

**LAW LIBRARIAN OF CONGRESS
SL-905-00**

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I. INTRODUCTION

The Law Librarian of Congress manages the Law Library of Congress, housing the largest collection of United States and foreign legal literature in the world. The legal collections represent all known legal systems, including common law, civil law, and religious and customary law jurisdictions. The Law Library of Congress, its staff, and collections support the legal reference and research needs of the United States Congress. In the areas of foreign and comparative law, the foreign legal specialists and other professional staff provide research and reference products on wide ranging topics related to the Congressional agenda. The Law Library provides similar services to the Supreme Court of the United States and other Federal Courts, and to Executive Branch agencies. The Law Library continues to expand its traditional public services mission to legal scholars, the bar, and to other institutions in an increasingly global legal community through in-person, mail, and e-mail contacts, and increasingly through on-line products and services as well. The Law Library serves as a standard setter for other law libraries. The Law Library establishes professional or collaborative relationships and, as appropriate, partnerships with other governmental and non-governmental American and international institutions in furtherance of its varied missions. The Law Librarian of Congress exercises final responsibility for the Law Library budget, management of staff, policy administration and development, and overall operational effectiveness, and, as a member of the Library of Congress Executive Committee (EC), participates in the overall management of the Library of Congress.

II. MAJOR DUTIES AND RESPONSIBILITIES

Program Management and Oversight **30%**

Has overall responsibility, as well as delegated authority, for the oversight and administration of an entire service unit. Is primarily responsible for the direction and management of large-scale operations 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.

Receives administrative direction from the Librarian of Congress or designee in terms of the broadly defined missions and functions of the service unit as set out by statute. Interviews and selects candidates for vacancies, evaluates staff, handles grievances and disciplinary actions, initiates promotions and special commendations, and implements training programs as appropriate.

Directs the development of a collection of authoritative legal materials in all formats from throughout the world, anticipating the developing needs of the Congress and other users. Provides to the Congress, reference support in United States law, remaining

available at all times that the Congress is in session. Provides executive oversight to a group of professional librarians, technicians, and foreign law specialists charged with maintenance and collections development, and through whom the Law Library maintains regular relationships with other external law library professionals. Provides oversight and direction to a distinctive research directorate which, through attorneys specializing in foreign law and professional librarians, provides definitive reference and research to Congress and other governmental clients in foreign and comparative law. Foreign law specialists also provide expert testimony or assistance as requested and approved by the Law Librarian of Congress.

Oversees development and implementation, and approves new digital or on-line initiatives such as websites and other products or means for providing information to clients other than in writing. Approves development of other products to primary and other users in alternative formats as demand requires.

In partnership with other governmental and non-governmental entities, seeks opportunities to disseminate legal information or to meet the developing needs of a global legal community.

Policy Development **25%**

Responsible for the formulation and administration of policies affecting the missions of the National Law Library and the Library of Congress. Develops, evaluates, and implements policy for agency-wide programs. Explores and prepares long-range development plans along with short-term strategies for furthering the goals of the National Law Library.

Human Resources Management **25%**

Performs the human resource management functions relative to the staff supervised. Establishes performance expectations for staff members, which are clearly communicated. Provides informal feedback and periodically evaluates staff on organizational performance. 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 discipline. Reviews and approves or disapproves leave requests. Assures that organizational staff at all levels are trained and fully comply with the provisions of safety regulations.

The executive is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to ensure the accomplishment of diversity objectives and by adhering to nondiscriminatory employment practices. Specifically, initiates nondiscriminatory practices and plans in the areas of merit promotion/selection, recruitment, hiring, fair treatment of staff, encouragement and recognition of achievements, career development, and full utilization of skills.

Liaison and Public Contact **20%**

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staffs, other Legislative, Executive,

and Judicial Branch agencies and entities, executives of corporations, and distinguished members of the bar, the scholarly legal community, and the public. Effects and maintains effective collaborative relationships with professional peers in the national and international legal community, as well as other interest or professional organizations in the legal community, all with a view to advancing the programs and objectives of the Law Library and Library of Congress. Serves as a leader in the community of legal professionals, setting or influencing standards for collecting, preserving, and providing access to legal information, products, and services in traditional as well as new, innovative ways.

Actively participates as member of boards and committees on the local, national, and international levels representing the Library and Law Library of Congress in dealing with matters which extend well beyond the assigned program responsibility. Addresses, or approves other senior staff to address professional groups of law librarians, practitioners, jurists, legal scholars, or interest groups affected by the varied missions of the Law Library of Congress.

Performs other duties as assigned.

III. SCOPE AND EFFECT OF WORK

Directs programs for which the scope is nationwide and international. Programs involve national and international interests and the Library's national and international mission; are subject to continual or intense Congressional or media scrutiny; and have a pervasive impact on the constituencies served.

IV. 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. 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. Exercises discretionary authority to approve the allocation and distribution of funds in the organization's budget.

V. SUPERVISION AND GUIDANCE RECEIVED

This position reports to an incumbent who is at the executive (EX) or senior level (SL). The incumbent performs with the highest degree of independence and is fully accountable for the oversight of activities and services provided by various offices and divisions within the Law Library, and for effective communication, coordination, and cooperation with other service units. Receives administrative direction from the Librarian of Congress or designee in terms of the broadly defined missions and functions of the service unit as set out by statute.

VI. NATURE AND PURPOSE OF CONTACTS

Frequent contacts are with influential individuals or organized groups from outside the employing agency, such as top- and mid-level corporate executives or national officers of employee organizations; regional or national officers or comparable representatives of trade associations, public action groups, or professional organizations of national stature; key staff of congressional committees, and principal assistant to senators and representatives; elected or appointed representatives of State and local governments; nationally recognized journalists of major metropolitan, regional, or national newspapers, magazines, television, or radio media; and Executive (EX) or Senior Level (SL) heads of bureaus and higher level organizations in other Federal agencies.

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

The purpose of contacts is to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed. 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 communication skills, negotiation, conflict resolution, leadership, and similar skills in order to obtain the desired results.

VII. OTHER SIGNIFICANT FACTS

Supervision and oversight involves exceptional coordination and integration of a number of very important and complex programs of professional, scientific, technical, managerial, and administrative work. Supervision and resource management involve major decisions and actions that have a direct and substantial effect on the organizations and programs managed.