

POSITION DESCRIPTION (Please Read Instructions on the Back)

4. Employing Office Location

1. Agency Position No.

195639
6. OPM Certification No.

2. Reason for Submission Hold Washington

I. Duty Station

Washington DC

a. Reason for Submission Explanation 1. Fair Labor Standards Act

IShow any positions replaced!

SL-2210-13208

an Exempt | 1 Nonexempt
D. Position Status

J Competitive

I Exempt /Specify in Remarks!

I SES (Gen.) Q SES ICRT

Official Title of Position

8. Financial Statements

Financial Director
11. Position Is

Supervisor Required Exclusion

Managerial Personnel

Neither

Sensitivity

1 Non-Sensitive

Occupational Code

02-Noncritical | 1-1 «-Special

Q Employment and Financial Incident

9. Subject to IA Action YES

E3 No

13. Competitive Laval Code

14. Agency Use

IS. Cluwm/Gwtd Dy	Official Title of Position	Pay Plan	Occupational Code	Grade	Date
a. Office of Personnel Management	Assistant Director for Research & Dev	SL	2210	00	"M" Irutlob
b. Department, Agency or Establishment	Asst Director for Research & Dev	SL	2210	00	
c. Second Level Review					
d. First Level Review					
Recommended by Supervisor's Initials					

18. Organization Title of Position *(If different from official title)* **Asst Director for Research & Development**

17. Name of Employee *if vacant, specify*

Vacant

18. Department, Agency, or Establishment

Library of congress

c. Third Subdivision

a. First Subdivision

Office of Strategic Initiatives

Research & Development

d. Fourth Subdivision

b. Second Subdivision

Information Technology Services

a. fifth Subdivision

Signature of Employee (optional)

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

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.

a. Typed Name and Title of Immediate Supervisor

Alvert Q. Banks, Director
Information Technology Services

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Jo Ann C. Jenkins
Chief Operating Officer

Signature

[batB]

Signature

(Handwritten Signature)

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.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Dennis M. Hanratty Director)
for Human Resources,

[Date]

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.

23. Position Review Initials Date Initials Date Initials Date Initials Date Initials Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

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

ASSISTANT DIRECTOR FOR RESEARCH AND DEVELOPMENT SL-2210

PD#: 195639 _____

I. INTRODUCTION

The incumbent of this position is responsible for strategic planning and problem solving as well as collaboration, analysis, design, development, implementation and ongoing support for the centrally-supported IT application systems of the Library of Congress. The incumbent serves as the principal advisor to the Director and Deputy Director of ITS on research and development on IT application and database technology systems which support the programs and mission of the Library's service units and other infrastructure support units. The incumbent oversees the staff responsible for providing the design, development, testing, and implementation of systems and applications needed to support both the business needs of the Library's functions and the information needs of the Library's customers.

n. MAJOR DUTIES AND RESPONSIBILITIES

Program Management and Oversight 40%

Has overall responsibility, as well as delegated authority, for the oversight and administration of an entire department or a highly complex program within the department or agency. Primarily responsible for the direction and management of large-scale 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. The incumbent is responsible for management and coordination of software planning, development, integration, and support, as well as for data base administration and data administration/analysis. This unit is focused on software process management and project management of the software life cycle by Service Unit and for preparing recommendations regarding the planning, designing, coordinating, documenting, and monitoring of data base management systems (DBMS), and related tasks.

Receives administrative direction in terms of the broadly defined missions and functions of the agency. Interviews and recommends candidates for vacancies, evaluates staff, handles grievances and disciplinary actions, recommends promotions and special commendations, and implements or recommends training programs.

Promotes the spirit and practice of diversity and/or 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.

Human Resources Management 30%

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 is trained and fully comply with the provisions of the safety regulations. The Assistant Director directs the work of the organizational unit.

The executive is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to ensure the accomplishment of affirmative action 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 affirmative action 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; and (S) full utilization of their skills.

Advice and Guidance

20%

Serves as the primary agency advisor on various programs and events. Counsels senior management staff and officials at multiple levels of the agency; senior staff of other Federal, state, and local government agencies; and private sector clients and vendors on agency matters related to the subject matter area. Advises on the appropriate methods and techniques to use in order to achieve program goals and objectives.

Policy Development

10%

Responsible for the formation and administration of policies affecting the mission of the agency. Develops, evaluates, and implements policy for agency-wide programs. Explores and plans long-range development plans, as well as short-term strategies.

m. SCOPE AND EFFECT OF WORK

Directs a program for which the scope directed are one or more of the following: nationwide, agency-wide, industry-wide, Government-wide and 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.

rv. 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. 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.

OR

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.

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-13 or higher, or equivalent

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.

OR

This position manages through subordinate supervisors and/or contractors who each direct workloads comparable to GS-12 or higher.

v. ORGANIZATIONAL SETTING

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

Nature 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 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 (SL), or Executive Level heads of bureaus and higher level organizations in other Federal agencies.**

Purpose of Contacts

The purpose is to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objects of the program or segments directed. Contacts may involve the commitment or distribution of major resources, competing objects, 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.