

# **Administrative Librarian**

## **SL-1410**

**PD# 198160**

### **I. INTRODUCTION**

The Chief of the Prints and Photographs Division receives general policy guidance from the Director, Collections and Services (CS). As the principal officer for pictorial material in the Library (including photographs, prints, drawings, etc.), the Chief has primary managerial and professional responsibility for the growth and direction of research programs, for collection development, for public and scholarly service to include electronic service, for custodial and conservation activities, for interpretive and other special programs and events (including publications, exhibitions, joint ventures, etc.), of the Prints and Photographs Division, which is also home to the Library's Architecture, Design and Engineering Center.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

#### **Management and Oversight**

**25%**

Is responsible for the direction and management of the Prints and Photographs Division to efficiently achieve specified goals and objectives generally outlined in the Library's strategic plan. Evaluates current and proposed programs and operations and takes actions to initiate, modify, or discontinue projects in accordance with the service unit performance budget.

As Chief, administers the Division's curatorial, reference, processing, cataloging, managerial and administrative staff to attain program goals and objectives; directs the Division's annual budget process and manages budget execution, including gift and trust funds; and represents the Division at professional and management meetings. Plans the annual program and activities within the Library Service performance budget, and determines short and long range goals and objectives. Determines research and collection development projects for curatorial staff. Assures that collections are prepared for service in a timely manner, using the most appropriate and advanced archival techniques for preserving, arranging, housing, indexing, describing and cataloging collection items. Determines digitization project priorities in consultation with other Library managers. Develops and recommends policy governing the use of materials in the Division's custody, and the provision of reference and research service to meet the needs of the scholars, publishers, and other research communities.

Works with subordinate supervisors in planning budgets, programs, policies and procedures for the Division. Serves as chief management official of the Division, exercising supervision in all areas cited above.

Directs and fosters growth and maintenance of the Division's pictorial collections and facilitates and increases their use and access on a national and international basis. As an expert in one or more of the curatorial areas of the Division's collections, has particular responsibility for establishing and developing collections and services in Architecture Design and Engineering; Fine Prints; Photographs; Popular and Applied Graphic Arts and Posters. This includes the intellectual appraisal of external collections for possible acquisition; the solicitation of donations from private collectors and creators who have historically important pictorial materials that would enhance the Division's collections; and the conversion of materials on deposit to gifts.

Serves as the Division's principal recommending officer, supervising the recommendations for acquisition by staff specialists and making recommendations in special field of personal competence. Assures recommendation of monographs, serials, and electronic databases in the fields of fine and applied arts, architecture, design, graphic arts, and photography for inclusion in the Library's General Collections.

Cooperates with officials in other government agencies and institutions interested in various aspects of pictorial materials, through managed collaborative projects and interagency agreements.

Assures the security of the collections, in collaboration with the appropriate management and staff within the Division and officials throughout the Library.

### **Human Resources Management**

**25%**

Performs the full range of human resource management functions relative to the staff supervised. Establishes performance expectations for staff members, which are clearly communicated, and oversees performance management principles in accordance with Library regulations, procedures and collective bargaining agreements. 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 within the Division, including the initiation and approval of adverse actions, and may serve as a higher-level authority for reviewing adverse actions outside the division. Reviews and approves or disapproves leave requests. Assures that Division staff at all levels are trained and fully comply with the provisions of the Library's safety and security regulations.

Promotes the spirit and practice of diversity and Equal Employment Opportunity programs of the Library, 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**

**20%**

Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs. Translates new legislation and/or Library strategic goals into program goals, actions, and policies, interpreting the impact of new legislative or strategic planning 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 the Library, as well as the subject fields under the purview of the Prints and Photographs Division.

Develops and recommends policy on the acquisition of important collections with a view to insuring that the Library's collections are adequate and responsive to the demands of researchers and befitting the national library and its mission to collect and preserve the record of America's creativity and the world's knowledge.

Develops and recommends policy on research service and collection security.

## **Liaison and Public Contact**

**20%**

Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, members of the Madison Council and other executives of major corporations, and distinguished members of the public including scholars, in order to advance the mission of the Prints and Photograph Division on behalf of the mission of the Library of Congress and in furtherance of its strategic goals. Establishes and maintains close and cooperative working relationships with Library of Congress officials and Service Unit management, government agencies, and academic and cultural institutions with related interests in the subject areas within the purview of the Prints and Photographs Division.

Communicates with the service unit and directorate management teams on the status of various work activities, programs and projects. Reports regularly on the effectiveness of all intra-division activities and collaborative projects and programs.

Actively participates in boards and committees as the representative of the Division and 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 the subject areas of expertise within the Division's purview. Participates in national and international professional organizations which are active in cultural, educational and scientific work in areas related to and supported by pictorial collections. Leads and guides groups engaged in the identification, analysis, and delineation of factors which affect Library collections and the provision of library services within the framework of the Library's mission and strategic goals. Serves as an expert as well as a goodwill

ambassador for the Division's pictorial collections and facilitates and increases their use on a national and international basis.

As a noted expert and the Division's chief recommending officer, actively represents the Library in meetings and activities with donors, prominent collectors, creators and experts in the field to foster relationships with those collectors, donors and creators who have historically important pictorial materials that would enhance the Division's collections and further the Library's mission.

May serve as Acting Director for Collections and Services.

**Advice and Guidance**

**10%**

Serves as primary agency advisor on pictorial material, programs and events of the Prints and Photographs Division. Counsels senior management staff and officials at multiple levels of the Library of Congress, including senior staff of Library Services and the Collections and Services Directorate on administrative matters. Advises senior staff on the appropriate methods to achieve program goals and objectives. 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.

**III. KNOWLEDGE REQUIREMENTS**

Maintains the highest professional standing in the intellectual community and sustains the prestige of his or her Division and of the Library of Congress in the academic world by carrying out and publishing research in his or her area of scholarly specialization often making use of the collections at the Library of Congress. The results of this research may be published by suitable academic or professional organizations, or the Library.

**IV. 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.

**V. 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 program segments directed. Exercises discretionary authority to approve the allocation and distribution of funds in the organization's budget. Exercises final authority for the full range of personnel actions and organizational design proposals recommended by subordinate supervisors, although it is possible formal clearance may be required for a few actions, such as removals and incentive awards above set dollar levels.

## **VI. SUPERVISION AND GUIDANCE RECEIVED**

The position is accountable to a position that is at the senior level (SL), or equivalent. The incumbent works closely with the Director, Collections and Services, and the Associate Librarian for Library Services, who determine 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 Director, Collections and Services.

## **VII. 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 possibly 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 organizations;
- Regional or national officers or comparable representatives of trade associations, public action groups, or professional organizations or 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;

--Nationally and internationally recognized artists, photographers, architects, designers, donors and benefactors.

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 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.

### **VIII. 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.