

## **Announcement Information**

**Job Title:** Assistant Law Librarian for Virtual Services

**Agency:** LIBRARY OF CONGRESS

**Sub Agency:** Library of Congress

**Job Announcement Number:** 110108

**SALARY RANGE:** \$119,554.00 - \$165,300.00 / Per Year  
**OPEN PERIOD:** Thursday, August 4, 2011 to Thursday, August 18, 2011  
**SERIES & GRADE:** SL - 1410 - 99  
**POSITION INFORMATION:** Open Permanent  
**PROMOTION POTENTIAL:** 01  
**DUTY LOCATIONS:** Total Openings: 1 ; 1 vacancy(ies) - Washington DC Metro Area, DC  
**WHO MAY BE CONSIDERED:** CONSIDERATION UNDER THIS VACANCY ANNOUNCEMENT 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. (EMPLOYEES MUST MAINTAIN THEIR ELIGIBILITY AT THE TIME OF SELECTION.)

### **JOB SUMMARY:**

The Library of Congress serves the Congress in fulfilling its duties and preserves and promotes knowledge and creativity for the benefit of the American people. It is the nation's oldest federal cultural institution and the world's largest library, with more than 145 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and almost 20 million items online. Located on Capitol Hill in Washington, D.C., the Library is the home of the U.S. Copyright Office, the Congressional Research Service (CRS), the Law Library of Congress and the National Library Service for the Blind and Physically Handicapped.

The Assistant Law Librarian for Virtual Services oversees the planning, development, management and usability of digital legal and legislative information resources hosted on site from the Law Library's physical collections and from remotely-hosted digital collections collaboratively developed with Law Library partners worldwide. The incumbent serves under the Law Librarian of Congress in achieving success on matters related to building and sustaining a preeminent portal to a world-class repository of global legal information that includes all levels of government from local governing bodies to transnational governing institutions. The incumbent ensures that Law Library virtual services meet the statutorily mandated requirements of the Law Library of Congress to serve the foreign legal research and analytical needs of the U.S. Congress. The incumbent develops and maintains relationships to further local, national, international, and transnational partnerships. The incumbent also works collaboratively with senior Library of Congress managers to ensure integration of Law Library virtual services with Library of Congress digital priorities. The incumbent coordinates efforts with information entities in the U.S. Congress and other legislative branch agencies on THOMAS and related Library legislative information initiatives. For example, the Congressional Research Services' Legislative Information System or GPO's Federal Digital System( FDsys).

#### **KEY REQUIREMENTS:**

- See requirements listed below under Qualifications Required.

[Back to top](#)

#### **Duties**

##### **ADDITIONAL DUTY LOCATION INFO:**

1 vacancy(ies) - Washington DC Metro Area, DC

Has overall responsibility, as well as delegated authority, for the oversight and administration of a broad, emerging and critical Law Library digital library program. Responsible for the direction and management of all aspects of the Law Library's virtual presence and services by identifying, recommending and implementing program planning strategies, and development of policy initiatives for web access to global legal information. Evaluates current and proposed plans and recommends actions to initiate new or modify existing strategies as needed.

Establishes performance expectations for staff members, which are clearly communicated. Provides informal and formal feedback and evaluates staff performance on a regular and ongoing basis.

Responsible for the formulation and administration of policies affecting the mission of the virtual Law Library of Congress. Participates in the development, evaluation, and implementation of high-level policy for agency-wide programs. Serves as the key advisor on various programs and events of the Service Unit. Counsels senior management staff and officials at multiple levels of the Service Unit; and senior staff, private sector clients, and vendors concerning matters within the scope of the incumbent's activity. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

Establishes and maintains effective working relationships with various high-level individuals, including Library officials, infrastructure unit directors, service unit directors, division chiefs, managers, and their staff. As required and assigned, directs, monitors, and participates in outreach initiatives with organizations outside the Law Library. Establishes and maintains close and cooperative working relationships with managers and officials within the Law Library and the Library of Congress.

[Back to top](#)

## **Qualifications and Evaluations**

### **QUALIFICATIONS REQUIRED:**

**Ability to lead, manage, and promote a diverse workforce of highly skilled staff with subject matter expertise.** The ability to lead, manage, and promote a diverse workforce of highly skilled staff with subject matter expertise in a multidisciplinary 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, hired and retained 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) planned, delegated, and assigned work; (8) provided appropriate training and professional development opportunities to staff; (9) encouraged

staff participation in planning, decision making and Library of Congress relevant initiatives; and (10) identified and implemented methods to improve staff productivity and engagement in Library wide programs and projects.

**Ability to think critically and plan strategically.\*\*** The ability to establish and implement a strategic vision and direction for an organization or group and in doing so, performed the following activities: (1) identified technological trends and leveraged them to build virtual services; (2) understood different formats for legal materials to aggregate and federate them in support of the Library of Congress' digital priorities, presence and services; (3) evaluated organizational progress against targets and adjusted targets or expectations as appropriate; (4) identified internal and external strategic opportunities; (5) held the organization as well as individuals accountable for achieving predetermined outcomes based upon the Library's strategic plan; (6) evaluated interdependencies and interrelationships among functions, resources, and outcomes; and (7) evaluated organizational progress against predetermined outcomes and adjusted strategic milestones as appropriate.

**Knowledge of outreach techniques, strategies, and resources.**

\*\* Knowledge of outreach techniques, strategies, and resources to establish and maintain effective relationships with the U.S. Congress and other legislative agencies, the Law Library of Congress (LLC), partners, donors, and Library officials, and in doing so, performed the following activities: (1) acquired and/or managed materials representing diverse legal content and format, in many languages and oversaw organization of such materials in effectuating the services in a virtual/digital Library and the Library of Congress' virtual collections; (2) worked with a variety of partners, collaborators, funders, standards organizations, and professional associations; (3) participated in outreach initiatives within the Library of Congress and developed and maintained relationships to further local, national, international, and transnational partnerships; and (4) designed and implemented plans to coordinate, provided access to preserve, and support collections from diverse sources, including legislative information.

**Demonstrated ability to use a variety of communication techniques and tools.\*\*** The ability to provide a variety of

clear, cogent, accurate, and well-organized products related to all aspects of the position. Examples include: (1) policies and procedures, (2) planning documents, (3) reports, memoranda, project plans, and statements of work, (4) complex technical proposals, (5) spreadsheets, budgets and budget justifications, (6) project execution documents, analyzing scope, cost and schedule requirements, (7) virtual collection development plans and policies, (8) outreach plans and fundraising development strategies, and (9) graphs, charts and other visualizations.

**Ability to communicate orally one-on-one and to large groups.**

The ability to speak clearly and persuasively to Congress and their staff, peers, staff, managers, supervisors, and external audiences to both provide and solicit information. This also includes actively listening to, processing, and evaluating information; and listening to, and answering questions thoughtfully and completely. Your resume is important to this application process. It will be reviewed to determine whether you possess the qualifications referenced above. All applicants are required to submit a resume that provides specific information (to include accomplishments, work experience and education/training) that clearly describes what you would bring to the position.

**HOW YOU WILL BE EVALUATED:**

The Library of Congress will evaluate applicants using the information provided in your resume. Reviews are intended to explore applicants' experience, knowledge, and training directly related to the job in order to identify the best qualified applicants for selection.

For Executive Schedule positions, applicants do not need to respond to specific competency questions but will be requested to answer one question related to how they became aware of this job opportunity.

**To preview questions please [click here](#).**

[Back to top](#)

**Benefits and Other Info**

**BENEFITS:**

Please visit our website at [www.loc.gov/hr/employment/index.php](http://www.loc.gov/hr/employment/index.php) and click Federal Benefits.

**OTHER INFORMATION:**

All 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.

The Library of Congress is an equal opportunity employer. Women, minorities, and persons with disabilities who meet eligibility requirements are strongly encouraged to apply.

Applicants must submit a complete application package that is received by the closing date of this announcement.

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. The date of certification must be within one year of the vacancy closing date. For more information contact the selective placement program coordinator at 202-707-6362 or email [spp@loc.gov](mailto:spp@loc.gov). **FAILURE TO SUBMIT YOUR CERTIFICATION WILL CAUSE YOUR APPLICATION TO NOT BE CONSIDERED UNDER THE SELECTIVE PLACEMENT 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.

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, the Ethics in Government Act of 1978.

Relocation expenses may be authorized for the applicant selected under this vacancy announcement.

[Back to top](#)

## **How to Apply**

### **HOW TO APPLY:**

Please carefully follow all instructions under the How to Apply tab to ensure that you are considered for the position.

Step 1: If you do not already have one, create a resume on USAJOBS. Although you must enter your Social Security Number for USAJOBS, this information will not be provided to the Library of Congress.

Step 2: Review the Job Announcement. We recommend you go to the Qualifications and Evaluations section of the job announcement to review the qualifications listed to ensure that your resume reflects your accomplishments in those areas.

Step 3: Click on the "APPLY ONLINE" button to the right of this announcement. Follow USAJOBS' instructions to access your account and submit your resume. You will be redirected to the Hiring Management website to complete the application process. If this is your first time in Hiring Management, you will be asked to answer questions related to your eligibility for Federal employment. You will be able to update this information and save it to our account for future announcements.

Step 4: Click on "Submit" after you have completed your application. Once you have submitted your application, you can check your status online through your Hiring Management or MY USAJOBS account.

If you are experiencing any technical difficulty with the online process, you **MUST CONTACT THE POINT OF CONTACT FOR THIS ANNOUNCEMENT BEFORE THE CLOSING DATE**. For all technical issues please contact [jobhelp@loc.gov](mailto:jobhelp@loc.gov) , no later than 4:30pm EST of the Closing Date.

### **REQUIRED DOCUMENTS:**

Disabled applicants claiming Schedule A eligibility must submit proof of disability and a certification of job readiness. If Schedule A is applicable to you, you will not be considered without submitting this documentation.

### **AGENCY CONTACT INFO:**

Customer Service Center  
Phone: 202-707-5627  
Fax: 000-000-0000  
Email: JobHelp@loc.gov

Agency Information:  
Library of Congress  
101 Independence Ave. SE  
LM-107  
Washington, DC 20540  
Fax: 000-000-0000

[Back to top](#)

**WHAT TO EXPECT NEXT:**

Please review our evaluation process under Qualifications and Evaluations. You may check the status of your application for this position at any time by logging onto the USAJOBS "My USAJOBS" tab and clicking on "My Applications". You will receive final notification via e-mail when the vacancy has been filled.