



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

HEAD OF TECHNICAL SERVICES

DEPARTMENT:

Senate Library

SUMMARY:

See Attached Position Classification

SALARY RANGE:

\$78,663 - \$121,928

CONTACT:

Human Resources
Room SH-231B Hart Building
Fax: 202-228-3603

POSTING DATE:

February 17, 2010

**DEADLINE FOR
APPLICATIONS:**

March 3, 2010 Applications will NOT be accepted after 6:00 p.m.
Fax or hand deliver applications. Do NOT mail. No phone calls please.

*** New * 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.**

All applicants should submit a Secretary of the Senate Application for
Employment with a cover letter and current resume to the Human Resources
Department at the above address. Qualified candidates will be contacted if
selected for an interview.



HEAD OF TECHNICAL SERVICES

Department: Senate Library

Reports to: Senate Librarian

NATURE OF WORK

This is supervisory work managing the technical services of the Senate Library. Work includes maintaining the Library's integrated library system, managing circulation, subscriptions, inventory and bibliographic control over collections, care and condition of collection resources and supervising technical support staff. Work is bound by the Library of Congress subject heading guidelines, Anglo-American Cataloging Rules, MARC standards for bibliographic and authority records and standing office policy and procedures, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the general direction of the Senate Librarian.

ESSENTIAL FUNCTIONS

Administers the Senate Library's integrated library system (ILS) and LAN; installs, implements and maintains server and web-based systems; sets catalog data processing requirements; identifies ILS design requirements; evaluates and recommends ILS enhancements; coordinates hardware upgrades with ILS vendor support and Secretary's information systems staff; tests and validates scripts run on the database; coordinates system backup and restore; and serves as liaison with the ILS system vendor and technical advisor on the operation of the ILS for Library staff and the Secretary's information systems staff.

Supervises operations and staff of the technical services area of the Senate Library; provides performance feedback and guidance to subordinates and recommends personnel actions to Senate Librarian; assesses staffing levels, prioritizes and assigns work to cover for absences; establishes guidelines for technical services; coordinates work with the Library's information services team; establishes objectives and training requirements; and assists with the development of professional goals.

Oversees the circulation of library materials, subscriptions, inventory and the bibliographic control of collections. Works with the Access Services Librarian to coordinate circulation desk services, inventory, and the management of subscriptions and electronic resources. Works with the Cataloging Supervisor to maintain bibliographic control of collections and to maintain a program of training and professional development for catalogers.

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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Code:

Manages the arrangement, care and condition of collection resources; monitors and controls environment; inspects areas for water leaks, ensures proper temperature and humidity levels are maintained; relocates critical materials to clean, climate controlled space; schedules cleaning of storage areas; monitors binding and repair of damaged materials; and ensures accountability and order of collection is maintained.

Assists the Senate Librarian with management of the Library budget; works with the Acquisitions Librarian to track and maintain financial control over new acquisitions; manages subscriptions to electronic cataloging resources and services; prepares the technical services portion of the Library's annual report and related statistical tables; and prepares budgets, proposals and reports for the Senate Librarian.

Assists the Senate Librarian with library collection development and selection of information resources. Oversees technical services team membership on the acquisitions committee, participates in trials of new online products, evaluates, and recommends source materials; prioritizes options, and prepares justifications for the Senate Librarian's consideration.

Supervises the Library's participation in the Federal Depository Library Program and oversees daily program operation, including the technical services team membership on the review committee responsible for selection of program resources, retention, and collection maintenance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending and carrying items 25 pounds. Must demonstrate physical mobility, manual dexterity for shelving, and the ability to use a ladder for retrieval of materials from over head book stacks and microform drawers. Position requires periodic retrieval of materials from and works in an off-site warehouse storage facility which requires lifting, walking and use of a hand truck or book cart to transfer library materials. 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. In addition, position may work a varied schedule as needed to perform system updates, upgrades and system maintenance.

MINIMUM QUALIFICATIONS

Work requires a Master's Degree in Library Science from an ALA accredited program with five to eight years supervision, original cataloging, and library systems administration experience that provides the following knowledge, skills and abilities:

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PB:11

FLSA: Exempt

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Code:

Knowledge of the MARC bibliographic and authorities formats, Anglo-American Cataloging Rules, Library of Congress subject headings, Library of Congress classification and rule interpretations.

Understanding of the capabilities, system requirements and program operation of computers, networks and peripheral equipment.

Knowledge of applicable library databases, file transfer methods, and server backup and remote management tools. .

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

Knowledge of the Federal Depository Library Program.

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

Knowledge of modern methods of supervision and management.

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 administer and troubleshoot library computer systems and programs.

Ability to implement operational guidelines and procedures.

Ability to create original bibliographic and name authority records.

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

Ability to research, describe, and determine intellectual content for subject classification.

Ability to communicate effectively, both orally and in writing.

Ability to maintain confidentiality.

Ability to provide prompt and courteous customer service and resolve customer problems.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS - None.

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PB:11

FLSA: Exempt

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