# POSITION DESCRIPTION

# assistant administrator (administration and resources management), environmental protection agency

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| **OVERVIEW** |
| Senate Committee | Environment and Public Works |
| Agency Mission | To protect human health and the environment |
| Position Overview | The assistant administrator for administration and resources management is responsible for the policy and procedures governing internal administrative services. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Environmental Protection Agency (EPA) Administrator[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the assistant administrator for administration and resources management managed a budget of $636.198 million and oversaw 1,095 full-time equivalents.[[3]](#endnote-3)  |
| Primary Responsibilities | * Responsible for the policy and procedures governing internal administrative services
* Oversees environmental health and safety; security; facilities; grants and debarment management; human resources and employee services; procurement and contracts management; and employee diversity programs[[4]](#endnote-4)
* Provides national leadership, policy and management of many essential support functions for the EPA[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Previous government experience and knowledge of the legislative and federal budgeting process
* Knowledge of the department’s functions and policies
* Effective manager, with a track record in a large and diverse organization
* Knowledge in the areas of finance, personnel, planning and evaluation
* Strong relationships with relevant stakeholders, or ability to form them
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| Competencies | * Strong leader
* Ability to communicate effectively, internally and externally
* Strong coordination and collaboration skills to work extensively across U.S. government agencies and other relevant stakeholders
* Ability to work under high pressure
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| **PAST APPOINTEES** |
| Craig E. Hooks (2009 to 2014): Director, Office of Wetlands, Oceans and Watersheds, Environmental Protection Agency; Deputy Director, Office of Wetlands, Oceans and Watersheds, Environmental Protection Agency; Director, Office of Federal Facilities Enforcement, Environmental Protection Agency[[6]](#endnote-6) |
| Luis Luna (2005 to 2009): Deputy Administrator, Community Development, Rural Development, Department of Agriculture; Associate Administrator, Rural Business-Cooperative Service, Department of Agriculture; Commissioner's Assistant, Consumer Product Safety Commission[[7]](#endnote-7) |
| Morris X. Winn (2002 to 2005): Division Manager of Human Resources, Texas Comptroller of Public Accounts, Deputy Commissioner for Human Resources, Texas Department of Insurance; Human Resources Management, Texas Office of Attorney General[[8]](#endnote-8) |

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)
2. Leadership Directories: https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=57576&LDISecId=201&FromRecent=0&Save=1&Position=-1#O57576 [↑](#endnote-ref-2)
3. https://www.epa.gov/sites/production/files/2015-02/documents/epa\_fy\_2016\_congressional\_justification.pdf [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. https://www.epa.gov/aboutepa/about-office-administration-and-resources-management-oarm [↑](#endnote-ref-5)
6. https://www.linkedin.com/in/craig-hooks-84b4aa57/ [↑](#endnote-ref-6)
7. Leadership Directories: https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=451608&Save=1 [↑](#endnote-ref-7)
8. https://yosemite.epa.gov/opa/admpress.nsf/6427a6b7538955c585257359003f0230/1f624407431f77b385256b610072e03d!OpenDocument&Start=4&Count=5&Collapse=4.1 [↑](#endnote-ref-8)