



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 100177

OPENING DATE: AUGUST 13 2010

CLOSING DATE: AUGUST 27, 2010

GENERAL POSITION INFORMATION:

Title: Chief, Prints & Photographs Division (Administrative Librarian)
SL-1410 (198160) \$119,554 - \$165,300

Job Location: Washington, DC

Position Location: Prints and Photographs Division, Collections and Services, Library Services

Work Schedule: Full-time

Type of Appointment: Permanent, Supervisory, Non-bargaining Unit

Number of Vacancies: 1

Who May Apply: Current Agency Employees – CONSIDERATION UNDER THIS VACANCY IS LIMITED TO THE STAFF OF THE LIBRARY OF CONGRESS. TEMPORARY NOT-TO-EXCEED (NTE) AND INDEFINITE NOT-TO-EXCEED (NTE) STATUS CANDIDATES ARE ELIGIBLE TO APPLY. (EMPLOYEES MUST MAINTAIN THEIR ELIGIBILITY AT THE TIME OF THE SELECTION).

Relocation: N/A

NOTE: ECQ's are not considered in the Library's Hiring Process. Please refer to the Evaluation of Training and Experience.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period. In addition, all newly appointed Senior Level executives, from outside the Library as well as from within, must serve a one year probationary period in accordance with Library of Congress Regulation (LCR) 2017.2-1, Senior Level Executive System.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

The selected applicant will be required to file a financial disclosure statement with the House of Representatives, U.S. Congress, in accordance with the provisions of Public Law 95-521, Ethics in Government Act of 1978.

Applicants must meet all qualification requirements by the closing date of this announcement.

BRIEF DESCRIPTION OF DUTIES:

Serves 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.

Directs and manages 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. 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.

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. 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.

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.

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.

Serves as primary agency advisor on pictorial material, programs and events of the Prints and Photographs Division.

EVALUATION OF TRAINING AND EXPERIENCE:

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- **Knowledge of the principles of research collection development and management of pictorial materials, scholarly reference practices, and research trends in prints and photographs.** ** Directed research, public services, and collection activities for pictorial collections, including developing policies on acquisition of collections, development and use of materials, and provision of reference, research, and bibliographic services.
- **Ability to manage resources, programs, collaborative projects, and outreach to scholars and support groups.** ** Carried out complex management functions and practices
- **Ability to supervise and lead a diverse workforce.** ** Carried out established Human Resources management functions and practices and kept employees informed about important aspects of personnel management programs.
- **Ability to analyze organizational and operational problems and develop solutions.** Developed, planned, and analyzed strategies necessary to coordinate and solve organizational issues and problems.
- **Ability to communicate in writing.** Produced written products related to the field of pictorial studies.

➤ **EVALUATION OF CANDIDATES:**

The Library of Congress evaluates applicants through an applicant's resume and a structured interview. Applicants may also be screened for some jobs through licensing, certification, and/or education requirements, and/or a preliminary telephone interview. The knowledge, skills, and abilities (KSAs) marked with a double asterisk (**) in the vacancy announcement are considered the most critical for a position. To be considered for final selection, applicants must demonstrate fully acceptable experience in these designated KSAs in the resume, preliminary telephone and/or full structured interview. The various assessment tools listed above are designed to verify or explore applicants' experience, knowledge, and training directly related to the job to identify the best qualified applicants for selection.

HOW TO APPLY:

To be considered for this vacancy, applicants may apply online at www.loc.gov. Applicants must complete all mandatory sections of the online application form. If you experience technical difficulties with the online system or need any additional information, please contact a Human Resources Assistant at the number listed below or at jobhelp@loc.gov.

Library of Congress Customer Service Center
101 Independence Avenue, SE, LM-107
Washington, D.C., 20540-2700
(202)-707-5627

OTHER SIGNIFICANT FACTS:

The Library of Congress is the nation's oldest federal cultural institution and the world's largest library, with more than 130 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and more than 8 million items online at its award-winning Web site. Located on Capitol Hill in Washington, D.C., the Library is also the home of the U.S. Copyright Office, the Congressional Research Service, and the Law Library of Congress and is leading the worldwide effort to preserve digital material through the National Digital Information Infrastructure and Preservation Program. The Library of Congress is the national library of the United States and is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

For current or former Federal employees: Submit a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

For current or former military personnel: Submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4) if applicable.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICANTS WITH DISABILITIES MAY BE CONSIDERED UNDER SPECIAL HIRING PROCEDURES AND MUST SUBMIT AN APPROPRIATE CERTIFICATE OF ELIGIBILITY WHEN APPLYING FOR THIS POSITION. FOR MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-6362 (VOICE OR TTY) OR EMAIL spp@loc.gov.

THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY.