The Office of Advocacy of the U.S. Small Business Administration is seeking an experienced environmental attorney to lead the office’s efforts on behalf of small businesses in matters related to federal regulation and policy. The applicant should have familiarity with regulations issued by the Environmental Protection Agency under the Clean Water Act, the Safe Drinking Water Act, the Clean Air Act, and other environmental statutes. The position description of the Assistant Advocate/Assistant Chief Counsel position is attached. Applicants are strongly encouraged to review that position description as well as information available about the Office of Advocacy on Advocacy’s web page, https://advocacy.sba.gov. Applicants are asked to submit a resume, a brief writing sample, and a cover letter. Please direct any inquiries or applications to Charles Maresca, Director of Interagency Affairs, Charles.maresca@sba.gov.

POSITION DESCRIPTION
Office of Interagency Affairs

Assistant Advocate (Assistant Chief Counsel)

The position of Assistant Advocate is located in the Office of Interagency Affairs within the Office of Advocacy. The Office of Interagency Affairs carries out a variety of activities to ensure that the policies of the federal government enhance the economic viability of small businesses. The Assistant Advocate within the Office of Interagency Affairs systematically reviews and analyzes existing and proposed laws, rules and regulations, policies, and activities of the federal government that affect small businesses. Based on such detailed analysis, small business outreach and other supporting research, the Assistant Advocate prepares policy positions and recommendations for the Chief Counsel for Advocacy’s consideration. On behalf of the Chief Counsel, the Office of Interagency Affairs also prepares draft legislation, as necessary, and suggests to other federal agencies improvements in proposed law, regulation, or other policy. The Office of Interagency Affairs monitors the effect on small businesses of federal regulation in all areas reached by the federal government, including tax, regulation, capital and credit, energy, environment, science, safety, health, technology, procurement, and foreign trade. The Assistant Advocate represents small business interests in these areas, as determined by the Chief Counsel, through systematic and continued contacts with senior-level policymakers in appropriate agencies.

The incumbent is supervised by and reports directly to the Director of the Office of Interagency Affairs, and is expected to have an in-depth knowledge of and experience in federal programs within the assigned areas of expertise. The Assistant Chief Counsel should be aware of the actual and potential impact of such federal programs on small business. The incumbent is expected to pursue vigorously small business interests in the assigned areas of expertise and must be capable of identifying small business issues in administrative, legislative, and regulatory contexts and of developing and presenting persuasive arguments on behalf of changes which promote the best interests of small business. In addition, the incumbent should demonstrate a commitment to the concerns of small business and to the possibility of increasing the contribution of small business to American society. The incumbent will discuss policy issues and recommendations concerning alternative solutions and strategies for obtaining these solutions with the Director of Interagency Affairs prior to implementation.

The incumbent's performance will be evaluated, in part, on the content and effectiveness of the policy positions established through recommendations made by the incumbent, and on the
incumbent’s performance in advocating and representing the interests of small business to appropriate agencies and departments. The incumbent's performance also will be evaluated upon the incumbent’s cooperativeness and assistance in achieving and complying with management goals, objectives, and policies.

DUTIES: The Assistant Chief Counsel will perform the following duties on behalf of the Chief Counsel for Advocacy under the direction of and upon consultation with the Director of the Office of Interagency Affairs:

- Systematically reviews regulations from federal agencies within the assigned areas of expertise, as designated from time to time by the Chief Counsel and the Director of the Office of Interagency Affairs.
- Organizes findings into draft memorandums and reports, including regulatory comment letters, identifying key issues and policies on behalf of the Chief Counsel, and recommends strategies for intervention by the Office of Advocacy.
- Develops draft policy positions and proposals advocating changes in the policies or activities of federal agencies of clear benefit to small businesses. Draft policy proposals will be well-organized and clearly written and consistent with other policy statements issued by the Chief Counsel.
- Draft legislation and regulations will be prepared as part of policy recommendations, when necessary. Each recommendation will be supported by written documentation clearly identifying the nature of the issue leading to the recommendations. Where possible, estimates of the benefits and costs associated with the proposed policy should be developed as part of the supporting documentation.
- Conducts outreach to, and maintains close liaison with, small businesses and trade associations and other representatives of small businesses to ensure the timely identification of federal programs and policies affecting small business and the impacts of such programs and policies.
- Maintains close liaison with senior-level agency personnel and Administration officials to exchange information about matters affecting small business. Working relationships between the incumbent and federal officials will be characterized by openness, candor, and a willingness to work together to resolve problems related to the interests of small business.
- Maintains close liaison with Congress and Congressional staffs to ensure that oversight activities and legislation affecting federal policies affecting small businesses are developed consistent with the interests of small business.
- Represents the interests of small business before federal agencies within the incumbent’s designated area or areas of expertise.
- Acts as senior advisor to the Director of the Office of Interagency Affairs, on federal policies, programs, and activities within the incumbent’s area or areas of expertise and proposes advocacy initiatives and objectives related to these activities. Proposals should be reasonable and feasible, and should clearly further the interests of small business.
- Represents the Chief Counsel at the direction of the Director of the Office of Interagency Affairs on interagency or other appropriate task forces and committees.
- Performs additional duties as assigned.