

**ASSISTANT LAW LIBRARIAN FOR VIRTUAL SERVICES
SL-1410**

POSITION NUMBER: 209088

INTRODUCTORY STATEMENT:

The Assistant Law Librarian for Virtual Services oversees the planning, development, management and usability of digital legal and legislative information resources hosted on site from the Law Library's physical collections and from remotely-hosted digital collections collaboratively developed with Law Library partners worldwide. The incumbent serves under the Law Librarian of Congress in achieving success on matters related to building and sustaining a preeminent portal to a world-class repository of global legal information that includes all levels of government from local governing bodies to transnational governing institutions. The incumbent ensures that Law Library virtual services meet the statutorily mandated requirements of the Law Library of Congress to serve the foreign legal research and analytical needs of the U.S. Congress. The incumbent develops and maintains relationships to further local, national, international, and transnational partnerships. The incumbent also works collaboratively with senior Library of Congress managers to ensure integration of Law Library virtual services with Library of Congress digital priorities. The incumbent coordinates efforts with information entities in the U.S. Congress and other legislative branch agencies on THOMAS and related Library legislative information initiatives. For example, the Congressional Research Services' Legislative Information System or GPO's Federal Digital System (FDsys).

MAJOR DUTIES

Management and Oversight Responsibilities 35%

Has overall responsibility, as well as delegated authority, for the oversight and administration of a broad, emerging and critical Law Library digital library program. Responsible for the direction and management of all aspects of the Law Library's virtual presence and services by identifying, recommending and implementing program planning strategies and development of policy initiatives for web access to global legal information. Evaluates current and proposed plans and recommends actions to initiate new or modify existing strategies as needed.

Coordinates with senior Library managers and national/international experts in semantic web technology systems to plan, develop, host and maintain a state-of-the-art technology infrastructure to support a robust information system utilizing federated searching and semantic web technologies that integrates with and supports the Library's web-presence and policies.

Directs efforts to develop and promote national and international metadata and technology standards for legal information in the semantic web environment.

Coordinates with appropriate internal and external offices including national and international stakeholders to identify issues, challenges, strategies for success, and best practices for digital legal collections.

Leads efforts to identify potential partners to participate in the Law Library's virtual presence by developing and implementing strategies for partner participation. Oversees the evaluation of digital content from various organizations to determine scope, depth, breadth and presentation of legal and legislative information produced by the Library and by potential partners. Specifically, develops strategies and identifies partners to collaborate in creating a portal to and repository of legal and legislative information from Native American tribes and global indigenous peoples' organizations, and local, state, national, international and transnational governments and organizations.

Oversees the THOMAS and other Law Library legislative information systems ensuring they meet the needs of the U.S. Congress, and to the extent possible, concerned and curious citizen's usability requirements. Coordinates with internal and external stakeholders such as Congress, the Courts, and professional organizations to obtain feedback concerning enhancements to all virtual services and systems. For example, the Administrative Office of the U.S. Courts case management system. Promotes Law Library systems and educates constituencies about systems' capabilities. The incumbent should have an in-depth understanding of standards development, technological advances and compliance issues relating to digital rights management and other issues in intellectual property laws worldwide.

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 the virtual Law Library of Congress. 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.