



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 110079

OPENING DATE: JUNE 16, 2011

CLOSING DATE: JULY 15, 2011

GENERAL POSITION INFORMATION:

Title: Director of Communications
SL-1035 (12153) \$119,554 – \$165,300

Job Location: Washington, DC

Position Location: Office of Communications, Office of the Librarian

Work Schedule: Full-time

Type of Appointment: Permanent, Supervisory, non-bargaining unit

Number of Vacancies: 1

Who May Apply: Anyone may 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 Director of Communications has overall responsibility for the Office of Communications, the Public Affairs Office. The Director serves as the primary communications advisor to the Librarian of Congress, the Chief of Staff and top Library Officials on various programs and activities. The Director is the chief spokesperson for the Library of Congress to the national, international and local media.

BRIEF DESCRIPTION OF DUTIES:

Serves as the principal public affairs and information officer overseeing extensive and highly complex internal and external communications programs and strategies of the Library of Congress. Has overall responsibility, as well as full delegated authority, for the highly complex operations and functions of the Office of Public Affairs. Serves under the general supervision of the Chief of Staff, and works with the Librarian of Congress and other top officials in performing the duties of press secretary and in the planning and execution of major communications efforts being pursued by the Library. Works within sparsely defined

parameters of complex and highly sensitive work assignments. Serves as the chief communications advisor on all activities directed by the Library to external audiences. Serves as the chief spokesperson for the Librarian of Congress, the Chief of Staff and all department heads to the national, international, and local media. Is responsible for making full and effective use of the mass media in carrying out the Library's program of public information.

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 develop and manage a national communications strategy for a major cultural institution**:** The ability to develop and manage communication strategies including identification of needs, requirements and opportunities for effectively communicating Library programs and policies to the public.
- **Ability to communicate orally and interact collaboratively with others**:** The ability to communicate orally and interact collaboratively with others to develop and maintain effective working relationships with the press, Congress, donors, the public, peers, and colleagues, both within and outside the organization, and in both formal and informal settings. This includes showing understanding and respect for others. This also includes relating well to people from varied and diverse cultural, racial, ethnic, gender, age, educational, professional, etc. backgrounds as well as dealing effectively with individuals who are difficult, hostile, or distressed.
- **Ability to communicate in writing**:** The ability to prepare clear, cogent, accurate, well-organized, and understandable written products such as press statements, media advisories, speeches, and published materials. This includes tailoring the amount, form, depth and level of detail, and content of the information to the needs of the receiver/audience.
- **Ability to network and build coalitions:** The ability to identify, build, and maintain professional networks and coalitions in order to develop and implement agency programs. This includes gaining support and commitment from key stakeholders and developing consensus among individuals and groups with conflicting goals and interests.
- **Ability to analyze organizational and operational problems and develop solutions:** The ability to develop, plan, and analyze the communications strategies necessary to coordinate and solve organizational and operational issues and problems.
- **Ability to manage resources, programs, and projects:** The ability to manage resources, programs, and projects to carry out established human resources, contracting and/or financial management functions and practices, and keep subordinates and staff informed about important aspects of personnel management, budget, and other resource programs.

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.