

ASSISTANT LAW LIBRARIAN FOR COLLECTIONS, OUTREACH AND SERVICES

SL-1410-00-192679

INTRODUCTORY STATEMENT:

The Assistant Law Librarian for Collections, Outreach and Services oversees all of the development activities and programs for the Law Library of Congress. The incumbent serves under the Law Librarian of Congress, and works with the Deputy Law Librarian of Congress in achieving success on matters related to collection development and management, outreach to the Law Library's diverse constituencies, and research and reference services provided through a variety of channels. The incumbent oversees the Law Library's development and fund-raising initiatives.

MAJOR DUTIES

Management and Oversight Responsibilities

35%

Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging and /or critical agency programs or operations. Responsible for the direction and management of all aspects of the Law Library's collections, outreach programs and services identifying and recommending policy initiatives and major research projects suitable for the library to undertake as special scholarly or literary events. Evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue project as needed.

Coordinates and promotes activities that support scholars performing intensive research at the Library of Congress. Recruits and supports scholars to come to the library by coordinating selection processes and committees. Responsible for fund-raising efforts for fellowships and scholarships, recruiting resident visiting scholars and arrangement of their program, the planning of international conferences, symposia, and lectures.

Provides specialized library service to Congress, the judiciary, executive agencies, the legal community, and the public. Has overall responsibility, as well as delegated authority, for the oversight and administration of Law Library services. Is primarily responsible for the direction and operational management of the directorate to efficiently and effectively achieve specified goals and objectives. Evaluates current and proposed programs and operations. Initiates, modifies, recommends, or discontinues such actions as appropriate.

Plans and oversees the acquisition, management, security, development, organization, servicing, bibliographic interpretation, and custody of the Law Library collections and the provision of reference services. Controls and directs the circulation of materials to

Congressional and government offices, as well as to other libraries in the United States and throughout the world.

Directs, assigns, proposes and oversees production of public-facing written products including professional journal articles, reports, correspondence, guides, indexes, and subject bibliographies. Prepares articles for publication and serves as a resident expert and consultant on federal legislative history, congressional information, and statutory research.

Reviews and evaluates written responses to legal research and reference inquiries; approves print and web-based writing projects involving legal and legislative issues. Prepares and delivers presentations/programs on legal information management theories and practices.

Human Resources Management **15%**

Establishes performance expectations for staff members, which are clearly communicated. Provides informal and formal feedback and evaluates staff performance on a regular and ongoing basis.

Resolves informal complaints and grievances. Takes personnel actions as necessary. Provides advice and counsel to staff members and subordinate managers related to work and policy matters. Effects disciplinary measures. Establishes and reviews policies and practices relating to work schedules.

Promotes the spirit and practice of diversity and/or Equal Employment Opportunity programs, ensuring that the commitment to equal opportunity is carried forward in all aspects of Human Resources management. The Assistant Librarian is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to ensure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her direction in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

Policy Development and Guidance **25%**

Responsible for the formulation and administration of policies affecting the mission of the Collections, Outreach and Services for the Law library. Participates in the development, evaluation, and implementation of high-level policy for agency-wide programs. Serves as the key advisor on various programs and events of the Service Unit. Counsels senior management staff and officials at multiple levels of the Service Unit; and senior staff, private sector clients, and vendors concerning matters within the scope of the

incumbent's activity. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

Liaison and Public Contact

25%

Establishes and maintains effective working relationships with various high-level individuals, including Library officials, infrastructure unit directors, service unit directors, division chiefs, managers, and their staff. As required and assigned, directs, monitors, and participates in outreach initiatives with organizations outside the Law Library. Establishes and maintains close and cooperative working relationships with managers and officials within the Law Library and the Library of Congress.

Communicates regularly with and to the Law Librarian and Law Library management team concerning the status of Service Unit activities and programs, as well as Library-wide initiatives affecting the Law Library staff or programs. Monitors and reports regularly on the effectiveness and specific programs and initiatives.

As representative of the Law Library, actively participates on boards and committees dealing with matters which extend beyond the assigned program responsibility.

Performs other duties as assigned.

SCOPE AND EFFECT OF WORK:

The incumbent directs a major administrative program for which the scope of the program directed is one or more of the following: international, nationwide, agency-wide, industry-wide, or Government-wide; directly involves the national interest or the agency's national mission; is subject to continual or intense congressional and media scrutiny or controversy or have pervasive impact on the general public. The employee ensures that fiscal, human resources, and administrative operations and processes of the Law Library of Congress are accomplished effectively and in conformance with established policies and procedures. The work directly affects the adequacy, accuracy, and reliability of law library services and legal research operations and processes.

MANAGERIAL AUTHORITY EXERCISED:

Exercises delegated authority to oversee the overall planning, direction, and timely execution of a program, multiple program segments (each of which is managed through separate subordinate organizational units), or comparable staff functions including development, assignment, and higher level clearance of goals and objectives for supervisors or managers of subordinate organizational units or lower organizational levels. Approves multi-year and longer range work plans developed by the supervisors or managers of subordinate organizational units and subsequently manages the overall work to enhance achievement of the goals and objectives. Oversees the revision of long range plans, goals, and objectives for the work directed. Manages the development of policy

changes in response to changes in levels of appropriations or other legislative changes. Manages organizational changes to the organization directed, or major changes to the structure and content of the program or program segments directed.

CONTACTS:

Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected or hostile questions. Preparation for these meetings typically includes using briefing packages or similar presentation materials that requires extensive analytical input by the employee and subordinates, and/or involves the assistance of a support staff.

