POSITION DESCRIPTION

# united states representative to the european union, department of state

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy, and the secretary of state is the president’s principal foreign policy advisor. |
| Position Overview | The United States representative to the European Union manages all aspects of U.S. relations with the European Union. The U.S. Mission to the European Union (USEU) hosts representatives from 10 U.S. government agencies and various departments, who report to the USEU chief of mission. |
| Compensation | Level II $183,100 (5 U.S.C. § 5313)[[1]](#endnote-1)[[2]](#endnote-2) |
| Position Reports to | The President. However, interactions with the president will occur largely through key personnel at the National Security Council. In addition, the representative coordinates with the secretary of state via the assistant secretary of state for European and Eurasian affairs. |
| **RESPONSIBILITIES** |
| Management Scope | Representatives from the following agencies and departments report directly to the U.S. representative to the EU: the Department of State (political, economic and public affairs sections); the Department of Commerce (Foreign Commercial Service); the Department of Agriculture (Animal and Plant Health Inspection Service and Foreign Agricultural Service); the Office of the U.S. Trade Representative; the Department of the Treasury; the Department of Homeland Security, including Customs and Border Protection; the Department of Justice; the Department of Defense; the U.S. Agency for International Development; and the National Oceanic and Atmospheric Administration’s National Marine Fisheries Service. |
| Primary Responsibilities | * Represents, defends and promotes the interests of the United States with the European Union.
* Conveys to EU leadership the U.S. position on a wide range of issues deliberated at the EU.
* Maintains good relations with the U.S. ambassador to Belgium, who also resides in Brussels and has the primary responsibility for managing U.S.-Belgian relations.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * A strong interest in international diplomacy.
* Keen interest in how the EU bureaucracy works and how to influence key EU decision-makers.
* Ability to speak publicly, including with the media, in defense or promotion of U.S. interests.
* Interest in living and working in Europe.
* Experience leading and managing diverse teams.
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| Competencies | * Strong interpersonal and communication skills.
* Strategic thinker.
* Strong negotiation skills.
* Fluent in French, or knowledge of German or another EU language (helpful).
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| **PAST APPOINTEES** |
| Gordon Sondland (2018 to 2020) – CEO, Provenance Hotels; Advisor, Romney 2012 Transition; Liaison to the White House, State of Oregon |
| Anthony Gardner (2014 to 2017) – Managing Director, Palamon Capital Partners; Executive Director, leverage finance departments of Bank of America and GE Capital; Senior Associate, various international law firms |
| William Kennard (2009 to 2013) – Managing Director, The Carlyle Group; Chairman, Federal Communications Commission; Various nonprofit boards, including the Yale University Council |

1. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27, 2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation.  [↑](#endnote-ref-1)
2. 2017 data [↑](#endnote-ref-2)