# POSITION DESCRIPTION

# Associate Director for Legislative Affairs, office of management and budget

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| **OVERVIEW** |
| Position Type | Noncareer appointment (NA) |
| Agency Mission | The mission of the Office of Management and Budget (OMB) is to serve the president of the United States in implementing his vision across the executive branch, including budget development and execution, oversight of agency performance, and coordination and review of significant federal regulations.[[1]](#endnote-1) |
| Position Overview | The associate director for legislative affairs manages congressional relations for the Office of Management and Budget. |
| Compensation | Senior Executive Service |
| Position Reports to | Director of OMB |
| **RESPONSIBILITIES** |
| Management Scope | The OMB fiscal 2015 budget request was $91.75 million. There were 457 OMB full-time equivalents in fiscal 2015.[[2]](#endnote-2) Within the Office of Legislative Affairs, the associate director for legislative affairs oversees three deputies, a legislative analyst and a confidential assistant.[[3]](#endnote-3) |
| Primary Responsibilities | * Guides the president's budget request through Congress and develops legislative strategies relating to appropriations, budget and OMB-related legislation
* Coordinates with White House offices and federal agencies to develop and implement the president's policy, regulatory and budget objectives across the executive branch
* Provides high-quality, time-sensitive analysis of legislation—particularly appropriations, budget and regulatory legislation—and aids in developing the administration’s position on proposed legislation
* Maintains thorough knowledge and understanding of legislative processes and the budget process in OMB, in Congress, and with agencies
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Thorough knowledge of the legislative process and an understanding of the budget and appropriations processes
* Experience on Capitol Hill, strong congressional relationships and a positive attitude about working with legislators
* Prior agency experience (a plus)
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| Competencies | * Skilled manager and communicator
* Ability to gather intelligence and coordinate among different stakeholders, including agencies
* Ability to work under high pressure
* Ability to handle sensitive matters
* Strong negotiation skills
* Ability to work across party lines
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| **PAST APPOINTEES** |
| Tamara Fucile (2014 to 2017) – Vice-president of Government Affairs, Center for American Progress; Legislative Director, Senate; Deputy Staff Director for Policy, Joint Economic Committee[[4]](#endnote-4) |
| Kris Sarri (2011 to 2014) – Deputy Director of Policy and Strategic Planning, Department of Commerce; Professional Staff, Senate Committee on Commerce, Science, and Transportation; Senior Policy Advisor, Senate[[5]](#endnote-5) |
| Kate Eltrich (2009 to 2011) – Clerk, Senate Appropriations Committee[[6]](#endnote-6) |

1. Partnership for Public Service position description [↑](#endnote-ref-1)
2. Partnership for Public Service position description [↑](#endnote-ref-2)
3. 2016 plum book [↑](#endnote-ref-3)
4. <https://www.linkedin.com/in/tamara-fucile-18319a2>

<http://docs.house.gov/meetings/GO/GO00/20160107/104376/HHRG-114-GO00-Bio-FucileT-20160107.pdf> [↑](#endnote-ref-4)
5. <https://www.linkedin.com/in/kris-sarri-8225286> [↑](#endnote-ref-5)
6. <https://www.linkedin.com/in/kate-eltrich-b7891a8>

<https://www.gpo.gov/fdsys/pkg/GOVMAN-2009-09-15/pdf/GOVMAN-2009-09-15-Pg92.pdf> [↑](#endnote-ref-6)