

# VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER: 100023**

**OPENING DATE: February 18, 2010**

**CLOSING DATE: March 22, 2010**

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## GENERAL POSITION INFORMATION:

**Title:** Deputy Director and Senior Specialist  
SL-0301 (\$165,300)

**Job Location:** Washington, D.C.  
**Position Location:** 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 CANDIDATES SECTION AND THE TRAINING AND EXPERIENCE SECTION OF THIS ANNOUNCEMENT.**

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The Congressional Research Service (CRS) works exclusively for the United States Congress, providing objective, nonpartisan research and analysis to committees and Members of the House and Senate. CRS is seeking a senior level executive to serve as its Deputy Director and Senior Specialist (“Deputy Director”).

**This is a senior leadership position. Applications received for this position will not be considered for any other CRS vacancies.**

## **BRIEF DESCRIPTION OF DUTIES:**

The person selected for the position of Deputy Director will report directly to the Director of CRS. The Deputy Director will be expected to demonstrate intellectual leadership in managing and overseeing the Service’s research program, working in concert with other CRS senior executives and the Service’s team of research managers to monitor and assess Congress’ needs for research and analysis across all policy areas and to ensure that the Service’s research and analytical activities are fully aligned with those legislative needs. The Deputy Director will be expected to ensure that all aspects of CRS’ research management continue to operate efficiently and effectively and that CRS maintains the intellectual capacity needed to meet the current and changing needs of Congress at a sustained level of excellence.

As a member of the Director’s senior management team, the Deputy Director serves as a principal advisor to the Director. In this capacity, the Deputy Director is responsible for working with the Director to target and coordinate Service-wide resources on issues of major importance to the Congress, and for deploying and managing the Service’s human, financial, material, and information research assets to ensure that the Service accomplishes its strategic and operational goals. In working with the Director to oversee and administer the Service’s priorities, goals, and policies, the Deputy Director formulates and implements specific policies and

procedures to improve the Service's overall quality, efficiency, and effectiveness, assuring that the formulation and administration of policies are based on full consideration of the needs of Congress. Major duties of this position include:

- Ensuring that the Congress' needs for research and analysis are met and that CRS products and services are fully aligned with the policy needs of Congress.
- Advising the Director of CRS on all aspects of the Service's operations and working with the Director to establish strategic goals and directions and developing policies and procedures for continually improving the Service's efficiency and effectiveness.
- Serving as a principal CRS representative to Members of Congress, congressional committees, high level congressional staff, officials of other executive and legislative agencies, leaders of academic and research institutions, and members of the public in order to advance the Service's mission.
- Overseeing and ensuring compliance with human resource management functions and requirements for Office of the Director staff (e.g., recruiting and making hiring selections, addressing performance and disciplinary issues, communicating performance expectations to staff, providing advice and counsel to staff, conducting periodic performance evaluations, recommending training and professional development, planning and assigning work, and finding methods to improve staff productivity).
- Performing any of the Director's duties and responsibilities that the Director chooses to delegate and serving as the acting Director in the Director's absence.

Additional information about CRS is available at [www.loc.gov/crsinfo](http://www.loc.gov/crsinfo).

## **E**VALUATION OF 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.**

## **T**RAINING AND **E**XPERIENCE:

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 U.S. Public Policy Issues and Problems.\*\*** (Ensures that the U.S. Congress' needs for research and analysis are met by monitoring and understanding current national and transnational public policy issues. Applies broad multidisciplinary knowledge of the theories, laws, regulations, concepts, processes, techniques, principles, and/or practices underlying and related to the array of public policy questions that emerge from the legislative and oversight work of the Congress.)
- **Ability to Lead and Oversee an Organization-wide Research Program.\*\*** (Oversees the development and implementation of the organization's research program. Demonstrates personal intellectual leadership in continually assessing the overall performance of research management practices and

systems in determining the needs of clients for research and analysis. Collaboratively sets priorities, goals, and policies to ensure that all organizational leaders understand and support the development of appropriate and innovative products and services to meet those needs. Works with other research managers to advance innovative and creative ideas to ensure the quality of the research and the success of the organization.)

- **Ability to Ensure the Accomplishment of Organizational Strategic and Operational Goals.\*\*** (Ensures the accomplishment of strategic and operational goals through the delegation and oversight of critical program and operational responsibilities. Is responsible for the planning and effective and efficient management of organization-wide resources, people, and activities.)
- **Ability to Exercise Judgment and Discretion.\*\*** (Demonstrates the ability to exercise sound judgment and discretion, particularly in situations having potential agency-wide consequences. Demonstrates a consistent recognition of one's own role in representing the institution and the consequent responsibilities for maintaining the integrity of the organization. In interactions with colleagues, clients, media/press, and others, understands the likely consequences or implications of one's own actions. Works within the context of agency/organizational/departmental policies, standards, and practices using utmost sensitivity and commitment to confidentiality.)
- **Ability to Exercise Objectivity.** (Has the capacity to exercise objectivity, impartiality, and nonpartisanship in all phases of management and research. Weighs analysis of public policy problems against independently established standards/criteria (e.g., appropriate tone, coverage of all arguments, analytic rigor). Demonstrates the capacity to understand the underlying principles, methodologies, and assumptions that support any argumentation. Maintains objectivity despite any personal views or outside pressures.)
- **Ability to Lead and Inspire Change.** (Leads people, programs, and activities effectively and inspires change in developing and implementing agency values, principles, and direction. Promotes initiatives, programs, and ideas with enthusiasm and conviction; appropriately resolves contentious situations; solicits and considers others' opinions; gains support and commitment from others, including senior management; motivates and inspires others; and promotes a culture of constant improvement and growth. Takes a leadership role with other high level managers of the organization.)
- **Ability to Apply Knowledge of Congressional Decision-Making.** (Applies 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 the 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 Build Coalitions and a Professional Network.** (The ability to identify, build, and maintain internal and external coalitions and professional networks with a variety of individuals/organizations to include Members of Congress, congressional committees, high level congressional staff, officials of other executive and legislative agencies, leaders of academic and research institutions, and members of the public in order to advance the Service's mission. This requires the ability to build relationships to gain support and commitment from others.)
- **Interpersonal and Organizational Skills, Including the Ability to Effectively Convey Information Orally during Executive-level Briefings.** (Multidisciplinary interpersonal and organizational skill in leading cross-functional teams, facilitating meetings, and conveying information orally during executive-

level briefings, consultations, and other planned and extemporaneous situations. This includes the ability to achieve mutually beneficial resolutions to issues by bringing them into the open and attempting to resolve them in a collaborative manner, and by giving fair consideration to the views of others. This also includes the ability to clarify positions and differences in expectations and to work towards win-win solutions.)

- **Ability to Communicate Orally.** (Speaks clearly, politely, and professionally to peers, staff, managers, supervisors, and external audiences to both provide and seek information. Actively listens to and understands information, and listens to and answers questions thoughtfully and completely. Appropriately judges 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 [www.loc.gov](http://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 by telephone at (202)-707-5627 or e-mail at [jobhelp@loc.gov](mailto: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 190847.

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 top 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](mailto: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.**