# POSITION DESCRIPTION

**Administrator of the Office of Federal Procurement Policy, Executive office of the president**

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| **OVERVIEW** |
| Senate Committee | Homeland Security and Governmental Affairs |
| Agency Mission | Provide overall direction for government-wide procurement policies, regulations and procedures and to promote economy, efficiency and effectiveness in acquisition processes. |
| Position Overview | The administrator shall provide overall direction of procurement policy and leadership in the development of procurement systems of the executive agencies (41 U.S.C. § 1121). |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Deputy Director for Management, Office of Management and Budget |
| **RESPONSIBILITIES** |
| Management Scope | The OMB fiscal 2015 budget request was $91.75 million. There were 457 OMB full time employees in fiscal 2015. There are approximately 15 full time employees in the Office of Federal Procurement Policy. |
| Primary Responsibilities | * Provide overall direction to government-wide procurement policies, regulations and procedures
* Promote economy, efficiency and effectiveness in acquisition processes
* Help shape policies and practices agencies use to acquire the goods and services they need to carry out their responsibilities
* Oversee acquisition policy as outlined in the federal acquisition regulations
* Lead the activities of the Chief Acquisition Officers Council, the Cost Accounting Standards Board and the Federal Acquisition Institute’s Board of Directors
* Set the requirements for and oversee the Federal Acquisition Institute
* Set qualification training standards and certification standards for the civilian acquisition workforce
* Oversee procurement data and the contract registration system
* Promote participation of small businesses in government contracting
* Oversee relevant social policies, including sustainability in purchasing and IT accessibility
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| Strategic Goals and Priorities | [Depends on policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience in acquisitions within the government
* Experience with IT systems
* Demonstrated ability to work across an organization effectively
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| Competencies | * Excellent communication skills; ability to influence others
* Practical approach to leadership, with the ability to find common ground between policy objectives and operational realities
* Strong interpersonal skills; ability to develop relationships across an organization
* Ability to prioritize and focus resources
* Ability to effectively leverage a small and flat organization
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| **PAST APPOINTEES** |
| Anne Rung (September 2014 – September 2016): Associate Administrator of Government-wide Policy & Chief Acquisition Officer, General Services Administration; Senior Advisor & Chief Acquisition Officer, General Services Administration; Senior Director of Administration,US Department of Commerceiii |
| Joe Jordan (May 2012 – January 2014): Senior Advisor, Acting Office of Management and Budget Director, Jeff Zients; Associate Administrator of Government Contracting and Business Development, Small Business Administration; Engagement Manager, McKinsey & Company |
| Daniel I. Gordon (November 2009 – December 2011): Acting General Counsel, Government Accountability Office; Deputy General Counsel, Government Accountability Office; Managing Associate General Counsel, Procurement Law Division, Government Accountability Officeiv |

# Endnotes

This position description was created with the help of Heidrick & Struggles, a global executive search firm.

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)