

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

57377

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|--|--|---|--|--|-----------------------------------|--------------------------|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | | 3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field | | 4. Employing Office Location Washington, DC | 5. Duty Station Washington, DC | 6. OPM Certification No. |
|--|--|---|--|--|-----------------------------------|--------------------------|

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|---|--|--|--|---|--|--|
| New <input type="checkbox"/> Other <input type="checkbox"/> | | 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
|---|--|--|--|---|--|--|

Explanation (Show any positions replaced)
ST# 9951

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|---|--|---|--|--|--|----------------------------|
| 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) | | 11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither | | 12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive | | 13. Competitive Level Code |
|---|--|---|--|--|--|----------------------------|

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|----------------------------|----------|-------------------|-------|----------|----------|
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | Administrative Librarian | SL | 1410 | 00 | LPC | 11/18/04 |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

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| 16. Organizational Title of Position (if different from official title) Executive Director, FLICC | 17. Name of Employee (if vacant, specify) |
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| 18. Department, Agency, or Establishment Library of Congress | c. Third Subdivision Federal Library & Info Center Committee |
| a. First Subdivision Library Services | d. Fourth Subdivision |
| b. Second Subdivision Partnership & Outreach Programs | e. Fifth Subdivision |

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

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| a. Typed Name and Title of Immediate Supervisor Deanna Marcum, Associate Librarian for Library Services | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) James H. Billington, Librarian of Congress |
| Signature: /signed/ Date: 11/05/04 | Signature: /signed/ Date: 12/13/04 |

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

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| Typed Name and Title of Official Taking Action Dennis M. Hanratty Director for Human Resources | 22. Position Classification Standards Used in Classifying/Grading Position Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |
| Signature: /signed/ Date: 11/18/04 | |

| 23. Position Review | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
Incumbent also serves as the Director for the FEDLINK revolving fund program.

25. Description of Major Duties and Responsibilities (See Attached)

Administrative Librarian (Executive Director, Federal Library and Information Center Committee, SL-1410

PD# 57377

I. Introductory Statement

The Federal Library and Information Center Committee (FLICC) is an interagency council with representatives from all three branches of the U.S. Government, including national libraries, the U.S. Supreme Court, major technical information centers, all Cabinet level agencies and selected independent agencies, boards, and commissions. The permanent Chair of the Committee is the Librarian of Congress and the Committee's executive offices are housed in the Library of Congress. In addition to supporting the work of the Committee, the FLICC Executive Director manages the operations of the Federal Library and Information Network (FedLINK), which offers Federal libraries, information centers, and other Federal offices cost-effective contracts for a range of information and operations support services including online databases, online cataloging, interlibrary loan, books, and serials subscription services from private sector vendors. FedLINK operates as a revolving fund under the authority of P.L. 106-481. Incumbent also serves as the Director for the FEDLINK revolving fund program.

II. MAJOR DUTIES AND RESPONSIBILITIES

Liaison and Public Contact

35%

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, in order to advance the objectives of federal libraries and information centers on behalf of the Library of Congress. Establishes and maintains close and cooperative working relationships with Library of Congress officials and Service Unit management, government agencies, and other institutions with related interests in support of the Federal Library and Information Center Committee (FLICC) and the Federal Library and Information Network (FedLINK).

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

Actively participates in 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 and national meetings dealing with federal library and information issues. Leads and guides groups engaged in the identification, analysis, and delineation of factors which affect providing library service in the Federal Government.

Works closely with the FLICC Chair (The Librarian of Congress or his/her designee, normally the Associate Librarian for Library Services), who determines the broad policy framework within which the incumbent must assume a high level of initiative, imagination, and independent responsibility for a program of national significance.

Program Management and Oversight

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 the FedLINK revolving fund operations to efficiently achieve specified goals and objectives. Evaluates current and proposed programs and operations and takes actions to initiate, modify, or discontinue projects as needed.

As Director of FedLINK, administers an organization of sufficient strength and expertise to attain the program and business goals and objectives; directs the annual budget process and manages budget execution; and represents the network at professional meetings and network activities among the Federal and non-Federal sectors. Plans the annual program and activities and determines short and long range goals and objectives. Determines research and development projects for both the network office and members' individual needs, including enhancements to FedLINK's automated registration and financial systems and customer databases, providing installation and implementation oversight.

Human Resources Management

15%

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 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.

Promotes the spirit and practice of diversity and Equal Employment Opportunity programs, ensuring that the commitment to equal opportunity without regard to race, color, religion, sex, and national origin is carried forward in all aspects of Human Resources management.

Policy Development

15%

Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs. Translates new legislation into program goals, actions, and policies, interpreting the impact of new legislative requirements on agency programs. Is

recognized as an agency authority in formulating new policies and program objectives that have a broad or long-range impact on Federal libraries and information centers. Provides management and consulting services to top executives of the agency on change management and internal business process improvements to improve the effectiveness of FLICC and FedLINK operations and functions.

Performs other duties as assigned.

III. SCOPE AND EFFECT OF WORK

Directs a program for which the scope of the program directed are one or more of the following: nationwide, agency-wide, industry-wide, 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; or directs critical program segments, major scientific projects, or key high level organizations with comparable scope and impact. The impact of the program managed directly involves the national interest and the agency's national mission; is subject to continual or intense congressional and media scrutiny or controversy; and has a pervasive impact on the general public.

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

The position is accountable to a position that is at the senior level, or equivalent. Works closely with the FLICC Chair (The Librarian of Congress or his/her designee, normally the Associate Librarian for Library Services), who determines the broad policy framework within which the

incumbent must assume a high level of initiative, imagination, and independent responsibility for a program of national significance. Performance is evaluated by the Associate Librarian for Library Services.

VI. NATURE AND PURPOSE OF CONTACTS

Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight 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:

- 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;
- Senior level or executive level heads of bureaus and higher level organizations in other Federal agencies.

The purpose 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 program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to GS-14 or higher level, or equivalent. Supervision and resource management involve major decisions and actions that have a direct and substantial effect on the organizations and programs managed.