



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT DEPUTY ASSOCIATE LIBRARIAN FOR LIBRARY SERVICES

ANNOUNCEMENT NUMBER: 090130

OPENING DATE: JUNE 23, 2009

CLOSING DATE: JULY 15, 2009

GENERAL POSITION INFORMATION:

Title: Deputy Associate Librarian for Library Services
SL-1410 (182665) \$117,787 - \$162,900

Job Location: Washington, DC

Position Location: Library Services, Office of the Associate Librarian for Library Services

Work Schedule: Full-time

Type of Appointment: Permanent, Supervisory, non-bargaining unit

Number of Vacancies: 1

Who May Apply: Consideration under this vacancy is limited to the staff of the Library of Congress. Temporary not-to-exceed (NTE) and indefinite not-to-exceed (NTE) status candidates are eligible to 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 are not 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.

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.

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.

BRIEF DESCRIPTION OF DUTIES:

The Deputy Associate Librarian for Library Services works under the general direction of the Associate Librarian for Library Services (National Library) and is responsible for the effective long-term operation of the Service Unit and for contributing to the formulation and administration of Service Unit-wide and Library-wide policies and strategies. The incumbent performs with the highest degree of independence, acting in accordance with the policies and directions established by the Associate Librarian. The incumbent, in the absence of the Associate Librarian, assumes full control of the Service Unit and all the responsibilities of that position.

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The Deputy is responsible for furthering the goals of equal employment opportunity and affirmative action objectives, promoting the spirit and practice of diversity and equal employment opportunity programs.

Communicates with the Library Services' management team on the status of different work activities and efforts. Reports regularly on the effectiveness of specific programs.

Oversees and manages policy level activities in Library Services. Responsible for the development and implementation of high-level policy and guidance.

Serves as an expert advisor and technical authority on complex and, often, precedent-setting policy and program issues, developing policies, strategies, and plans for programs and initiatives for Service Unit-wide application.

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 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/program feasibility and achieve results.)
- **Ability to lead change.** ** (The ability to lead change in order to develop and implement an organizational vision that integrates key national and organizational program goals, priorities, values, and other factors.)
- **Ability to build coalitions and a professional network.** (The ability to explain, advocate, and express 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 organization.)
- **Ability to apply business acumen.** (The ability to apply business acumen, core management and program area principles and approaches, and sound strategies to increase program and workplace effectiveness.)
- **Ability to lead people.** (The ability to lead people by inspiring, motivating, and guiding others toward goal accomplishment, by maximizing employee potential, and by fostering high ethical standards in meeting the organization's vision, mission, and goals.)

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 may 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

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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.