

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 100157

OPENING DATE: July 8, 2010

CLOSING DATE: August 6, 2010

GENERAL POSITION INFORMATION:

Title: Assistant Director and Senior Specialist, Knowledge Services Group
SL-1410 (\$159,405 - \$165,300)

Job Location: Washington, D.C.

Position Location: Knowledge Services Group, Congressional Research Service

Work Schedule: Full-time

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

Number of Vacancies: 1

Who May Apply: U.S. Citizens – Nationwide

Relocation: Relocation expenses may be authorized for the applicant selected under this vacancy announcement.

**NOTE: ECQ'S ARE NOT CONSIDERED IN THE LIBRARY'S HIRING PROCESS.
PLEASE REFER TO THE EVALUATION OF TRAINING AND EXPERIENCE.**

The Congressional Research Service (CRS) works exclusively for the United States Congress, providing objective, nonpartisan analysis to committees and Members of both the House and Senate. CRS is seeking a senior level executive to serve as the Assistant Director of its Knowledge Services Group (KSG). The KSG supports CRS analytic divisions by acquiring, evaluating, managing and tracking authoritative information research and providing that research to CRS analysts and Members of Congress. Working alongside CRS experts, the Knowledge Services Group conducts expert, on-demand or anticipatory information research providing authoritative information in all policy research areas; writes and contributes to descriptive and analytic reports; identifies, assesses, acquires, organizes and preserves current and comprehensive information resources; and coordinates customized training on information resources to individuals and groups. Additional information about CRS and the Knowledge Services Group is available at www.loc.gov/crsinfo.

This is a senior leadership position. Your application cannot be used for other CRS vacancies.

BRIEF DESCRIPTION OF DUTIES:

The KSG Assistant Director leads, plans, directs and evaluates the delivery of information research and reference activities of the KSG, and ensures that it is of the highest quality and consistently meets the Service's standards of objectivity, nonpartisanship, balance, timeliness, legislative relevance, authoritativeness and accessibility; and oversees implementation of the research agenda for the KSG, including approaches, frameworks, and methodologies for addressing policy and legislative issues within the KSG's areas of responsibility. The Assistant Director demonstrates personal intellectual leadership in monitoring congressional needs for information research across a broad spectrum of policy areas, and assures the availability of the intellectual capacity needed to meet the current and changing needs of the United States Congress at a sustained level of excellence. The Assistant

Director also serves as a chief advisor to the Director, counseling the Director on all aspects of the administration and operations of CRS and recommending specific policies and procedures for improving the Service's overall efficiency and effectiveness. The Assistant Director serves as a member of the Director's senior management team and serves as a principal CRS representative to Members, committees and officers of the United States Congress. Major duties include:

- Counsels the Director and Deputy Director on all aspects of the administration and operations of the Congressional Research Service. Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations. Is responsible for the formulation and administration of policies affecting the Service beginning, at the highest level, with advice and counsel to the Director and Deputy Director in implementing a strategic vision and successfully meeting the CRS mission. Monitors immediate and longer term needs of CRS for information resource support in its policy making activities.
- Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, Library of Congress and CRS management, Executive departments and agencies, professional organizations and universities. Oversees implementation of the research agenda, including approaches, frameworks, and methodologies for addressing policy and legislative issues within the KSG's areas of responsibility. Continually assesses the overall performance of information research delivery and information resource management practices and systems in meeting needs of the Congress and the priorities, goals and policies of CRS for meeting those needs.
- Performs the human resource management functions relative to the staff supervised. Communicates work standards and expectations to supervisors and staff and holds them accountable to those standards.

EVALUATION OF **C**CANDIDATES:

The Library of Congress will evaluate applicants using applicants' resumes and a structured interview process. Interviews are designed to verify or explore applicants' experience, knowledge, and training directly related to the job as documented in the resume in order to identify the best qualified applicants for selection. The knowledge, skills and abilities (KSAs) marked with a double asterisk (**) in the TRAINING AND EXPERIENCE section of this vacancy announcement are considered the most critical competencies for this position. **To be considered for final selection, applicants must show in their resume that they possess at the fully acceptable level, the critical competencies required for this position.**

TRAINING AND **E**XPRIENCE:

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 Information Research**** (The ability to acquire and administer information resources and implement information research methodologies to accomplish an organization's mission. The ability to lead and organize information resources and knowledge, including how people use information and how information is managed and presented in different media. This includes the ability to accomplish strategic and operational goals by ensuring the effective interaction and integration of processes; delegating and managing multiple tasks; and planning and organizing resources, people, and activities effectively and efficiently. This also includes the ability to take ownership of the organization's work and results and to determine the most effective methods necessary to get things done.

- **Ability to Apply Knowledge of Information Research within Public Policy Research Frameworks**** (The ability to apply knowledge of the theories, concepts, processes, techniques, principles and/or practices of librarianship and information science to integrate information research with public policy analysis. This includes applying these approaches and frameworks, methodologies and techniques to the evaluation of complex issues. This also includes the willingness to acquire new skills and knowledge by staying current in information research methods and techniques.)
- **Ability to be Client Focused**** (The ability to reach out to and build long-term relationships with internal and/or external clients by understanding their current and future needs and expectations; meeting commitments to clients on time and keeping them informed, and seeking and using client feedback. This includes continually evaluating organizational performance from a client's point of view.)
- **Ability to Instill a Collaborative Work Environment** (The ability to create, promote, and sustain collaborative approaches to the work of the organization. This includes creating organizational protocols that constitute an environment in which collaboration is expected. This also includes ensuring an atmosphere in which input is sought from colleagues with diverse expertise, skills, and abilities and using that input to inform and enhance the work of the organization.)
- **Ability to Exercise Judgment and Discretion** (The ability to demonstrate awareness of the likely consequences or implications of one's own actions and work within the context of agency/organizational/departmental standards. This includes acting appropriately in a given situation (e.g., with colleagues, clients, media/press), using discretion, and being committed to confidentiality.)
- **Ability to Exercise Objectivity** (The ability to exercise objectivity, impartiality, and nonpartisanship in all phases of management and research. This includes the capacity to look at the dimensions of a problem and weigh them against a set of standards/criteria that are independent of the problem. This also includes the ability to maintain objectivity despite any personal bias or outside pressures.)
- **Ability to Lead People and Manage a Workforce** (The ability to oversee the overall performance of the Division by assessing staffing requirements in relation to current and anticipated needs of the Congress; developing staffing plans, justifications, and requests; and making policy area assignments for staff in order to assure the availability of the intellectual capacity needed to meet the current and changing needs of Congress at a sustained level of excellence. This includes the development and oversight of recruiting, hiring, mentoring, and training a diverse workforce as well as building and maintaining exceptional staff performance.)
- **Ability to Lead and Inspire Change** (The ability to lead tasks and people effectively and inspire change in developing and implementing agency values, principles, and direction. This includes promoting ideas with enthusiasm, conviction, and assertiveness; soliciting and considering others' opinions; gaining support and commitment from others; motivating and inspiring others; and embracing and championing change.)
- **Ability to Innovate** (The ability to approach institutional challenges with creativity and an appropriate level of risk taking to advance organizational goals and mission. This includes the ability and willingness to challenge oneself and the status quo, to generate new ideas, and to apply new and emerging technologies to improve work efficiencies, productivity, and client service. This also includes exploring new ways to undertake work activities or accomplish organizational goals.)
- **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. This includes appropriately judging the amount, form, depth and level of detail, and content of information to the needs of the receiver/audience.)

HOW TO APPLY:

To be considered for this vacancy, applicants **MUST** apply online at https://www.loc.gov/hr/employment/slhrform/index.php?JOBS_ID=1689. 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 by telephone at (202)-707-5627 or e-mail at jobhelp@loc.gov. Library of Congress Customer Service Center, 101 Independence Avenue, SE, LM-107, Washington, D.C., 20540-2700.

OTHER SIGNIFICANT FACTS:

The Congressional Research Service, within the Library of Congress, is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

The selected applicant may 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.

The salary range indicated reflects the basic pay adjustment of the Washington, D.C. metropolitan area.

Number of vacancies: One.

This is a permanent, supervisory, non-bargaining unit position.

The tour of duty for this position is full-time.

The position description number for this position is 138080.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Appointee must meet eligibility requirements for a secret clearance.

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

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

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.

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 MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-0968 (VOICE) OR (202) 707-0117 (TTY) OR spp@loc.gov (E-MAIL).

For those candidates referred for interview, the following documentation will be required at the time of interview:

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

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

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

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.