VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 100010
OPENING DATE: January 8, 2010
CLOSING DATE: February 5, 2010

GENERAL POSITION INFORMATION:

Title: Assistant Director and Senior Specialist, Foreign Affairs, Defense, and Trade
SL-0130 ($159,405 - $165,300)

Job Location: Washington, D.C.
Position Location: Congressional Research Service

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

Number of Vacancies: 1

Who May Apply: U.S. Citizens - Nationwide

Relocation: Relocation expenses may be 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.

The Congressional Research Service (CRS) works exclusively for the United States Congress, providing objective, nonpartisan analysis to committees and Members of both the House and Senate. CRS is seeking a senior leader to manage its Foreign Affairs, Defense, and Trade Division, one of five research divisions. The Foreign Affairs, Defense, and Trade Division provides expert research that meets ongoing congressional policy-making and oversight needs on such matters as public policy questions on foreign affairs, defense, and trade that emerge from the legislative and oversight work of the Congress. These issues are among the most critical issues facing the country now, and for years to come. The Assistant Director will be expected to manage the research to help Congress in its decision-making with regard to these important policy problems.

This is a senior leadership position. Your application cannot be used for other vacancies at CRS.

The Assistant Director reports to the Director of CRS and, as a member of the Director's senior management team, serves as a chief advisor to the Director. The Assistant Director counsels the Director on all aspects of the research management and operations of CRS and recommends specific policies and procedures for improving the Service's overall quality, efficiency, and effectiveness. The Assistant Director serves as a principal CRS representative to Members, committees, and officers of the United States Congress, and exercises overall responsibility and delegated authority for the oversight and administration of the Foreign Affairs, Defense, and Trade Division's human, financial, material, and information research assets, including a staff of nearly 100 employees. Additional information about CRS and the Foreign Affairs, Defense, and Trade Division is at www.loc.gov/crsinfo.

BRIEF DESCRIPTION OF DUTIES:

The person selected for this position will serve as the Assistant Director of the Congressional Research Service (CRS) Foreign Affairs, Defense, and Trade Division, reporting directly to the Director of CRS. In this capacity, the Assistant Director leads, plans, directs, and evaluates the research and analyses of the CRS Foreign Affairs, Defense, and Trade Division and ensures that the research and analysis produced by the division is of the highest quality and consistently meets the Service's standards of objectivity, nonpartisanship, balance, timeliness, legislative relevance, authoritativeness, and accessibility.

The Assistant Director oversees implementation of the Service's research agenda for issues within the division's area of responsibility, including approaches, frameworks, and methodologies for addressing policy and legislative issues. This includes demonstrating personal intellectual leadership in monitoring congressional needs in the policy areas for which the Assistant Director has direct research management responsibility and assuring access to the intellectual capacity needed to meet the current and changing needs of the United States Congress at a sustained level of excellence. In performing these activities, the Assistant Director is responsible for ensuring that the research and analytical activities of the division are fully aligned with the legislative needs of Congress and with the priorities, goals, and policies of CRS for meeting those needs. Major duties include:

- In collaboration with other senior managers, leads, plans, directs, and evaluates the research and analyses of the Service in domestic social policy and ensures that such activities are fully aligned with the legislative needs of the United States Congress and with the priorities, goals, and policies of CRS for meeting those needs.

- Demonstrates personal intellectual leadership in monitoring congressional needs in domestic social policy in formulating and maintaining a research agenda to meet those needs, in guiding and directing relevant research of individuals and groups, and in reviewing and evaluating the work of researchers and managers.

- Ensures all research and analysis produced by the division is of the highest quality and meets CRS's standards of objectivity, nonpartisanship, balance, timeliness, legislative relevance, authoritativeness, and accessibility.

- Counsels the Director and Deputy Director on all aspects of the management and operations of the Congressional Research Service and advises on matters relating to the research activities, operations, and mission of the Service.

- Serves as a principal representative to committees and officers of the United States Congress, other legislative agencies and the Library of Congress, executive departments and agencies, professional organizations, universities, and other research organizations on the broadest matters related to CRS research, policy, and organization.

- Oversees and ensures compliance with human resource management functions and requirements for division staff (e.g., recruiting and making hiring selections, addressing performance and disciplinary issues, communicating performance expectations to staff, providing advice and counsel to staff, conducting periodic performance evaluations, recommending training and professional development, planning and assigning work, and finding methods to improve staff productivity).

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 Apply Multidisciplinary Knowledge of Foreign Affairs, Defense, and Trade.**** (Applies multidisciplinary knowledge of the theories, laws and regulations, concepts, processes, techniques, principles, and/or practices related to the array of public policy questions on foreign affairs, defense, and trade that emerge from the legislative and oversight work of Congress.)

- **Ability to Lead and Organize Public Policy Analysis.**** (Oversees development and implementation of the Service's research agenda. Advances innovative and creative ideas to promote the quality of the research and the success of the Service. Recommends specific policies and procedures for improving efficiency and effectiveness of research management and operations of the Service and assesses their implications. Oversees and manages policy and legislative research across and within major research areas.)

- **Ability to Lead People and Manage a Workforce.**** (Oversees the overall performance of the division by assessing staffing requirements in relation to current and anticipated needs of the Congress; developing staffing plans, justifications, and requests; and making policy area assignments for staff in order to assure the availability of the intellectual capacity needed to meet the current and changing needs of Congress at a sustained level of excellence.)

- **Ability to Exercise Judgment and Discretion.**** (Demonstrates awareness of the likely consequences or implications of one's own actions and work within the context of agency/ organizational/departmental standards. Acts appropriately in a given situation (e.g., with colleagues, clients, media/press), using discretion, and being committed to confidentiality.)

- **Ability to Design and Apply Research Frameworks and Analytical Methods and Techniques.** (Designs and applies research approaches and frameworks, analytical methodologies and techniques relevant to policy decision makers.)

- **Ability to Lead and Inspire Change.** (Leads tasks and people effectively and inspires change in developing and implementing agency values, principles, and direction.)

- **Ability to Exercise Objectivity.** (Exercises objectivity, impartiality, and nonpartisanship in all phases of management and research. Has the capacity to look at the dimensions of a problem and weigh them against a set of standards/criteria that is independent of the problem. Maintains objectivity despite any personal bias or outside pressures.)

- **Ability to Assess the Quality of Products and Services.** (Evaluates the content, organization, and relevance of a range of products and services to meet the quality standards of a public policy organization. Makes suggestions to improve these products and services.)

- **Ability to be Client Focused.** (Reaches out to and builds long-term relationships with internal and/or external clients by understanding their current and future needs and expectations; meeting commitments to clients on time and keeping them informed, and seeking and using client feedback.)

- **Ability to Apply Knowledge of Congressional Decision-Making.** (Applies knowledge of congressional decision-making, including how legislation becomes law, the federal budget process, the appropriations process, and oversight, sufficient to ensure timely and legislatively relevant assistance to congressional committees, Members, and senior staff.)

- **Ability to Communicate Orally.** (Speaks clearly, politely, and professionally to peers, staff, managers, supervisors, and external audiences to both provide and seek information.)

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 in order 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, (202)-707-5627

Other Significant Facts:

The Congressional Research Service, within 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 may 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 adjustment of the Washington, D.C. metropolitan area.

Number of vacancies: One.

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

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

The position description number for this position is 173998.

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 top secret clearance.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

Applicants who are referred for an 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 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 MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-0968 (VOICE) OR (202) 707-0117 (TTY) OR spp@loc.gov (EMAIL).

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;
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> 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 dates of this announcement.

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.