



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 090187

OPENING DATE: AUGUST 5, 2009

CLOSING DATE: AUGUST 31, 2009

GENERAL POSITION INFORMATION:

Title: Deputy Assistant Director and Specialist, Government and Finance Division
SL-0101 (\$147,234 - \$162,900)

Job Location: Washington, DC

Position Location: Government and Finance Division, Congressional Research Service

Work Schedule: Full-time

Type of Appointment: Permanent, Supervisory

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 dynamic individual to serve as the Deputy Assistant Director of its Government and Finance Division, one of five research divisions. The Government and Finance Division provides expert research that meets ongoing congressional policy-making and oversight needs related to finance (including public finance, financial regulation, and macroeconomic policy) and to government affairs (including functions, effectiveness, and operational relationships across the legislative, executive, and judicial branches; intergovernmental relations; and legislative procedures).

The Deputy Assistant Director reports directly to the Assistant Director of the Government and Finance Division and serves with full delegated authority as the Assistant Director in his/her absence. The Deputy Assistant Director counsels the Assistant Director on all aspects of the administration and operations of the Division; performs special research, consultative, and administrative assignments as requested by the Director of CRS, and supports the Assistant Director in performing human resources management functions relative to the staff of approximately 80 employees in the Government and Finance Division. Additional information about CRS and the Government and Finance Division is at www.loc.gov/crsinfo.

BRIEF DESCRIPTION OF DUTIES:

The person selected for this position will serve as the Deputy Assistant Director of the Congressional Research Service (CRS) Government and Finance Division and serves with full delegated authority as the Assistant Director in his/her absence. In this capacity, the Deputy Assistant Director demonstrates intellectual leadership in monitoring congressional needs in policy areas within the research management responsibility of the Division. The Deputy Assistant Director monitors Division research, administration, and operations; collaborates with senior managers in other CRS divisions to ensure coverage of all issues identified throughout the Congressional Research Service; and ensures that Division supervisors and staff conduct research and analytical activities in a collaborative manner that incorporates expertise from multiple disciplines available from both inside and outside the Division. The Deputy Assistant Director establishes and maintains effective working relationships with various high-level

individuals, including Members of Congress and their staff, officials of other legislative and executive agencies, executives of major corporations, and leaders of academic, professional, and research organizations.

Candidates with research and research management experience in issues related to finance and to government affairs covered by the Government and Finance Division, who have strong interpersonal skills, and who are capable of leading a highly motivated and talented research community committed to providing the highest level of nonpartisan, authoritative, objective policy analysis to the U.S. Congress are encouraged to apply.

EVALUATION OF TRAINING AND EXPERIENCE:

To meet the fully acceptable level for this position, you must show in your resume that you possess the four critical competencies marked below with a double asterisk (**). This includes documenting your progressively responsible experience and training sufficient to the level, scope and complexity needed to perform the duties of this position. The following is the complete list of competencies that will be addressed in the interview.

- **Knowledge of the Congress, Executive Branch, Judicial Branch, Intergovernmental Relations, and/or Economics**** (Knowledge of the theories, concepts, processes, techniques, principles, and/or practices of the Congress, executive branch, judicial branch, intergovernmental relations, and/or economics. Includes knowledge of the history, trends, and current status of these fields and interrelationships with other disciplines.)
- **Ability to Manage Public Policy Research and Analysis**** (The ability to manage, organize, and evaluate the analysis of public policy issues by applying broad knowledge of the Congress, executive branch, judicial branch, intergovernmental relations, and/or economics. This includes ensuring public policy problems are appropriately conceptualized and defined; appropriate research approaches and frameworks, analytical methodologies, and techniques are utilized; information and research are fully analyzed and synthesized; the implications of data are identified and appropriate conclusions are drawn; alternatives are generated and assessed; and the consequences of choosing each alternative are evaluated. This also includes understanding the big picture, the inter-relationships of all aspects of the public policy issue, and the appropriate array and design of products and services to meet the client needs.)
- **Ability to Lead People and Manage a Workforce**** (The ability to conduct workforce planning activities by identifying staffing needs and recruiting, hiring, training, supervising, and mentoring highly qualified, diverse staff to meet those needs. This includes setting realistic but challenging goals and standards; providing regular, constructive feedback towards goal attainment. This also includes the ability and willingness to ensure that tasks are appropriately delegated and satisfactorily completed by monitoring and evaluating performance against a predetermined deadline and/or measure of quality.)
- **Ability to Exercise Judgment and Discretion**** (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, including objectivity. This includes behaving appropriately in a given situation (e.g., with colleagues, clients, media/press), using discretion, and being sensitive to confidentiality.)
- **Ability to Lead and Inspire Change** (The ability to lead tasks and people effectively and inspire change in developing and implementing an organizational vision that integrates key goals, priorities, values, etc. 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 Interact Collaboratively with Others** (The ability to work well and cooperate with others, including those holding divergent and/or opposing views and goals. 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 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.)
- **Ability to Think and Plan Strategically** (The ability to establish and implement a strategic vision and direction for an organization or group. This includes the ability to identify strategic opportunities, develop strategic and annual plans and performance targets to take advantage of those opportunities, hold the organization as well as individuals accountable to those targets to achieve results. This also includes the ability to evaluate organizational progress against targets and to adjust targets or expectations as appropriate.)

- **Ability to Apply Knowledge of Congressional Decision-Making** (The ability to apply knowledge of congressional decision-making, including how legislation becomes law, the federal budget process, the appropriations process, and oversight, sufficient to ensure timely and legislatively relevant assistance to congressional committees, Members, and senior staff. Has knowledge of institutional and political environment, including the context in which congressional decision making occurs, the roles and relationships of the President and executive and independent agencies, the judiciary, state and local governments, and interest groups, and the ramifications of those decisions on existing policies and affected constituencies.)
- **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) 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 **MUST** 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 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 rate for 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 58850.

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 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 accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be made 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 DISABILITY PROGRAM COORDINATOR AT (202) 707- 0698 (VOICE) OR (202) 707-0117 (TTY) OR EMAIL spp@loc.gov.

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 date of this announcement.

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