



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 100095
OPENING DATE: NOVEMBER 3, 2010
CLOSING DATE: DECEMBER 6, 2010

GENERAL POSITION INFORMATION:

Title: Assistant Director for Research and Development
SL-2210-00 (195639) \$119,554.00 - \$165,300.00

Job Location: Washington, DC
Position Location: Information Technology Services, Office of Strategic Initiatives

Work Schedule: Full-time
Type of Appointment: Permanent, Managerial

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.

NOTE: ECQ's ARE NOT CONSIDERED IN THE LIBRARY'S HIRING PROCESS.
PLEASE REFER TO THE EVALUATION OF TRAINING AND EXPERIENCE.

ITS is the enterprise IT organization for the Library of Congress. As such, ITS is responsible for supporting the Library's extensive infrastructure as well as developing, integrating and operating business applications for all the Library's functions. The Research & Development (R&D) groups focus on development, applications integration and the operations and maintenance of enterprise and business specific applications as well as the database technology systems which support the programs and mission of the Library.

ITS is seeking an enthusiastic expert in program, portfolio and project management with a strong grounding in application development, integration and operations. Moreover, ITS seeks an excellent communicator who can build bridges, connect with the varied stakeholders and extend these communications through the all the R&D groups.

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.

BRIEF DESCRIPTION OF DUTIES:

The incumbent oversees the staff responsible for providing the design, development, testing, and implementation of systems and applications needed to support both the business needs of the Library's functions and the information needs of the Library's customers. This individual should understand how to view applications as business solutions that combine technology, business process and strong governance and can more importantly direct R&D to implement solutions that meet similar business needs in various business units within the Library, bringing high quality solutions with a minimal effort to deploy additional instances.

The incumbent of this position is responsible for strategic planning and problem solving as well as collaboration, analysis, design, development, implementation and ongoing support for the centrally-supported IT application systems of the Library of Congress. This individual should be able to forecast shifts in the industry and plan to proactively develop R&D staff, allowing R&D to continue to support modern applications and development methods.

The incumbent serves as the principal advisor to the Director and Deputy Director of ITS on these areas:

- Project Management (PM) and System Development Life Cycle (SDLC)
- Application Portfolio Management
- R&D Staff Skill Set
- New Trends in Application Development
- Database Management Systems

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.

Knowledge of all aspects of application portfolio management, software development and software integration. ** - Applied knowledge of application portfolio management and enterprise-level IT hardware/software component systems, and/or subsystems.

Knowledge and application of Project Management and Software Development Life-Cycle (SDLC) techniques and methodologies. **- Accomplished work by applying project management methodologies and techniques to IT projects. Used software development life-cycle methodology to accomplish work on a regular basis.

Ability to lead people and inspire change - Led people by inspiring, motivating, and guiding others towards organizational vision that integrates key national and program goals, priorities, and values by maximizing employee potential, and by fostering high ethical standards in meeting the organization's vision, mission, and goals.

Ability to make timely and effective decisions and produce results- Understood and applied procedures, requirements, regulations, and policies to formulate strategic program plans that assess policy/program feasibility and achieve results.

Ability to build coalitions and a professional network - Explained, advocated, and expressed 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/external politics impacting the work of the organization.

EVALUATION OF CANDIDATES:

The Library of Congress will evaluate applicants using applicants' resumes and a structured interview process. Interviews are designed to verify or explore applicants' experience, knowledge, and training directly related to the job - as documented in the resume -- in order to identify the best qualified applicants for selection. The knowledge, skills and abilities (KSAs) marked with a double asterisk (**) in the TRAINING AND EXPERIENCE section of this vacancy announcement are considered the most critical competencies for the position. **To be considered for final selection, applicants must show in their resume that they possess at the fully acceptable level, the critical competencies required for this position.**

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.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy.

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.