



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 090029

OPENING DATE: FEBRUARY 20, 2009

CLOSING DATE: APRIL 21, 2009

GENERAL POSITION INFORMATION:

Title: The Law Librarian of Congress
SL-0905/0095 (129170) \$144,996 - \$162,900

Job Location: Washington, DC
Position Location: Law Library

Work Schedule: Full-time
Type of Appointment: Permanent, Supervisory, non-bargaining unit

Number of Vacancies: 1

Who May Apply: Anyone may apply - By law, employment at most U.S. Government agencies, including the Library of Congress, is limited to U.S. citizens. However, non-citizens may be hired provided that immigration law and other legal requirements are met, and the Library determines there are no qualified U.S. citizens available for the position.

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

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 the Library of Congress Regulations (LCRs) 2017.2-1, Senior Level Executive System.

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, Ethics in Government Act of 1978.

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

BASIC **R**EQUIREMENTS:

Applicant must be a graduate from a full course of study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, District of Columbia, territory of the United States, or Commonwealth of Puerto Rico, or an attorney with demonstrable expertise in foreign and comparative law and the law and legal system of a foreign jurisdiction outside the United States.

Transcripts, licenses, and/or certifications: Applicants for vacancies with education, licensing, and/or certification requirements must submit copies of their documentation with their application materials. These documents may be faxed (202) 707-1454, scanned and emailed, or mailed to the Staffing Specialist. Applicants who do not submit the required documentation will not be referred for an interview and will be disqualified from further consideration. Official documentation will be required if selected for the position

BRIEF DESCRIPTION OF DUTIES:

Plans and manages broad, emerging, and/or critical agency programs or operations. Program-related activities include program strategic planning, capital planning and investment control, workforce planning, and resource management. Reviews and evaluates organizational activities and advises senior management regarding the accomplishments and evaluation of program goals.

Assesses the economic impact, feasibility, practicality, and effectiveness of existing and/or proposed legislation, standards, regulations, and/or policies in order to develop, review, and/or approve high-level policies that have a broad impact on significant agency programs and/or mission areas.

Directs the work of the organization, providing administrative and technical supervision necessary for accomplishing the work of the unit.

Contacts, advises, and collaborates with high-ranking officials, such as agency heads, top congressional staff officials, state executives, legislative leaders, and/or executives of comparable private sector organizations

Reports directly to the Librarian of Congress, and in addition to overseeing the planning, administration, direction, and operation of the Law Library, serves as a member of the Library of Congress Executive Committee, the senior policy body in the Library.

EVALUATION OF TRAINING AND EXPERIENCE:

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 people and manage a diverse workforce. ** (Led, supervised, and managed a diverse staff in a multi-disciplinary environment and in doing so, performed the following activities: 1) identified current and future staffing needs based on organizational goals, objectives, and capacity gaps; 2) recruited and hired staff to meet those needs; 3) communicated performance expectations to staff; 4) conducted periodic performance evaluations; 5) provided advice and counsel to staff; 6) addressed performance and disciplinary issues; 7) delegated or planned and assigned work; 8) provided appropriate training and professional development opportunities to staff; 9) encouraged staff participation in planning and decision making; and 10) identified and implemented methods to improve staff productivity).

Ability to manage and direct complex legal research, including review of substantive, multi-jurisdictional research products. ** (Managed complex legal research to identify and manage ongoing research projects, and to negotiate and meet critical and time-sensitive deadlines).

Knowledge of the legal systems including: common law, civil law, American law, foreign Law(s) and religious and customary law. ** (Demonstrated knowledge of the legal systems in addressing a wide variety of legislative and legal issues, reviewing and coordinating research, and providing objective legal analysis within the context of public policy, federal legislative process, and Executive Branch implementation of the law).

Knowledge of the principles, concepts, and techniques of collection development for research libraries. ** (Demonstrated an understanding of information resource management, including the full life cycle of information from its creation or acquisition through its disposition in order to support an enterprise-wide knowledge asset management program to acquire research materials appropriate for the national library).

Knowledge of congressional decision-making and Executive Branch Operations. (Have knowledge of congressional processes by which legislation become law, the federal budget process, the appropriations process, and oversight, sufficient to provide timely and relevant assistance to congressional members, committees, and staff; Knowledge of Executive Branch operations to provide timely and relevant information to Executive Branch decision makers).

Ability to communicate in writing. (Have knowledge of congressional processes by which legislation become law, the federal budget process, the appropriations process, and oversight, sufficient to provide timely and relevant assistance to congressional members, committees, and staff; Knowledge of Executive Branch operations to provide timely and relevant information to Executive Branch decision makes).

Ability to lead and inspire change (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 convey legal analysis and information orally through briefings, consultations, and other presentations (Conveyed legal analysis and information orally through briefings, consultations, and other presentations, in both planned and extemporaneous situations, in order to discuss or explain issues related to foreign law).

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) that are 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 KSA's 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 in order to identify the best qualified applicants for selection.

HOW TO APPLY:

To be considered for this vacancy, applicants may apply online at www.loc.gov. Applicants must complete all mandatory sections of the online application form. Applicants must use a computer that is equipped with either Netscape 4.7 or Internet Explorer 5.0, or higher. Attempting to complete the online application with an incompatible browser could result in the inability to submit a complete application. 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 Library of Congress is the nation's oldest federal cultural institution and the world's largest library, with more than 130 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and more than 8 million items online at its award-winning Web site. Located on Capitol Hill in Washington, D.C., the Library is also the home of the U.S. Copyright Office, the Congressional Research Service, and the Law Library of Congress and is leading the worldwide effort to preserve digital material through the National Digital Information Infrastructure and Preservation 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.

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

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

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

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. FOR MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-6362 (VOICE OR TTY) OR EMAIL spp@loc.gov.

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.