time nonseasonal employees.[[3]](#endnote-3) |
| Primary Responsibilities | * Represents the department and advises the secretary on all matters that fall under the National Traffic and Motor Vehicle Safety Act of 1966, and matters relating to drivers and motor vehicles that fall under the Highway Safety Act of 1966 * Consults with the federal highway administrator on all matters related to highway design, construction, maintenance and operation (49 U.S.C. § 105) * Promulgates uniform standards for developing state highway safety programs, except for those standards that fall under the Federal Highway Administration * Establishes, prescribes and enforces national standards for improving safety in the operation and performance of motor vehicles and equipment * Determines and establishes NHTSA program policies, objectives and priorities, and directs the development of action plans to accomplish the NHTSA mission * Provides executive direction and leadership to all organizational elements of NHTSA and evaluates their performance * Directs the development of and approves broad legislative, budgetary, fiscal and program proposals and plans[[4]](#endnote-4) |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Knowledge and experience in transportation policy * Prior government experience * Strong management experience * Relationships with relevant stakeholders, or ability to form them * Understanding of congressional and legislative processes |
| Competencies | * Strong communication and interpersonal skills * Excellent leadership skills * Strong negotiation skills * Ability to work in a matrixed environment |
| **PAST APPOINTEES** | |
| Mark Rosekind (2014 to 2016): Member, National Transportation Safety Board; Founder, Alertness Solutions[[5]](#endnote-5) | |
| David L. Strickland (2009 to 2013): Democratic Senior Counsel, Senate Committee on Commerce, Science and Transportation; Democratic Investigatory Counsel; Senate Committee on Commerce, Science and Transportation[[6]](#endnote-6) | |
| Nicole R. Nason (2006 to 2008): Assistant Secretary of Transportation for Governmental Affairs; Director, Congressman Porter J. Goss[[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.transportation.gov/sites/dot.gov/files/docs/DOT\_BH2017\_508%5B2%5D.pdf [↑](#endnote-ref-2)
3. Partnership for Public Service Analysis of Fedscope [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://www.volpe.dot.gov/events/mark-rosekind-biography [↑](#endnote-ref-5)
6. https://www.venable.com/david-l-strickland/ [↑](#endnote-ref-6)
7. http://www.washingtonpost.com/wp-dyn/content/article/2006/01/18/AR2006011802375.html [↑](#endnote-ref-7)