



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

<b>POSITION:</b>	<b>Cataloging Supervisor</b>
<b>DEPARTMENT:</b>	<b>Senate Library</b>
<b>SALARY RANGE:</b>	<b>\$70,271 - \$108,918</b>
<b>CONTACT</b>	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
<b>FEDERAL RELAY SERVICE</b>	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
<b>POSTING DATE:</b>	<b>October 25, 2016</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>November 8, 2016</b> Applications will NOT be accepted after 11:59 p.m.  The online application can be found in the Employment section of Senate.gov - <a href="http://www.senate.gov/employment">http://www.senate.gov/employment</a> .  All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.
<b>VETERANS' PREFERENCE:</b>	Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or

who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which may be obtained by visiting:

[http://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](http://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf).

**If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form.** If the Office of the Secretary of the Senate does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference in Appointments policy by submitting a written request to [vets@sec.senate.gov](mailto:vets@sec.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate’s obligations and efforts to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran’s Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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**CATALOGING SUPERVISOR**

**Department:** Senate Library

**Reports to:** Head of Technical Services

**NATURE OF WORK**

This is technical work supporting the delivery of information services to Senate and Library staff and the Library's institutional membership in national and international cooperative cataloging programs. Work includes creating bibliographic and authority records for items in the Library's collections, organizing and analyzing complex library materials, maintaining the accuracy of the Library's bibliographic and authority databases, maintaining cataloging documentation and statistics, and providing expert guidance and assistance to cataloging staff. Work is bound by *Resource Description and Access* cataloging rules, Library of Congress classification and subject heading guidelines, MARC standards for bibliographic and authority records, Federal Depository Library Program guidelines, Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments. Work is performed under the general direction of the Head of Technical Services.

**ESSENTIAL FUNCTIONS**

Creates and revises bibliographic records in accordance with national and local standards; develops standard procedures for data verification and entry by cataloging staff; assigns and coordinates cataloging duties and projects; monitors and recommends corrective actions as needed to ensure the quality of the Library's bibliographic and authority databases; contributes NACO authority records to the Program for Cooperative Cataloging.

Develops and maintains the Library's cataloging policies and procedures; compiles statistics measuring cataloging productivity and maintenance activity; serves as the Library's liaison to the Library of Congress and Government Publishing Office on cataloging issues; monitors and maintains current awareness of changes to national and international cataloging standards, and participates in non-MARC metadata initiatives.

Provides technical guidance and expertise to catalogers; directs technical skill development of department staff with responsibility for cataloging; coaches and reviews work of catalogers; provides

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*

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feedback to catalogers and to the Head of Technical Services on performance of cataloging staff, including recommendations for corrective action; conducts in-house training for Technical Services staff; and serves as an expert technical resource to Library staff on cataloging issues.

Maintains current knowledge of the Senate Library's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts that require normal safety precautions when performing the work. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds. Must demonstrate physical mobility and manual dexterity for shelving and retrieval of materials from overhead book stacks and microform cabinets. Position requires periodic retrieval of materials from and work in an off-site storage facility, which requires lifting, walking, and use of a hand truck or book cart to transfer Library materials. Position may require a varied schedule to perform periodic system updates, upgrades, and maintenance. This position may be required to support the Senate when in session and is therefore subject to the Senate floor schedule requiring working extended and unscheduled hours periodically as dictated by the Senate.

### **MINIMUM QUALIFICATIONS**

Work requires a Master's Degree in Library or Information Science from an ALA accredited program with five to eight years original cataloging and supervisory experience; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Knowledge of cataloging standards, including: MARC bibliographic and authority formats, *Resource Description and Access* cataloging rules, Library of Congress classification and subject heading guidelines, Superintendent of Documents classification, and Program for Cooperative Cataloging policy statements and guidelines.

Knowledge of the legislative process and the form and arrangement of congressional documents.

Knowledge of the Library of Congress and Superintendent of Documents classification systems and the organization and arrangement of library collections is required.

Knowledge of the Federal Depository Library Program.

Knowledge of the Senate as an institution.

Knowledge of accepted supervisory and management practices.

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Ability to create original bibliographic records and perform complex copy cataloging.

Ability to create and revise name authority records in accordance with Program for Cooperative Cataloging NACO policies and procedures.

Demonstrated skill in the use of computer software and online cataloging tools, including OCLC Connexion, RDA Toolkit, Cataloger's Desktop, Classification Web, integrated library management systems, database software, and content management systems.

Ability to plan, set, and manage project work requirements, evaluate work product, multitask and meet deadlines.

Ability to set team goals, foster professional development, supervise, and evaluate staff.

Ability to work effectively and cooperatively in a team setting both within the department and outside organizational lines.

Ability to create and implement operational guidelines and procedures.

Ability to analyze, describe, and assign classification numbers for all Library materials.

Ability to research topic areas, analyze library materials, and determine intellectual content for subject classification.

Ability to provide prompt, responsive, and courteous customer service.

Ability to communicate effectively, both orally and in writing.

Ability to maintain confidentiality.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

None.

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