# POSITION DESCRIPTION

# Assistant Administrator for Legislative and Public Affairs, United States Agency for International Development

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | To end extreme poverty and promote resilient, democratic societies while advancing our security and prosperity |
| Position Overview | The assistant administrator for legislative affairs serves as the agency’s principal advisor on all aspects of legislative and public affairs relating to United States Agency for International Development (USAID) policies, programs and operations, and on the technical and operational matters relating to the mission of the bureau. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | USAID Administrator |
| **RESPONSIBILITIES** |
| Management Scope | **The assistant administrator for legislative and public affairs oversees the Legislative Affairs Section; the Program Operations Section; and the Public Affairs Section.**[[2]](#endnote-2) |
| Primary Responsibilities | * Serves as the agency’s principal advisor on all aspects of legislative and public affairs relating to USAID policies, programs and operations, and on the technical and operational matters relating to the bureau’s mission
* Oversees the strategic positioning of the agency, especially on Capitol Hill, in the media and among external stakeholders, with regard to USAID’s role in foreign policy and as the lead agency providing U.S. economic and humanitarian assistance to foster sustainable international development
* Assists in directing and supervising the bureau, in addition to providing critical technical liaison and expertise in areas they manage[[3]](#endnote-3)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Prior government experience; expertise in the legislative and federal budgeting process
* Experience in foreign affairs
* Strong management experience
* Strong relationships with relevant stakeholders, or ability to form them
* Understands politics as well as policy
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| Competencies | * Strong communication and public speaking skills
* Strong leadership and managerial skills
* Ability to work under high pressure and handle sensitive matters
* Excellent negotiation skills
* Ability to work across party lines
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| **PAST APPOINTEES** |
| James A. Bever (2016 to 2017): Deputy Assistant Administrator for Program Operations, USAID; Senior Development Advisor and Faculty, Foreign Service Institute; Mission Director in Ghana, Egypt, West Bank and Gaza, and Afghanistan[[4]](#endnote-4) |
| Jeffrey J. Grieco (2002 to 2009) Deputy Assistant Administrator for Legislative and Public Affairs, USAID; Senior Representative, Joint Policy Council of the Department of State and USAID; Fellow, Georgetown University Institute for the Study of Diplomacy[[5]](#endnote-5) |

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. https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=201&LDIOrgId=310740 [↑](#endnote-ref-2)
3. https://www.usaid.gov/who-we-are/organization/bureaus/bureau-legislative-and-public-affairs [↑](#endnote-ref-3)
4. https://www.usaid.gov/who-we-are/organization/james-bever [↑](#endnote-ref-4)
5. https://www.foreign.senate.gov/imo/media/doc/GriecoTestimony080207p.pdf [↑](#endnote-ref-5)