



Director of Research and Policy

Position Description

The Director of Research and Policy (“R&P”) is one of the three senior staff members of the Administrative Conference of the United States (“ACUS” or “the Conference”). The R&P Director has overall responsibility for managing the Conference’s research and policy development program. The R&P Director reports to the Chairman of the Conference.

The R&P Director manages and oversees the development of Conference recommendations, from the initial conception of a recommendation project through adoption and implementation of a recommendation. The R&P Director also works with the Executive Director and the General Counsel to manage and oversee other substantive Conference projects, including forums, workshops, and publications. Although not required, a background in administrative law would be helpful.

More particularly, the R&P Director, under the direction of the Chairman:

- Manages a staff of attorneys (currently consisting of a Deputy Director of Research and Policy and three Attorney Advisors) who conduct work in connection with the Conference’s research and policy projects; identifies potential interns and manages interns;
- Manages the solicitation of contractors for Conference research projects and makes recommendations to the Chairman on selection; together with Conference Attorney Advisors, manages and provides guidance to researchers as they develop reports;
- Works with Conference committee chairs, committee members, researchers and Conference Attorney Advisors to develop proposed Conference recommendations; oversees the preparation of proposed recommendations for consideration by the Conference in plenary session; and, together with the Director of Communications and others, manages the process by which the Conference promotes implementation of its recommendations;
- Maintains a record of potential Conference projects, develops project proposals and recommends them to the Chairman, and prepares projects proposals for approval by the ACUS Council;
- Together with the Executive Director and General Counsel, manages the process by which the Conference develops and carries out projects relating to forums, workshops, and publications;
- Oversees the content of the Conference’s website, publications, and other materials insofar as they relate to research and policy activities;



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- Makes recommendations to the Chairman on the assignment of Conference members to committees and interacts with the committees and members in relation to research and policy activities;
- Interacts with government agencies, private groups, and individuals in developing, carrying out, and promoting Conference projects; and
- Together with the Executive Director and the General Counsel, advises the Chairman on all matters pertaining to the agency's business.