# POSITION DESCRIPTION

# deputy Assistant to the President and Director of Intergovernmental Affairs, white house

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| **OVERVIEW** |
| Position Type | Presidential appointment (PA) |
| Agency Mission | The Office of Intergovernmental Affairs serves as the front door to the White House through which local, county, tribal and state governments can participate in and inform the work of the president.[[1]](#endnote-1) |
| Position Overview | The deputy assistant to the president and director of intergovernmental affairs oversees the administration’s domestic agenda with state, city, county and tribal elected officials across the country.[[2]](#endnote-2) This is a critical office given that it keeps in contact with those who are actually carrying out policies at the local level. The role has traditionally been an assistant to the president position. |
| Compensation | $157,299 in 2016[[3]](#endnote-3) |
| Position Reports to | Assistant to the President for Strategic Initiatives and External Affairs[[4]](#endnote-4) |
| **RESPONSIBILITIES** |
| Management Scope | The deputy assistant to the president and director of intergovernmental affairs works with another deputy assistant, two deputy directors, three associate directors, one special assistant and two staff assistants.[[5]](#endnote-5) The office currently has about 10 employees. |
| Primary Responsibilities | * Coordinates the cabinet departments’ responses to specific issues.
* Functions as a communicator between agencies and other governing bodies, i.e. when a mayor or governor has an issue before a cabinet department, the intergovernmental office may be contacted to assure responsiveness.
* Coordinates the attendance and participation of the cabinet secretaries.
* Coordinates president’s and first lady’s domestic travel schedule with governor of state to be visited.
* Communicates regularly with intergovernmental offices outside of the executive branch, informing them of talking points from the president’s speeches that are relevant to their particular concerns.
* Functions as the federal government’s communicator with the Native American tribal governments.
* Coordinates joint state responses to assist in immediate natural disaster relief, frequently functioning as the facilitator.[[6]](#endnote-6)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Knowledge of local government (could be through direct experience as a mayor, for example)
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| Competencies | * High sense of coordination and ability to work within different agencies, departments and disciplines
* Strong, well organized professional approach in dealing with intergovernmental agencies and associations
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| **PAST APPOINTEES** |
| Jerry Abramson (2014 to 2017) - Lieutenant Governor, state of Kentucky; mayor, city of Louisville; counsel, governor of Kentucky[[7]](#endnote-7) |
| David Agnew (2012 to 2014) - Deputy Director of Intergovernmental Affairs, White House; deputy, mayor of the city of Charleston; special assistant, office of U.S. Secretary of Labor[[8]](#endnote-8) |
| Cecilia Muñoz (2009 to 2012) - senior vice president for the office of research, advocacy, and legislation, National Council of La Raza; Chair of the Board, Center for Community Change; board member, U.S. Programs Board of the Open Society Institute[[9]](#endnote-9) |

# Endnotes

This position description was created with the help of Martha Kumar from the White House Transition Project, which provides information to a new White House staff about their individual offices thereby streamlining the process of transition from one administration to the next.

1. <https://www.whitehouse.gov/administration/eop/iga> [↑](#endnote-ref-1)
2. <https://www.whitehouse.gov/blog/author/jerry-abramson> [↑](#endnote-ref-2)
3. <https://www.whitehouse.gov/21stcenturygov/tools/salaries> [↑](#endnote-ref-3)
4. Romney Readiness Project position description [↑](#endnote-ref-4)
5. Romney Readiness Project position description [↑](#endnote-ref-5)
6. Romney Readiness Project position description [↑](#endnote-ref-6)
7. <https://www.whitehouse.gov/blog/author/jerry-abramson> [↑](#endnote-ref-7)
8. <https://www.whitehouse.gov/blog/author/david-agnew> [↑](#endnote-ref-8)
9. <https://www.whitehouse.gov/blog/author/cecilia-mu%C3%B1oz> [↑](#endnote-ref-9)