# POSITION DESCRIPTION

# Administrator of the Federal Aviation administration, Department of Transportation

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| **OVERVIEW** |
| Senate Committee | Commerce, Science and Transportation[[1]](#endnote-1) |
| 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[[2]](#endnote-2) |
| Position Overview | The administrator of the Federal Aviation Administration oversees the regulation of civil aviation and U.S. commercial space transportation; maintenance and operation of air traffic control; and navigation systems for both civil and military aircrafts. This individual is also responsible for the development and administration of programs relating to aviation safety and the National Airspace System.[[3]](#endnote-3) |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[4]](#endnote-4) |
| Position Reports to | Deputy Secretary and Secretary of Transportation[[5]](#endnote-5) |
| **RESPONSIBILITIES** |
| Management Scope | The Federal Aviation Administration employs more than 45,000 employees and had a proposed budget of $15.8 billion in fiscal 2016.[[6]](#endnote-6) |
| Primary Responsibilities | * Serves as the final authority for carrying out the appointment and employment of all FAA officers and employees (other than presidential and political appointees)
* Offers advice and counsel to the president on the appointment and qualifications of any administration officer or employee to be appointed by the president or as a political appointee
* Is responsible for the acquisition and maintenance of FAA property, services and equipment (49 U.S.C. § 106)
* Oversees the FAA’s daily operations, capital programs and modernization efforts[[7]](#endnote-7)
* Serves as FAA’s chief executive officer
* Is responsible for the complex national system for aviation safety, airspace, and air traffic control and management
* Oversees the development and operation of a system of air traffic control and navigation for both civil and military aircraft
* Manages the development, expansion and operations of airports throughout the U.S. and provides grants for airport development
* Guides the regulation of U.S. commercial space transportation
* Oversees the regulation of air navigation facilities' geometry and flight inspection standards
* Encourages the development of civil aeronautics, including new aviation technology
* Oversees staff responsible for issuing, suspending or revoking pilot certificates
* Fosters cooperation among federal, state and local governments, carriers, labor and other interested persons to achieve transportation objectives
* Evaluates, develops and recommends courses of action, both policy- and budget-related, to the secretary, executive branch officials and Congress
* Ensures fiscal discipline and effective operations[[8]](#endnote-8)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * U.S. citizenship
* Civilian status
* Experience in a field directly related to aviation
* Senior management experience at an organization of significant size[[9]](#endnote-9)
* Knowledge and experience in transportation policy, with specific knowledge of aviation policy, operations and finance
* Strong and effective congressional relationships on key committees, and understanding of congressional and legislative processes
* Effective relationships and respect within the air industry in the United States[[10]](#endnote-10)
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| Competencies | * Skilled manager and communicator
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| **PAST APPOINTEES** |
| Michael Huerta (2013 to present) – Deputy Administrator, FAA; President of the Transportation Solutions Group, Affiliated Computer Services; Managing Director, 2002 Olympic Winter Games[[11]](#endnote-11) |
| J. Randolph Babbitt (2009 to 2010) – Partner, Oliver Wyman; Member of Management Advisory Council, FAA; member of Internal Review Team, FAA[[12]](#endnote-12) |
| Robert Sturgell (2007 to 2009) (acting) – Deputy Administrator, FAA; Senior Counsel, FAA; Senior Policy Advisor, National Transportation Safety Board[[13]](#endnote-13) |

1. Senate Commerce nominations website: <https://www.commerce.senate.gov/public/index.cfm/nominations> [↑](#endnote-ref-1)
2. Partnership for Public Service position description [↑](#endnote-ref-2)
3. Romney Readiness Project position description [↑](#endnote-ref-3)
4. 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-4)
5. Romney Readiness Project position description [↑](#endnote-ref-5)
6. <https://www.sec.gov/Archives/edgar/data/1362468/000136246816000060/algt2016q1doc.htm> [↑](#endnote-ref-6)
7. OPM [↑](#endnote-ref-7)
8. Romney Readiness Project position description [↑](#endnote-ref-8)
9. Romney Readiness Project position description [↑](#endnote-ref-9)
10. Romney Readiness Project position description [↑](#endnote-ref-10)
11. <https://www.faa.gov/about/key_officials/huerta/> [↑](#endnote-ref-11)
12. <http://www.bloomberg.com/research/stocks/private/person.asp?personId=60886966&privcapId=7185234> [↑](#endnote-ref-12)
13. <https://www.faa.gov/about/bios/bios_sturgell.htm> [↑](#endnote-ref-13)