# POSITION DESCRIPTION

**Deputy Director of the office of management and Budget, Executive Office of the President**

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| **OVERVIEW** |
| Senate Committee | Budget jointly with Homeland Security and Governmental Affairs |
| Agency Mission | 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. |
| Position Overview | The deputy director of the Office of Management and Budget (OMB) assists the director in overseeing the preparation of the federal budget and supervising its administration in the executive branch agencies. The deputy also acts in place of the director when the director is absent or unable to perform his or her duties. (31 U.S.C. § 502) |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| 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. |
| Primary Responsibilities | * Assist the director in budget development.
* Represent OMB in White House Policy Council deliberations at the deputy level.
* Assist the director in coordinating and reviewing all significant federal regulations by executive agencies, to ensure that economic and other impacts are assessed as part of regulatory decision-making, along with the review and assessment of information collection requests.
* Assist the director with legislative clearance and coordination (review and clearance of all agency communications with Congress, including testimony and draft bills) to ensure consistency of legislative views and proposals with presidential policy.
* Assist the director with executive orders and presidential memoranda to agency heads and officials.
* Function as the director’s direct link to the OMB support offices (General Counsel, Legislative Affairs, Strategic Planning and Communications, Management and Operations division, Economic Policy, Legislative Reference division, Budget Review and Performance and Personnel Management); Resource Management Offices
* Negotiate with Congressional committees (typically at the staff level) and testify as an OMB witness as needed
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| Strategic Goals and Priorities | Depends on the policy priorities of the administration |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Good relationships within Congress to facilitate director’s support of the president’s budget
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| Competencies | * Ability to process the president’s full agenda in the context of the budget preparation and administration, while assisting the director’s oversight of the largest component of the executive office of the President.
* Ability to negotiate and resolve conflicts between competing interests in the executive branch agencies and programs, in support of the director and in furtherance of the president’s agenda.
* Ability to communicate effectively with the OMB support offices heads and the RMO’s on behalf of the director and in furtherance of the president’s economic policies.
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| **PAST APPOINTEES** |
| Brian Deese (2013 – 2015): Deputy Director, National Economic Council; Special Assistant to the President for Economic Policy; Member, Economic Policy Working Group, Presidential Transition Team; Economic Advisor, Obama for America (2008); Economic Policy Advisor, Hillary Clinton for President; Senior Policy Analyst for Economic Policy, Center for American Progress |
| Heather Higginbottom (2011 – 2013): Deputy Director, Domestic Policy Council; Founder and Executive Director, American Security Project, a national security think tank; Deputy National Policy Director, Kerry-Edwards Presidential Campaign; Legislative Assistant, Office of Senator John Kerry |
| Rob Nabors (2009 – 2010): Majority Staff Director, House Appropriations Committee; Minority Staff Director, House Appropriations Committee; Assistant Director for Administration and Executive Secretary, OMB; Special Assistant to the Director, OMB |
| Stephen McMillin (2006 – 2009): Deputy Assistant to the President and Advisor to Chiefs of Staff Andrew Card and Joshua Bolten; Associate Director for General Government Programs, OMB; Staff, Senate Committee on Banking, Housing and Urban Affairs; Legislative Director, Financial Economist and Legislative Assistant, Senator Phil Gramm  |

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)