



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 110052

OPENING DATE: MAY 17, 2011

CLOSING DATE: JUNE 1, 2011

GENERAL POSITION INFORMATION:

Title: Administrative Librarian
(Chief, Humanities and Social Sciences Division)
SL-1410 (205971) \$119,554 – \$165,300

Job Location: Washington, DC

Position Location: Humanities and Social Sciences 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: **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.** By law, employment at most U.S. Government agencies, including the Library of Congress, is limited to U.S. citizens. However, non-citizens may be hired provided that immigration law and other legal requirements are met, and the Library determines there are no qualified U.S. citizens available for the position.

Relocation: Relocation expenses **WILL NOT** be authorized for the applicant selected under this vacancy announcement.

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 the Library of Congress Regulations (LCRs) 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.

The Law Library holdings of over 2.6 million volumes constitute the world's largest and most comprehensive legal collection. Its staff of over 45 legal specialists, researchers, and librarians--competent in more than 50 languages--provide research and reference services on all of the major legal systems of the world, contemporary and historical.

BRIEF DESCRIPTION OF DUTIES:

The Chief of the Humanities and Social Sciences Division (HSS) serves as the Library's primary expert in the provision of reference services related to the humanities and social sciences. The Chief receives general policy guidance from the Director, Collections and Services (CS), but has primary managerial and professional responsibility for the growth and direction of public and scholarly research and reference services in the general collections, to include electronic as well as on-site service. The Chief is responsible for management of three reading rooms: Main, Local History and Genealogy, and Microform and Machine Readable Collections., In addition, HSS has custodial responsibility for significant microform materials as well as the machine readable tangible collections. The Chief plays a key role in establishing a positive image for the Library, its general collections and services, and its role in the mission of the National Library.

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.

- **Ability to Lead and Manage a Program/Area of Responsibility**:** Accomplished strategic and operational goals for a department or division and in doing so had the following responsibilities: 1) advising senior level officials, 2) overseeing day to day operations directly or through subordinate managers, 3) working with both internal and external organizations to achieve program goals, 4) evaluating current and proposed programs and operations and recommending actions to initiate, modify, or discontinue projects, 5) developing and integrating policies and processes for own area of responsibility, and 6) planning, acquiring and organizing resources and people.
- **Ability to Lead People and Manage a Workforce**:** Led, supervised, and managed a diverse staff and in so doing, performed the following activities: 1) identified current and future staffing needs based on organizational goals, objectives, and capacity gaps; 2) recruited and hired staff to meet those needs; 3) communicated performance expectations to staff; 4) conducted periodic performance evaluations; 5) provided advice and counsel to staff, 6) addressed performance and disciplinary issues; 7) delegated or planned and assigned work; 8) provided appropriate training and professional development opportunities to staff; 9) encouraged staff participation in planning and decision making; and 10) identified and implemented methods to improve staff productivity.
- **Ability to Communicate in Writing:** The ability to produce written products related to the responsibilities of the position, such as policies, program goals and objectives, business plans, budget documents, and performance management documents.
- **Ability to Define and Solve Problems and Make Decisions:** The ability to identify the problem or issue, and to gather, examine, and interpret information to generate effective solutions to problems and make sound decisions. This includes the ability to seek, logically examine, analyze, interpret, and synthesize information from different sources; generate and evaluate reasonable alternative solutions and the implications, consequences, and benefits of choosing each alternative; select the most promising alternative or course of action; and commit to action, even in uncertain situations. This includes the willingness to bring issues into the open and attempt to resolve them in a collaborative manner.
- **Ability to Lead and Effect Change:** The ability to lead and effect change in carrying out the organizational mission that integrates key goals, priorities, values, etc. This includes championing ideas that promote the mission with enthusiasm, conviction, and assertiveness; gaining support and commitment from others, motivating and inspiring others, and applying new and emerging technologies to improve work efficiencies, productivity, and customer service.
- **Ability to Communicate Orally:** The ability to speak clearly, politely, and under control to peers, staff, managers, supervisors, and external audiences to both provide and seek information. This also includes actively listening to and understanding information; and listening to and answering questions thoughtfully and completely.

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) that are 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 KSA's 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 in order 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. Applicants must use a computer that is equipped with either Netscape 4.7 or Internet Explorer 5.0, or higher. Attempting to complete the online application with an incompatible browser could result in the inability to submit a complete application. 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.