# POSITION DESCRIPTION

# administrator of the federal highway administration, Department of transportation

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| **OVERVIEW** | |
| Senate Committee | Environment and Public Works[[1]](#endnote-1) |
| Agency Mission | Improve mobility on our nation’s highways through national leadership, innovation and program delivery.[[2]](#endnote-2) |
| Position Overview | The Federal Highway Administration (FHWA) administrator represents and advises the secretary of transportation on all matters relating to the United States’ highway transportation system, including the movement of people and goods.[[3]](#endnote-3)  This positon is appointed by the president by and with the advice and consent of the Senate. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[4]](#endnote-4) |
| Position Reports to | Secretary of Transportation (49 U.S.C. § 104) |
| **RESPONSIBILITIES** | |
| Management Scope | The FHWA has two major program components, the Federal-Aid Highway Program and the Federal Lands Highway Program with an annual budget of approximately $45 billion, and is comprised of approximately 2800 employees located in its headquarters (Washington, D.C.) and field office locations.  The FHWA administrator leads the FHWA and has immediate supervisory control over four non-career senior executives (political appointees), one career senior executive, a special assistant, and an executive assistant. |
| Primary Responsibilities | * Determines and establishes FHWA program policies, objectives and priorities to accomplish the FHWA mission * Exercises overall direction, control and evaluation of headquarters and field organizations, program activities and performance * Directs the development of and approves broad legislative, budgetary, fiscal and program proposals and plans * Takes personnel management actions of major significance such as those relating to changes in basic organization pattern, appointment of key personnel, allocation of resources, and matters of special or political interest or sensitivity * Oversees highway safety programs, research and development * Manages highway design, construction, maintenance and traffic control devices * Provides resources for identification and surveillance of accident locations as well as highway-related aspects of pedestrian safety (49 U.S.C. § 104) * Additional duties and powers prescribed by the secretary |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Executive level leadership (preferred) * Background in transportation (preferred) * Results driven |
| Competencies | * Strong communication and interpersonal skills * Excellent leadership skills * Ability to work under high pressure * Ability to handle sensitive matters * Political Savvy * Integrity and Honesty * Willingness and energy for frequent travel * Ability to work across party lines * Ability to set strategic vision for an organization * Ability to lead change and people * Business acumen * Ability to build coalitions |
| **PAST APPOINTEES** | |
| Gregory Nadeau (2015 to present) – Deputy Administrator, Federal Highway Administration; Deputy Commissioner for Policy, Planning and Communications, Maine Department of Transportation[[5]](#endnote-5) | |
| Victor Mendez (2009 to 2014) – Director, Arizona Department of Transportation[[6]](#endnote-6) | |
| Thomas Madison (2008 to 2009) – President, Spectra Subsurface Group; Vice-President for Infrastructure Services, Spectra Environmental Group; Commissioner of the New York State Department of Transportation[[7]](#endnote-7) | |

1. <https://www.congress.gov/nomination/110th-congress/1872/actions?q=%7B%22search%22%3A%5B%22highway%22%5D%7D&r=7&overview=closed> [↑](#endnote-ref-1)
2. Partnership for Public Service position description [↑](#endnote-ref-2)
3. OPM [↑](#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. <http://www.fhwa.dot.gov/about/org/admin.cfm> [↑](#endnote-ref-5)
6. <https://www.transportation.gov/deputy-secretary> [↑](#endnote-ref-6)
7. <http://www.fhwa.dot.gov/administrators/tmadison.cfm> [↑](#endnote-ref-7)