# POSITION DESCRIPTION

**Assistant to the president and chief technology officer, office of science and technology policy, executive office of the president**

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| **Overview** |
| Senate Committee | Commerce, Science and Transportation |
| Agency Mission | The mission of the Office of Science and Technology Policy (OSTP) is threefold: first, to provide the president and his senior staff with accurate, relevant and timely scientific and technical advice on all matters of consequence; second, to ensure that the policies of the executive office are informed by sound science; and third, to ensure that the scientific and technical work of the executive branch is properly coordinated so as to provide the greatest benefit to society. |
| Position Overview | The U.S. Chief Technology Officer was created to help modernize a federal government relying too heavily on 20th century technology and to better use technological tools to address a wide range of national challenges. The U.S. Chief Technology Officer is responsible for ensuring the adoption of innovative technologies to support administration priorities, including job creation, broader access to affordable health care, enhanced energy efficiency, a more open government and national and homeland security. |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | President of the United States |
| **RESPONSIBILITIES** |
| Management Scope | The size and budget of the Chief Technology Office team can vary significantly, in part based on the ability to leverage resources outside OSTP’s official budget. There are currently four deputy chief technology officers and 20-25 total full-time employees. |
| Primary Responsibilities | * Ensure technologists, scientists, innovators and entrepreneurs in the United States are able to reach their full innovative potential.
* Advise the president on how to best leverage technology and innovation to grow the American economy and support the achievement of domestic priorities.
* Advise the president on complex topics relevant to American innovation, including big data, privacy, patent reform and regulatory reform.
* Coordinate the federal government’s internal and external initiatives around technology and innovation, including investments in research and development that enable the continued growth of our economy and pave the way for new products and business models.
* Work closely with other Federal offices and teams to embed 21st century tools and practices in government operations, recruit top talent and build capacity in data science, open government, open data and other areas
* Promote early inclusion and consideration of the technological perspective on initiatives government-wide.
* Utilize technology to spur innovations that improve government efficiency.
* Engage and connect with the private sector to spread the utilization of government provided tools to enhance economic growth and social good.
* Tap into citizens’ expertise to make government smarter and more responsive to private sector demands.
* Serve as an evangelist for technology and innovation inside and outside of the government.
* Highlight innovative technologies and advancements in the private sector.
* Aid the development and implementation of the administration’s strategy for American innovation.
* Support administrative innovation initiatives, including fostering a more open government, eliminating connectivity deserts and engaging local technology and innovation communities.
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| Strategic Goals and Priorities | Depends on the policy priorities of the administration |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Proven track record of success in entrepreneurship and/or innovation (e.g., started a new company, new initiative, or new product) such that the individual is well respected and influential in technology circles
* Understanding of how technology is affecting society today and how policy / the various levers of government might be brought to bear in harnessing it in the public interest
* Experience convening, engaging, rallying around and coordinating an ecosystem
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| Competencies | * Collaborative individual with the ability to build relationships with and influence others
* A strong communicator who can be an evangelist for technology and innovation in Washington and Silicon Valley alike
* An innovative/creative/entrepreneurial mindset
* An ability to evaluate the potential economic and societal impact of specific technological initiatives and understand the ability and limits of government and the private sector to support it
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| **PAST APPOINTEES** |
| Megan Smith (September 2014 – 2017): Vice President, Google[x], Google; Vice President, New Business Development, Google; CEO, PlanetOutii |
| Todd Park (March 2012 – August 2014): Chief Technology Officer, U.S. Department of Health and Human Services; Co-Founder, Athenahealth; Co-Founder, Castlightiii |
| Aneesh Chopra (May 2009 – February 2012): Secretary of Technology, Commonwealth of Virginia; Managing Director, The Advisory Board Company; Investment Banking Analyst, Morgan Stanleyiv |

# 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)