



LIBRARY OF CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 090154

OPENING DATE: 9/9/09
CLOSING DATE: 9/30/09

GENERAL POSITION INFORMATION:

Title: Deputy Director, Information Technology Services
SL-2210 (184752) (\$117,787 - \$162,900)

Job Location: Washington, DC
Position Location: Information Technology Services, Office of Strategic Initiatives

Work Schedule: Full-time
Type of Appointment: Permanent, Managerial

Number of Vacancies: 1

Who May Apply: Limited to the staff of Information Technology Services

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

BRIEF DESCRIPTION OF DUTIES:

The person selected for this position serves as the Deputy Director of the Information Technology Services (ITS) Directorate. The ITS Directorate is comprised of computer programmers, systems analysts, computer specialists and telecommunications engineers. ITS develops and maintains the core of the Library's expertise and infrastructure in the technologies needed to implement complex information systems and telecommunications. ITS maintains the Library's central computers, network and voice communication facilities, and acquires and supports thousands of computer work stations in all of the Library's locations, including the Library's overseas field offices. ITS is responsible for making IT infrastructure improvements, maintaining existing IT services, and developing an/or procuring new systems.

EVALUATION OF TRAINING AND EXPERIENCE:

To meet the fully acceptable level for this position, you must show in your resume that you possess the three (3) 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.

- **Ability to make timely and effective decisions and produce results.** (The ability to understand and apply procedures, requirements, regulations and policies to formulate strategic program plans that assess policy/programs feasibility and achieve results.)
- **Ability to build coalitions and a professional network.** (The ability to explain, advocate, and express the facts and ideas in a convincing manner to negotiate with individuals and groups internally and externally, to develop networks with other organizations and to identify internal and external politics that impact the work of the organizations.)
- **Ability to apply business acumen**** (The ability to apply business principles, methods, and processes (e.g., asset management, operation plan/strategic plan development, financial analysis) to solve problems; drive business results by planning and prioritizing activities consistent with organizational goals, using business data and evaluating the costs,

benefits, and impact on others when making business decisions, and championing ideas that improve business performance.)

- **Ability to lead people, inspire change, manage a diverse workforce.** ** (The ability to lead, supervise, and manage a diverse staff in a multi-disciplinary environment and in doing so, perform the following activities: 1) identify current and future staffing needs based on organizational goals, objectives, and capacity gaps; 2) recruit and hire staff to meet those needs; 3) communicated performance expectations to staff; 4) conduct periodic performance evaluations; 5) provide advice and counsel to staff; 6) address disciplinary issues; 7) delegate or plan and assign work; 8) provide appropriate training and professional development opportunities to staff; 9) inspire, motivate, and guide others toward goal accomplishment; and 10) identify and implement methods to improve staff productivity.)
- **Knowledge of IT principles and practices.** ** (The ability to manage the daily operations of the Information Technology Service, including developing and maintaining the core of the Library's expertise and infrastructure in the technologies needed to implement complex, full life cycle information systems and telecommunications; applying re-engineering principles to it; and participating in establishing IT policy and strategic direction for the library.)
- **Ability to communicate in writing.** (The ability to prepare clear, cogent, accurate, well-written products (e.g. policy, project plans, study proposals, SDLC deliverables, performance evaluations, etc). This includes targeting the amount, form, depth and level of detail, and content of the information to the needs of the receiver/audience.)
- **Ability to communicate effectively other than in writing.** (The ability to communicate in both formal and informal settings, such as communicating effectively with peers, staff, and management; consulting with colleagues both within and outside the agency; or formally presenting information at outside conferences and agency meetings.)

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
Telephone: (202)-707-5627

OTHER SIGNIFICANT FACTS:

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 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.

The salary range indicated reflects the basic pay rate for the Washington, D.C. metropolitan area.

Number of Vacancies: One.

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

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

The position description number for this position is 184752.

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.