

Announcement Information

Job Title: Director, Congressional Research Service

Agency: LIBRARY OF CONGRESS

Sub Agency: Library of Congress

Job Announcement Number: 110113

SALARY RANGE:	\$165,300.00 - \$165,300.00 / Per Year
OPEN PERIOD:	Monday, August 8, 2011 to Thursday, September 8, 2011
SERIES & GRADE:	EX - 0101 - 99
POSITION INFORMATION:	Open Permanent
PROMOTION POTENTIAL:	01
DUTY LOCATIONS:	Total Openings: 1 ; 1 vacancy(ies) - Washington DC Metro Area, DC
WHO MAY BE CONSIDERED:	U.S. Citizens

JOB SUMMARY:

The Library of Congress serves the Congress in fulfilling its duties and preserves and promotes knowledge and creativity for the benefit of the American people. It is the nation's oldest federal cultural institution and the world's largest library, with more than 145 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and almost 20 million items online. Located on Capitol Hill in Washington, D.C., the Library is the home of the U.S. Copyright Office, the Congressional Research Service (CRS), the Law Library of Congress and the National Library Service for the Blind and Physically Handicapped.

The CRS exclusively supports members of Congress and congressional committees across the full range of public policy issues and through all stages of the legislative process. The unique mission of CRS is to provide comprehensive, authoritative, and reliable analysis, research, and information services that are timely, objective, nonpartisan, and confidential, thereby contributing to an informed national legislature.

KEY REQUIREMENTS:

- See requirements listed below under Qualifications Required.

[Back to top](#) ▲

Duties

ADDITIONAL DUTY LOCATION INFO:

1 vacancy (ies) - Washington DC Metro Area, DC

The Director of CRS leads the Service in the research and analysis that supports congressional deliberations on the issues facing the nation. The Director works under the general direction of the Librarian of Congress, reporting on the provision of congressional services and other operational matters, consulting with him on major policy issues, and keeping him informed of significant developments affecting the Service and the Library of Congress.

[Back to top](#) ▲

Qualifications and Evaluations

QUALIFICATIONS REQUIRED:

The Director of CRS is a unique leadership position in the Legislative Branch of the U.S. Government. The Director leads an organization that for nearly a century has been the principal research arm of the Congress, serving exclusively the information and policy needs of Members of Congress and staff.

A candidate's resume must show a proven record of accomplishment that clearly demonstrates he or she:

- (1) understands and has the ability to rigorously continue and promote the unique nature of CRS's research and its necessary non-partisan objectivity;
- (2) has the ability to interact responsibly with members and staff;
- (3) has the skill to manage a large and highly educated staff;
- (4) as a member of the Library's executive committee, can advise the Librarian on strategic direction and operations of the Library of Congress more broadly, particularly as they affect CRS and the Congress, and benefit from the Library's scholarly resources; and
- (5) has familiarity with and the ability to assess the analytical and scholarly quality of CRS responses to congressional requests.

A successful candidate for this position should have thorough, substantive knowledge of the Congress as an institution and its operations. The candidate should have experience interacting with Members of Congress and their staffs, and should possess first-hand knowledge of congressional decision-making, processes, and procedures. He or she should have a strong desire to work

exclusively for Congress, which would translate into vibrant leadership for those who work at CRS, instilling the value of supporting the policymaking process for the nation's legislature. At all times, a successful candidate will understand the unique congressional environment and CRS' unchanging mission to serve it, while monitoring developments in the institution in order to consider new ways of interpreting and responding to those developments.

Your resume is important to this application process. It will be reviewed to determine whether you possess the qualifications referenced above. All applicants are required to submit a resume that provides specific information (to include accomplishments, work experience and education/training) that clearly describes what they would bring to the position.

HOW YOU WILL BE EVALUATED:

As cited in Title II of the United States Code (2 USC 166.c.1), the Librarian of Congress has full authority to appoint the Director of CRS in consultation with the Joint Committee on the Library.

The Library of Congress will evaluate applicants on the basis of the information provided in their resume. Reviews are intended to explore applicants' experience, knowledge, and training directly related to the job, in order to identify the best qualified applicants for selection.

For Executive Schedule positions such as this, applicants do not need to respond to specific competency questions. However, we ask that applicants provide information on how they became aware of this job opportunity.

To preview questions please [click here](#).

[Back to top](#) ↗

Benefits and Other Info

BENEFITS:

Please visit our website at www.loc.gov/hr/employment/index.php and click Federal Benefits.

OTHER INFORMATION:

All newly appointed executives, from outside the Library as well as from within, must serve a one year probationary period in accordance with Library of Congress regulations.

The Library of Congress is an equal opportunity employer. Women, minorities, and persons with disabilities who meet eligibility

requirements are strongly encouraged to apply.

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. The date of certification must be within one year of the vacancy closing date. For more information contact the selective placement program coordinator at 202-707-6362 or email spp@loc.gov. FAILURE TO SUBMIT YOUR CERTIFICATION WILL CAUSE YOUR APPLICATION TO NOT BE CONSIDERED UNDER THE SELECTIVE PLACEMENT 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.

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, the Ethics in Government Act of 1978.

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

[Back to top](#)

How to Apply

HOW TO APPLY:

Please carefully follow all instructions under the How to Apply tab to ensure that you are considered for the position.

Step 1: If you do not already have one, create a resume on USAJOBS. Although you must enter your Social Security Number for USAJOBS, this information will not be provided to the Library of Congress.

Step 2: Review the Job Announcement. We recommend you go to the

Qualifications and Evaluations section of the job announcement to review the qualifications listed to ensure that your resume reflects your accomplishments in those areas.

Step 3: Click on the "APPLY ONLINE" button to the right of this announcement. Follow USAJOBS' instructions to access your account and submit your resume. You will be redirected to the Hiring Management website to complete the application process. If this is your first time in Hiring Management, you will be asked to answer questions related to your eligibility for Federal employment. You will be able to update this information and save it to your account for future announcements.

Step 4: Click on "Submit" after you have completed your application. Once you have submitted your application, you can check your status online through your Hiring Management or MY USAJOBS account.

If you are experiencing any technical difficulty with the online process, you MUST CONTACT THE POINT OF CONTACT FOR THIS ANNOUNCEMENT BEFORE THE CLOSING DATE. For all technical issues please contact jobhelp@loc.gov, no later than 4:30pm EST of the Closing Date.

REQUIRED DOCUMENTS:

Disabled applicants claiming Schedule A eligibility must submit proof of disability and a certification of job readiness. If Schedule A is applicable to you, you will not be considered without submitting this documentation.

AGENCY CONTACT INFO:

Customer Service Center	Agency Information:
Phone: 202-707-5627	Library of Congress
Fax: 000-000-0000	101 Independence Ave. SE
Email: JobHelp@loc.gov	LM-107
	Washington, DC 20540
	Fax: 000-000-0000

[Back to top](#)

WHAT TO EXPECT NEXT:

Please review our evaluation process under Qualifications and Evaluations. You may check the status of your application for this position at any time by logging onto the USAJOBS "My USAJOBS" tab and clicking on "My Applications". You will receive final notification

via e-mail when the vacancy has been filled.