U.S. Senate
Office of the Secretary

# HUMAN RESOURCES

## Vacancy Announcement

**POSITION:** **DIRECTOR SENATE GIFT SHOP**

**DEPARTMENT:** **SENATE GIFT SHOP**

**SALARY RANGE:** **$85,076 - $131,869**

**CONTACT**

Human Resources
Room SDB-40E Dirksen Building
E-mail: resumes@sec.senate.gov

**POSTING DATE:** **JULY 20, 2011**

**DEADLINE FOR APPLICATIONS:**

**AUGUST 1, 2011** Applications will NOT be accepted after 6:00 p.m. e-mail or hand deliver applications.

**E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.**

Develops, justifies, and submits departmental operating budget to the Assistant Secretary of the Senate; monitors monthly expenses, and adjusts budget allocations through the Accounts Administrator as necessary.

Works in conjunction with the Assistant Director to develop, maintain and execute departmental Continuity of Operations (COOP) guidelines and procedures.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

## MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree, with eight to ten years of retail management experience; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of procurement process and concepts.

Knowledge of retail operations to include inventory control, shipping/receiving functions, and maintenance of inventory supply.

Knowledge of accepted accounting practices and financial management.

Ability to implement operational guidelines and procedures.

Ability to use creativity and originality when generating ideas for one-of-a-kind products to be sold in the Gift Shop.

Ability to use computer and relevant computer software packages.

Ability to plan, supervise and evaluate staff.

Ability to negotiate contracts.

Ability to focus on multiple projects.

*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.*

*PB: 12* *FLSA: Exempt*

07/01/2011

**UNITED STATES SENATE**
**OFFICE OF THE SECRETARY**

# DIRECTOR, SENATE GIFT SHOP

**Department**: Senate Gift Shop
**Reports to**: Secretary and Assistant Secretary of the Senate

## NATURE OF WORK

Managerial work focused on directing the administration and operation of the Senate Gift Shops. Work includes directing and developing staff, working with vendors to develop unique gift ideas, establish product pricing, and negotiate contracts. Work is bound by Senate Rules, applicable laws governing retail operations (including, a buy American law, Americans with Disabilities Act and copyright/trademark law), and Government Accountability Office (GAO) audits and recommendations, but requires independent judgment in setting priorities and handling special assignments.

## ESSENTIAL FUNCTIONS

Directs, plans and organizes overall operations of the Senate Gift Shops; determines product needs and merchandise to be carried; processes special order merchandise; negotiates contracts with vendors; establishes selling prices; coordinates creation of unique merchandise and establishes artist and vendor production criteria; and safeguards and monitors security of physical inventory.

Oversees all accounting aspects of the Senate Gift Shops; maintains fiscal responsibility for Gift Shops Revolving Fund and inventory account; ensures sufficient profits are generated to support operations; and ensures office practices promote sound accounting methods including record keeping, bookkeeping, purchase order and voucher processing.

Identifies and coordinates layout and design requirements for multiple retail, warehouse and administrative areas to address current and future needs; establishes requirements for office financial management systems and retail operating systems; ensures system will support operational growth; evaluates and tests system for compliance with Senate financial reporting responsibilities; and ensures staff and operating procedures are in place for expected growth.

Creates and prepares business plans and project proposals; oversees and manages development, maintenance, and operation of e-commerce/Intranet website; oversees outreach to states offices; prepares annual reports for the Secretary of the Senate.

Directs, supervises and evaluates staff; develops performance standards; determines disciplinary actions; recruits, hires and trains new staff; and recommends personnel actions to include promotions, salary adjustments, training requests and terminations.

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Ability to establish and maintain effective working relationships with other supervisors/ employees/subordinates and/or the public.

Ability to communicate effectively, both orally and in writing.

Ability to maintain confidentiality.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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*PB: 12* *FLSA: Exempt*

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