



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 090119
OPENING DATE: DECEMBER 1, 2009
CLOSING DATE: FEBRUARY 2, 2010

GENERAL POSITION INFORMATION:

Title: Deputy Law Librarian of Congress
SL-0905 (188187) \$117,787 - \$162,900
(The salary range for this position noted above does not reflect the 2010 rate increase)

Job Location: Washington, DC
Position Location: Office of the Law Librarian, 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 **WILL NOT** 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.

The Law Library holdings of over 2.6 million volumes constitute the world's largest and most comprehensive legal collection. Its staff of over 45 legal specialists, researchers, and librarians--competent in more than 50 languages--provide research and reference services on all of the major legal systems of the world, contemporary and historical.

REQUIREMENTS: Applicants **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 the Commonwealth of Puerto Rico. **Proof of education (copy of transcripts) and bar membership must be provided with the application. Scanned or faxed documents will be accepted for application review purposes only (202) 707-1454. OFFICIAL documents will be required if SELECTED.

BRIEF DESCRIPTION OF DUTIES:

The Deputy Law Librarian coordinates activities and initiatives undertaken in the various Directorates of the Law Library, and assists the Law Librarian in the daily management of the Law Library by overseeing legal research and other services provided. The incumbent 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. The incumbent communicates with the Law Library's management team on the status of different work activities, efforts, and reports regularly on the effectiveness of specific programs.

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. The incumbent, in the absence of the Law Librarian, assumes full control of the Service Unit and all the responsibilities of that position.

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 build coalitions and professional networks.** (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 lead people and manage a diverse workforce.**** (The ability to lead and manage 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.)
- **Knowledge of various legal systems in order to manage and direct complex legal research involving these systems.**** (The 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. This includes the ability to manage complex legal research to identify and manage ongoing research projects, and to negotiate and meet critical and time-sensitive deadlines.)
- **Knowledge of congressional decision-making and Executive Branch Operations.** (The knowledge of congressional processes by which legislation becomes law, the federal budget process, the appropriations process, and oversight, sufficient to provide timely and relevant assistance to congressional members, committees, and staff; this includes knowledge of Executive Branch operations to provide timely and relevant information to Executive Branch decision makers.)
- **Ability to communicate in writing.**** (The ability to provide a variety of clear, cogent, accurate, and well-organized products on legal or legislative issues or management issues. Examples include: 1) legal memoranda, 2) legal opinions, 3) decision memoranda, 4) research analysis, 5) briefing papers, 6) analyses of opinions, 7) evaluation of legislative proposals, 8) analysis of management and workforce issues, and 9) articles covering complex legal issues or management issues for a scholarly publication.)
- **Ability to communicate effectively other than in writing.** (The ability to communicate in both formal and informal settings such as communicating effectively with peers, 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) 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.