

**Administrative Librarian
(Assistant Director and Senior Specialist),
SL-1410 (Agency Position Number: 138080)**

I. INTRODUCTION

This position serves as the Assistant Director, Knowledge Services, for the Congressional Research Service (CRS), and in this capacity leads, plans, directs and evaluates the delivery of the information research and reference activities of the Knowledge Services Group (KSG), and ensures that it is of the highest quality and consistently meets the Service's standards of objectivity, nonpartisanship, balance, timeliness, legislative relevance, authoritativeness, and accessibility. The incumbent oversees implementation of the research agenda for the KSG, including approaches, frameworks, and methodologies for addressing policy and legislative issues within the KSG's areas of responsibility; works with CRS's research divisions to plan and carry out institutes, seminars, and briefings for Members, committees, and their staffs; and takes the lead in implementing outreach to congressional offices. This includes demonstrating personal intellectual leadership in monitoring congressional needs for information research across a broad spectrum of policy areas, and assuring the availability of the intellectual capacity needed to meet the current and changing needs of the United States Congress at a sustained level of excellence. This also includes exercising overall responsibility and delegated authority for the oversight and administration of the KSG's human, financial, material and information assets. Ensures that the information resources of the KSG are fully aligned with the legislative needs of Congress and with the priorities, goals, and policies of CRS for meeting those needs. The Assistant Director also serves as a chief advisor to the Director, counseling the Director on all aspects of the administration and operations of CRS and recommending specific policies and procedures for improving the Service's overall efficiency and effectiveness. The Assistant Director serves as a member of the Director's senior management team and serves as a principal CRS representative to Members, committees and officers of the United States Congress.

II. MAJOR DUTIES AND RESPONSIBILITIES

Advises on Formulation or Implements Agency Policies

40%

Counsels the Director and Deputy Director on all aspects of the administration and operations of the Congressional Research Service. Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations. Is responsible for the formulation and administration of policies affecting the Service beginning, at the highest level, with advice and counsel to the Director and Deputy Director in implementing a strategic vision and successfully meeting the CRS mission. Monitors immediate and longer term needs of CRS for information resource support in its policy making activities. Monitors administration and operations of the Service in relation to its capacity for and actual experience in meeting needs of the Congress as set forth in the Service's performance goals and statements of its mission and vision. Assesses strengths and weaknesses of the Service as a whole and its operational function in carrying out its mission, recommends specific policies and procedures for improving efficiency and effectiveness of administration and operations of the Service, and assesses their implications. Identifies best practices and areas requiring improvement across administrative and operational functions and activities.

Systematically reviews and evaluates budget plans and periodic reports on budget execution. Recommends and evaluates options for allocating resources in relation to efficiency and effectiveness and in the context of current and prospective budgets. Administers policies and procedures of the

Service to meet its goals, carry out its mission and achieve its vision with maximum effectiveness and efficiency in the use of its resources.

Assures that the formulation and administration of policies are based on full consideration of needs of the Congress and efforts to meet those needs in the major function for which incumbent has direct responsibility. Maintains effective communications with Congress.

Ensures that supervisors and staff conduct work in a collaborative manner that incorporates appropriate expertise from inside and outside the division. Plans and coordinates activities with managers in other divisions and offices to promote collaboration across the Service. Leads, plans, organizes and coordinates teams or working groups and assures staff participation in inter-divisional and Service-level teams.

Informs the Director and Deputy Director about progress, problems and prospects relating to administration and operations of the knowledge services function and to attainment of the CRS goals and mission.

Leads and Directs a Major Management Function

40%

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, Library of Congress and CRS management, Executive departments and agencies, professional organizations and universities. Serves as a member of the CRS senior management team providing expert advice and support to the CRS Director and Deputy Director on all manner of issues affecting information research services delivery, information resources management, and KSG operations and represents CRS or the Library of Congress on task forces, committees, etc.

The incumbent oversees implementation of the research agenda, including approaches, frameworks, and methodologies for addressing policy and legislative issues within the KSG's areas of responsibility. Serves as the primary agency advisor on various programs and events. Works with CRS research divisions to plan and carry out institutes, seminars, and briefings for Members, committees, and their staffs. Demonstrates personal intellectual leadership in monitoring congressional needs for information research, institutes, seminars, and briefings across a broad spectrum of policy areas, and assuring the availability of the intellectual capacity needed to meet the current and changing needs of the United States Congress at a sustained level of excellence. Coordinates and collaborates with managers of other divisions and offices to assure full identification of all significant issues across disciplines and areas of responsibility. Sets research and reference priorities for supervisors and staff, and ensures full participation of all information professionals in identifying current legislative issues for inclusion in the agenda.

In collaboration with other senior managers leads, plans, directs and evaluates delivery of information research services and management of information resource activities of the Service and ensures that such activities are of the highest quality, consistently meet the Service's standards of objectivity, nonpartisanship, balance, timeliness, legislative relevance, authoritativeness and accessibility, and are fully aligned with meeting the legislative needs of the United States Congress and with the priorities, goals and policies of CRS for meeting those needs. In direct support of current and anticipated policy making activities of the Congress, exercises overall responsibility, as well as delegated authority, for the oversight and administration of the KSG's information research delivery and information resource management in the Service.

Continually assesses the overall performance of information research delivery and information resource management practices and systems in meeting needs of the Congress and the priorities, goals and policies of CRS for meeting those needs. Holds self and others accountable for achieving goals and standards of the Service. Ensures that systems and practices support a strong client orientation and facilitate productive and efficient interactions of CRS supervisors and staff with Members of Congress, committees and their staff. Takes the lead in implementing outreach to congressional offices. Actively nurtures an integrated CRS research community by continually and consistently seeking and building on others' input, expertise, experiences, and capabilities and facilitating learning from one another. Plans and implements congressional outreach activities that promote the sense and reality of a CRS research community. Partners with other managers to identify and remove barriers and resolve conflicts that are detrimental to the work of CRS.

Actively participates on boards and committees as the representative of CRS and/or the Library of Congress. Serves as the primary CRS advisor and representative to communicate the long-term vision for the Knowledge Services Group.

Exercises Supervisory and/or Managerial Authorities

20%

Performs the human resource management functions relative to the staff supervised. Communicates work standards and expectations to supervisors and staff and holds them accountable to those standards. Ensures that all work performed by the KSG is of the highest quality and is aligned with and supports Service performance plans in a manner that is highly relevant, timely, efficient and effective. Reviews work of managers and staff to ensure that it meets professional standards, adheres to CRS policy guidelines, and is responsive to the information resource management needs of the Service and the needs of Members and committees of Congress. Manages projects that pose critical organizational challenges for the Service. Coordinates projects that span multiple divisions.

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. Reviews and approves or disapproves leave requests. Assures that organization staff at all levels are trained and fully comply with the provisions of the safety regulations, and safeguard sensitive and personally identifiable information (PII) of employees.

Recruits and interviews candidates for positions allocated to the KSG. Ensures that new staff are oriented and assimilated effectively into the office and the Service. Identifies professional development needs of staff and supervisors and meets those needs by providing appropriate training, mentoring, on-the-job experience details and other professional development opportunities.

Assures the availability of the intellectual capacity needed to meet the current and changing needs of Congress and deliver information research services and manage information resources to support those needs at a sustained level of excellence. Assesses staffing requirements in relation to current and anticipated needs of the Congress; develops staffing plans, justifications and requests.

The Assistant Director is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to ensure the accomplishment of diversity and inclusiveness 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 diversity and inclusiveness objectives 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,

including the development and execution of Individual Development Plans for division staff; and (5) full utilization of their skills.

III. OTHER SIGNIFICANT FACTS:

Performs other duties as assigned.

V. SCOPE AND EFFECT OF WORK

Program Scope and Effect

Directs a major information resource program that supports directly the Congressional Research Service's mission of providing the United States Congress with comprehensive and reliable research, analytic, and information services that are timely, objective, nonpartisan, and confidential. By virtue of CRS's relationship to the Congress, the impact of the program managed directly involves the national interest and the agency's national mission; is subject to continual congressional scrutiny; and has a pervasive impact on the United States Congress and, by extension, the general public.

Organizational Setting

The position is accountable to a position that is at the senior level (SL) level.

V. SUPERVISORY/MANAGERIAL AUTHORITY EXERCISED

Exercises delegated authority to oversee the overall planning, direction, and timely execution of a program, several 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, and alignment and coordination of program activities to support the Service's mission, goals and plans. 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 organizational changes to the organization directed, or major changes to the structure and content of the program or program segments directed. Exercises discretionary authority to distribute resources allocated to the organization.

Difficulty of Typical Work Directed

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-15.

Other Conditions

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to GS-13 or higher level. Supervision and resource management involve major decisions and actions that have a direct and substantial effect on the organizations and programs managed and on achieving the missions, goals and plans of CRS.

VI. CONTACTS

Nature of Contacts

Contacts may take place in meetings, conferences, briefings, speeches, presentations, or congressional hearings and may require extemporaneous response to unexpected or hostile questioning. 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.

Frequent contacts are comparable to any of the following: Members, committees and officers of Congress, key congressional staff, and other officers of the United States House of Representatives and the United States Senate; elected or appointed representatives of state and local governments; regional or national officers or comparable representatives of trade associations, public action groups or professional organizations of national stature; influential individuals or organized groups from outside CRS , such as top- and mid-level corporate executives or national officers of employee organizations; and/or- Senior Level or Executive Level heads of bureaus and higher level organizations in other federal agencies.

Purpose of Contacts

The purpose is to assure the provision of timely, nonpartisan, authoritative, objective information supporting the legislative work of the Congress. Contacts may involve the commitment or distribution of major resources, competing objectives, resource limitations or reductions, or comparable issues. Persons contacted come from a variety of backgrounds and have different perspectives. The exchange of information will require highly developed analytic and communication skills, negotiation, conflict resolution, leadership and similar skills in order to obtain the desired results.