# POSITION DESCRIPTION

# Deputy united States trade representative, executive office of the president

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| **OVERVIEW** |
| Senate Committee | Finance |
| Agency Mission | The Office of the U.S. Trade Representative (USTR) is responsible for developing and coordinating U.S. international trade, commodity and direct investment policy, and overseeing negotiations with other countries.[[1]](#endnote-1) |
| Position Overview | The deputy works with the U.S. trade representative in conducting trade negotiations and carrying out other functions as the U.S. trade representative directs.  |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[2]](#endnote-2) |
| Position Reports to | United States Trade Representative |
| **RESPONSIBILITIES** |
| Management Scope | The Office of the U.S. Trade Representative has 24 offices.[[3]](#endnote-3) The fiscal 2016 budget was an estimated $54 million, and there are about 240 full-time equivalents.[[4]](#endnote-4)  |
| Primary Responsibilities | * Conducts trade negotiations and has other functions as directed by the U.S. trade representative (19 U.S.C § 2171)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Must not have directly represented, aided or advised a foreign entity (as defined by [section 207(f)(3) of title 18](https://www.law.cornell.edu/uscode/text/18/lii%3Ausc%3At%3A18%3As%3A207%3Af%3A3)) in any trade negotiation or trade dispute with the United States (19 U.S.C. § 2171)
* When the president submits to the Senate for its advice and consent a nomination of an individual for appointment as a deputy U.S. trade representative, the president shall include information on the country, regional offices and functions of the Office of the U.S. Trade Representative for which that individual will have responsibility. (19 U.S.C. § 2171)
* Trade policy experience
* Understanding of the critical role of trade policy within broader U.S. foreign policy, as well as in domestic economic policy and U.S. competitiveness
* Academic credentials in law, history and/or public policy (preferred)
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| Competencies | * Diplomatic and analytical skills to negotiate complex agreements and lead other trading partners to consensus
* Strong interpersonal skills; ability to work across agencies
* Political acumen, a strategic nature and communication skills to manage disparate domestic interests and build legislative coalitions necessary to enact the president’s trade agenda
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| **PAST APPOINTEES** |
| Robert Holleyman (2014 to 2017) – Founder of Cloud4Growth; President and CEO of the Business Software Alliance; Senior Counsel for Senate Committee on Commerce, Science and Transportation[[5]](#endnote-5) |
| Demetrios Marantis (2009 to 2013) – Chief International Trade Counsel for the Senate Finance Committee; Issues Director for the Kerry-Edwards Presidential Campaign; Chief Legal Advisor for the U.S.-Vietnam Trade Council [[6]](#endnote-6) |
| Susan C. Schwab (2005 to 2006) – Dean of the University of Maryland School of Public Policy; President and CEO of the University System of Maryland (USM) Foundation and USM Vice Chancellor for Advancement; Director of Corporate Business Development for Motorola, Inc.[[7]](#endnote-7) |

1. https://ustr.gov/about-us/about-ustr [↑](#endnote-ref-1)
2. 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-2)
3. https://ustr.gov/about-us/organization [↑](#endnote-ref-3)
4. https://ustr.gov/sites/default/files/files/about/FY2016%20USTR%20Congressional%20Budget%20Submission.pdf [↑](#endnote-ref-4)
5. https://ustr.gov/about-us/biographies-key-officials/ambassador-robert-holleyman-deputy-ustr [↑](#endnote-ref-5)
6. [LinkedIn Page](https://www.linkedin.com/in/demetrios-marantis-2705aa6)  [↑](#endnote-ref-6)
7. https://georgewbush-whitehouse.archives.gov/government/sschwab-bio.html [↑](#endnote-ref-7)