

# **Deputy Law Librarian of Congress**

## **SL-905**

**PD#: 188187**

### **INTRODUCTORY STATEMENT:**

The Deputy Law Librarian of Congress works under the general direction of the Law Librarian for Congress and is responsible for the effective oversight of the day-to-day operations of the Law Library, with enterprise-wide responsibility. The Deputy Law Librarian coordinates the various activities and initiatives undertaken in the various Directorates and Divisions of the Law Library, and assists the Law Librarian in the daily management of the Law Library by overseeing legal research and other services provided to the Law Library's primary users/constituencies – the United States Congress, the Executive Branch, and the Federal Judiciary. As part of this responsibility to serve these primary users, the Deputy directs strategic development and policy relating to the management and direction of workflow within and between the various Directorates and Divisions of the Law Library of Congress. In the absence or unavailability of the Law Librarian of Congress, the Deputy shall assume the Law Librarian's responsibilities and authority, independently executing those duties with sound discretion and judgment.

### **MAJOR DUTIES:**

#### **Managerial and Oversight Responsibilities 30%**

Has overall responsibility, as well as delegated authority, for the oversight and administration of the Service Unit. Is primarily responsible for the direction and management of operations to efficiently achieve specified goals and objectives. Evaluates current and proposed programs and operations and recommends action to initiate, modify, or discontinue projects as appropriate.

Provides general oversight and direction for programs and to program officials relating to and encompassing all core services and programs provided by the Law Library.

Performs the management functions relative to the staff supervised. Establishes performance expectations for staff members. Provides informal feedback and periodically evaluates staff on organizational performance. Resolves informal complaints and grievances. Provides advice and counsel to staff members and subordinate managers related to work and policy matters.

Receives administrative direction in terms of broadly defined missions and functions of the Service Unit from the Law Librarian. Interviews and recommends candidates for vacancies, evaluates staff, handles grievances and disciplinary actions, recommends or approves promotions and awards/commendations, and implements or recommends training programs.

The Deputy is responsible for furthering the goals of equal employment opportunity by taking positive steps to ensure the accomplishment of affirmative action objectives, promoting the spirit and practice of diversity and equal employment opportunity programs, and ensuring that the commitment to equal opportunity without regard to race, color, religion, sex, and national origin is carried forward in all aspects of the Service Unit.

**Liaison and Public Contact 30%**

As delegated by the Law Librarian, represents the Law Library and its organizational interests and perspectives at high level internal and external meetings involving discussion and establishment of policy, or consideration of issues or initiatives with potential Library-wide impact. Represents the Law Library in interactions with high level officials within the Federal government, other governments or foreign institutions, non-governmental organizations, or private sector companies and entities. Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with management and officials at the Library of Congress, government agencies, and private sector partners in order to advance the programs and projects of the Law Library and the Library of Congress.

Communicates with the management team on the status of different work activities and efforts. Reports regularly on the effectiveness of specific programs.

Actively participates on boards and committees as the representative of the Library of Congress in dealing with matters which extend well beyond the assigned program responsibility. Serves as the principal representative and consultant for the agency at interagency, national and international meetings dealing with issues and information in the area of expertise and program responsibility.

**Advice and Guidance 20%**

Serves on various highly visible programs and events of the Service Unit. Briefs and provides counsel to senior management staff and officials at all levels of the Service Unit and the Library of Congress concerning matters within the scope of the incumbent's activity. Directs and advises on the appropriate methods and techniques to use in order to achieve program goals and objectives.

Serves as an expert advisor and technical authority on complex and, often, precedent-setting policy and program issues, developing policies, strategies, and plans for programs and initiatives for Service Unit-wide application.

### **Policy Development 20%**

Is responsible for the formulation, or participation in formulation and administration of policies affecting the mission of the Law Library and the Library of Congress. Provides broad policy guidance to managers to ensure effective integration of operational resources involved in implementing Law Library programs and initiatives. Is responsible for implementing policy direction for cross-cutting initiatives that may require coordination among Law Library divisions and various components of the Library. Directs the development, planning, and implementation of policies and guidelines affecting broad, emerging, and/or critical Service Unit and agency programs and objectives. Explores and formulates long-range strategic plans, and ensures that short-term project goals and objectives are consistent with long range plans. Ensures consistent application of assessment methodologies across projects and programs in support of institution-wide strategic objectives. Exercises broad oversight and control through the development of policies to achieve the Library's vision and goals. Serves in a key support role based on specific expertise as to legal and regulatory issues that affect Service Unit and agency programs.

### **KNOWLEDGE REQUIREMENTS:**

Understanding developed through education, training, or experience, in the collection and/or use of legal materials in a legal research environment. Familiarity with legal materials and resources in all formats and media, spanning not only the laws of the United States, but relating to international and foreign law and legal systems as well.

Applied knowledge and understanding of research methodology and resources particularly as applied in a comparative law setting.

### **SCOPE AND EFFECT OF WORK:**

Directs a program for which the scope of the program is international and is subject to potential congressional and media scrutiny. The impact of the program managed directly involves the national interest and the Library's national mission.

### **MANAGERIAL AUTHORITY EXERCISED:**

Uses delegated authority to occasionally oversee the overall planning, direction, and timely execution of the Service Unit which is managed through separate Directorates and Divisions. With the Law Librarian, approves short- and long-term work plans developed by subordinate managers. Subsequently manages the overall work to enhance

achievement of the goals and objectives. Manages the development of policy changes in response to changes in levels of appropriations or other legislative changes. Manages organizational changes within the Service Unit and major changes to the structure and content of various programs. Exercises discretionary authority to approve the allocation and distribution of funds in the organization's budget. Oversees the revision of long range plans, goals, and objectives for the work directed.