# POSITION DESCRIPTION

# director of the mint, Department of the treasury

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| **OVERVIEW** |
| Senate Committee | Banking, Housing and Urban Affairs |
| Agency Mission | The Department of the Treasury is the executive agency responsible for promoting economic prosperity and ensuring the financial security of the United States. |
| Position Overview | Leads the United States Mint, which primarily produces circulating coinage for the United States to conduct its trade and commerce. |
| Compensation | The Director of the Mint is on the SL (senior-level) pay scale. |
| Position Reports to | Secretary of the Treasury[[1]](#endnote-1) |
| **RESPONSIBILITIES** |
| Management Scope | The United States Mint budget for fiscal 2016 was $2.896 billion.[[2]](#endnote-2) It is one of eight Treasury bureaus headquartered in Washington, D.C., and operates six facilities across the United States, with each facility performing a unique function. The Mint has approximately 1,900 employees overall. It is self-funded, and all revenues that exceed operating expenses are turned over to the General Fund of the Treasury.[[3]](#endnote-3) |
| Primary Responsibilities | Leads the United States Mint, which:* Primarily manages the design, marketing, security and production of circulating coinage for the United States to conduct its trade and commerce
* Produces proof, uncirculated and commemorative coins and medals for sale to the general public[[4]](#endnote-4)
* Distributes U.S. coins to the Federal Reserve banks and branches
* Maintains physical custody and protection of the nation’s $100 billion of U.S. gold and silver assets
* Manufactures and sells platinum, gold and silver bullion coins[[5]](#endnote-5)
* Works closely with consumer groups, media outlets and schools to ensure an adequate amount of public awareness, through news coverage and other means, of the inauguration of the Presidential $1 Coin Program, to ensure that consumers know of the availability of the coin
* Oversees the numismatic sales program, which generates significant revenues
* Takes all steps necessary to ensure that a maximum number of reputable, reliable and responsible dealers are qualified to offer for sale all bullion coins struck and issued by the United States Mint (31 U.S.C. 5112)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Master of Business Administration or equivalent, with focus on economics, finance and international policy
* 15 or more years’ experience in international finance
* Strong background in marketing and sales to support numismatic initiatives (highly preferred)
* Understanding of policies supporting the creation and distribution of U.S. coins (highly preferred)
* Understanding of coin manufacturing processes and an appreciation for metrology (highly preferred)
* Experience managing manufacturing operations (highly preferred)
* A broad range of skills, and experience working with unions, including law enforcement officers (highly preferred)
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| Competencies | * Exceptional verbal and written communications skills, with ability to quickly craft messages/policy for media and public consumption
* Ability to bring about strategic change, establish an organizational vision and implement that vision in a continuously changing environment
* Understanding of current local, national and international policies and trends that affect the organization and shape stakeholders’ views, and an awareness of the organization's impact on the external environment
* Ability to meet organizational goals and customer expectations, and make decisions that produce high-quality results, by applying technical knowledge, analyzing problems and calculating risks
* Ability to manage human, financial and information resources strategically
* Ability to build coalitions internally and with other federal agencies, state and local governments, and nonprofit and private-sector organizations
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| **PAST APPOINTEES** |
| Edmund C. Moy (2006 to 2011): Special Assistant to the President for Presidential Personnel; Consultant, Welsh, Carson, Anderson & Stowe. Ed; Director of the Office of Coordinated Care Policy and Planning, Health Care Financing Administration, Department of Health and Human Services[[6]](#endnote-6) |
| Henrietta Holsman Fore (2001 to 2005): Chairman and Chief Executive Officer, Holsmann International; Senior Associate, Center for Strategic and International Studies; Founder and Chair, United States-Asia Environmental Partnership, U.S. Agency for International Development[[7]](#endnote-7) |

# Endnotes

This position description was created with the help of MITRE Corporation, a not-for-profit company that provides innovative, practical solutions for some of the nation's most critical challenges in defense and intelligence, aviation, civil systems, homeland security, the judiciary, health care and cybersecurity.

1. Leadership Directories [↑](#endnote-ref-1)
2. Leadership Directories [↑](#endnote-ref-2)
3. OPM [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. Leadership Directories [↑](#endnote-ref-5)
6. http://edmoy.com/meet-ed/ [↑](#endnote-ref-6)
7. Leadership Directories [↑](#endnote-ref-7)