# POSITION DESCRIPTION

# deputy administrator for the federal highway administration, Department of transportation

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| **OVERVIEW** |
| Position Type | Noncareer appointment (NA) |
| Agency Mission | Improve mobility on our nation’s highways through national leadership, innovation and program delivery. |
| Position Overview | The deputy administrator for the Federal Highway Administration (FHWA) serves as the second-in-command for the agency and plays a leadership role in the agency's program and policy operations.This position is appointed by the secretary of transportation, with the approval of the president. |
| Compensation | Senior Executive Service |
| Position Reports to | Administrator for the Federal Highway Administration |
| **RESPONSIBILITIES** |
| Management Scope | The FHWA has two major program components, the Federal-Aid Highway Program and the Federal Lands Highway Program. In fiscal 2020, FHWA had outlays of approximately $45 billion and 2,655 full-time equivalent employees located in its headquarters (Washington, D.C.) and field office locations.The deputy administrator works within the Office of the Administrator alongside the administrator and executive director of the Federal Highway Administration.[[1]](#endnote-2) |
| Primary Responsibilities | * Carries out duties and powers prescribed by the administrator, which include:
	+ Determining and establishing, along with the FHWA administrator, agency program policies, objectives and priorities to accomplish the FHWA mission.
	+ Keeping the FHWA administrator apprised of any matters of special or political interest or sensitivity.
	+ Managing program and policy direction for the agency.
	+ Providing direction to the FHWA headquarters and field organizations in implementation of the vision and strategic goals for the Department of Transportation and the FHWA.
	+ Acting for the administrator in his or her absence.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Executive level leadership experience (preferred).
* Background in transportation (preferred).
* Results driven.
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| 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 partisan lines.
* Ability to set strategic vision for an organization.
* Ability to lead change and to lead people.
* Business acumen.
* Ability to build coalitions.
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| **PAST APPOINTEES** |
| Stephanie Pollack (2021 to Present) – Secretary and CEO, Massachusetts Department of Transportation; Associate Director for Research, Northeastern University Dukakis Center; Senior Strategic Consultant, Policy Strategies and Solutions |
| Mala Parker (2019 to 2021) – Associate Administrator for Highway Policy, Federal Highway Administration; Vice President for Coalitions, American Trucking Associations; Deputy Chief of Staff, U.S. House of Representatives |
| Brandye Hendrickson (2017 to 2019) – Director, Indiana State Personnel Department; Commissioner, Indiana Department of Transportation, Deputy Commissioner, Indiana Department of Transportation |

1. https://fhwaapps.fhwa.dot.gov/foisp/hqphone.do [↑](#endnote-ref-2)