# POSITION DESCRIPTION

# ASSISTANT TO THE PRESIDENT AND Chief of Staff TO the vice president, White House

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| **OVERVIEW** |
| Position Type | Presidential appointment (PA) |
| Agency Mission | The Office of the Vice President serves the vice president in the performance of the many activities incident to his immediate office.[[1]](#endnote-1) |
| Position Overview | The chief of staff to the vice president oversees all the operations of the vice president’s office and supervises the vice president’s executive support, Senate and residential staffs. This individual advises the vice president on the full range of issues facing the president, the vice president and the Senate functions of the vice presidency. |
| Compensation | $160,000 - $175,000 |
| Position Reports to | The Vice President |
| **RESPONSIBILITIES** |
| Management Scope | The chief of staff oversees staff size and compensation within the applicable salary ceiling, vice presidentially determined. The office of the vice president has approximately 50 people, including agency assignees. The chief of staff to the vice president manages appropriations in the annual legislative branch appropriations act for vice presidential executive support, Senate and residential ($2,417,248 in 2016), and the annual financial services appropriations act ($4,228,000 proposed for 2017).[[2]](#endnote-2) |
| Primary Responsibilities | * Serves as an advisor to the president
* Supports the vice president in his constitutional, Senate, executive assistance, ceremonial and other roles
* Advises the vice president on president’s agenda, strategy, messaging and more
* Coordinates vice presidential activity with White House senior staff
* Assists the vice president in ensuring continuity of operations under full range of emergency and other conditions
* Manages the vice president’s schedule
* Supervises vice presidential staff and manages vice presidential appropriations, subject to the direction of the vice president [[3]](#endnote-3)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | Varies from one administration to the next but the following would be helpful:* Broad understanding of the laws as well as policy
* Strong leadership skills and extensive experience managing personnel and funds
* Experience with legislative and executive branches of the federal government
* Trust and confidence of the vice president
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| Competencies | * Intelligence, loyalty, integrity and good judgment
* Collegiality, flexibility and humility
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| **PAST APPOINTEES** |
| Steve Ricchetti (2013 to 2017) - Counselor to the Vice President; President of Ricchetti Inc; Deputy Chief of Staff and Deputy Assistant to the President for Legislative Affair to President Clinton[[4]](#endnote-4) |
| Bruce Reed (2011 to 2013) - Executive Director of National Commission on Fiscal Responsibility and Reform; CEO of Democratic Leadership Council; Chief Domestic Policy Advisor and Director of the Domestic Policy Council; Deputy Campaign Manager for Clinton Campaign[[5]](#endnote-5) |
| Ronald Klain (1995 to 1999, 2008 to 2011) - Executive Vice President and General Counsel of Revolution, LLC; Partner at O’Melveny & Myers; Chief of Staff and Counselor to Attorney General Janet Reno[[6]](#endnote-6) |

1. <http://usgovernmentmanual.gov/Agency.aspx?EntityId=H5kgshlSd9Y=&ParentEId=p0fnvDxExmY=&EType=/sbLHImeIYk>= [↑](#endnote-ref-1)
2. Romney Position Descriptions

<https://www.congress.gov/bill/114th-congress/house-bill/2029/text>

<https://www.congress.gov/bill/114th-congress/house-bill/5485/text> [↑](#endnote-ref-2)
3. Romney Position Descriptions [↑](#endnote-ref-3)
4. https://www.whitehouse.gov/the-press-office/2013/11/13/vice-president-biden-announces-new-chief-staff [↑](#endnote-ref-4)
5. Romney Position Descriptions [↑](#endnote-ref-5)
6. Romney Position Descriptions [↑](#endnote-ref-6)