# POSITION DESCRIPTION

# deputy administrator, national aeronautics and space administration

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| **OVERVIEW** | |
| Senate Committee | Commerce, Science and Transportation |
| Agency Mission | To reach for new heights and reveal the unknown for the benefit of humankind |
| Position Overview | The deputy administrator acts with or for the administrator within the full scope of the administrator’s responsibilities and serves as the agency’s second in command. |
| Compensation | Level III $165,300[[1]](#endnote-1) (5 U.S.C. § 5314) |
| Position Reports to | NASA Administrator |
| **RESPONSIBILITIES** | |
| Management Scope | In fiscal 2015, NASA had $20.97 billion in budget outlays and 17,744 employees. |
| Primary Responsibilities | * Is responsible for a portfolio of activities as defined by the NASA administrator (Depending on the background of the individual in the position, this could range from executive responsibilities to a full range of technical responsibilities.) * Serves as acting administrator in the administrator’s absence * Works closely with the administrator to provide overall leadership, planning and policy direction for the agency * Together with the NASA administrator, represents NASA to the Executive Office of the President, Congress, heads of government agencies, international organizations and external organizations and communities |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Appointed from civilian life (51 U.S.C. 20111) * Extensive executive experience in large organizations * Executive experience in a scientific or technical organization (preferred) * Knowledge of or experience working in the multifaceted space enterprise * Experience representing the interests of a scientific or technical organization to external stakeholders * Expertise in a scientific or technical discipline (preferred) |
| Competencies | * Excellent executive leadership skills * Strong communication and interpersonal skills * Facilitation skills to bring competing points of view together * Ability to work in high-pressure situations, often with incomplete or rapidly changing information * Energy for frequent travel, often to foreign countries |
| **PAST APPOINTEES** | |
| Dava J. Newman (2015 to 2017): Apollo Program Professor of Astronautics, Massachusetts Institute of Technology | |
| Lori Garver (2009 to 2013): President, Capital Space LLC; Team Leader, National Aeronautics and Space Administration Team, President-Elect Obama Transition Team, Executive Office of the President; Civil Space Policy Advisor, Obama for America | |
| Shana L. Dale (2005 to 2009): Deputy Director for Homeland and National Security, Office of Science and Technology Policy, Executive Office of the President, George W. Bush Administration; Chief of Staff and General Counsel, Office of Science and Technology Policy, Executive Office of the President; Chair, Committee on Homeland and National Security, National Science and Technology Council | |

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)