



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 090224
OPENING DATE: DECEMBER 21, 2009
CLOSING DATE: JANUARY 29, 2010

GENERAL POSITION INFORMATION:

Title: Administrative Librarian (Executive Director, FLICC)
SL-1410 (57377) \$117,787 - \$162,900

Job Location: Washington, DC
Position Location: Partnerships and Outreach Programs, Library Services

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.

The Federal Library and Information Center Committee (FLICC) is an interagency council with representatives from all three branches of the U.S. Government, including national libraries, the U.S. Supreme Court, major technical information centers, all Cabinet level agencies and selected independent agencies, boards, and commissions. The permanent Chair of the Committee is the Librarian of Congress and the Committee's executive offices are housed in the Library of Congress. In addition to supporting the work of the Committee, the FLICC Executive Director manages the operations of the Federal Library and Information Network (FEDLINK), which offers Federal libraries, information centers, and other Federal offices cost-effective contracts for a range of information and operations support services including online databases, online cataloging, interlibrary loan, books, and serials subscription services from private sector vendors. FEDLINK operates as a revolving fund under the authority of P.L. 106-481. Incumbent also serves as the Director for the FEDLINK revolving fund program.

BRIEF DESCRIPTION OF DUTIES:

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.

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.

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

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.

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 Achieve Results. ** - Represented, presented, negotiated, defended, explained, advocated, and expressed facts and ideas in a convincing manner in order to negotiate with individuals and groups in a manner that influences them to support a position and achieve results. This includes developing and maintaining networks with other organizations, and integrating internal and external concerns into decision-making, strategies and practices for results that balance cost recovery and service.

Skills in Business Management**- Demonstrated, successful experience in understanding and applying Federal statutes, regulations, and policies; principles of business management, including Federal acquisition planning and program execution; and management of human capital to make effective decisions and produce results in a timely fashion.

Ability to Lead People and Inspire Change **– Led people effectively and inspired change in developing and implementing an organizational vision that integrates key goals, priorities and values. This includes soliciting and considering others' opinions; gaining support and commitment from others by promoting ideas with enthusiasm, conviction, and assertiveness; motivating and inspiring others, including senior management; and embracing and championing change.

Ability to Leverage Diversity - The ability to develop and implement a variety of strategies to maximize workforce diversity includes creating a culture that fosters high standards of ethics; developing strategies to increase employee potential; linking individual performance to organizational goals; and recognizing staff contributions.

Ability to Communicate in Writing - Produced written products related to the responsibilities of the position, such as policies, program goals and objectives, business plans, budget documents, and performance management documents.

Ability to Communicate Orally – Facilitated productive meetings, and delivered effective presentations to groups. This includes the ability to achieve mutually beneficial resolutions to issues; bring conflicts toward resolution by bringing issues into the open and attempting to resolve them in a collaborative manner; and give fair consideration to the views of others. This also includes the ability to clarify positions and differences in expectations and to facilitate discussions to work toward win-win solutions.

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.