



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Picture Framer/Bookbinder
DEPARTMENT:	Senate Library
SALARY RANGE:	\$57,205 - \$88,669
CONTACT	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.
FEDERAL RELAY SERVICE	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
POSTING DATE:	May 15, 2015
DEADLINE FOR APPLICATIONS:	May 29, 2015 Applications will NOT be accepted after 11:59 p.m. The new online application can be found in the Employment section of Senate.gov - http://www.senate.gov/employment . 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.
VETERANS' PREFERENCE:	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 accessing the on-line application and completing the checklist.

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.

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.

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PICTURE FRAMER/BOOKBINDER

Department: Senate Library

Reports to: Manager, Office of Conservation and Preservation

NATURE OF WORK

This is skilled craft work handling Senate items for the Office of Conservation and Preservation in support of programs directly related to the conservation and preservation of Senate records and materials for which the Secretary of the Senate has statutory authority. Initiatives include phased conservation books and documents, exhibits, and matting and framing for Senate leadership. Work is bound by generally accepted preservation methods, Library Binding Institute Standards, framing techniques, Senate rules, and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Supports the official presentation and framing requirements of the Office of the Secretary of the Senate and Senate leadership. Work includes project design consultations with customers; drafting, scheduling, and implementation of project specifications; framing of photographs, prints, and other objects; design and construction of shadow and presentation boxes; dry mounting; matting, including French matting, multiple opening cuts, and the use of gold fillet mats; embossing of hand tooled leather folders, books, and mats; calligraphy; and encapsulation of prints and documents.

Provides planning, design, and fabrication assistance within the Office of the Secretary of the Senate for educational exhibits and displays related to the Senate's public history, decorative arts, sculpture, and furnishings. Work includes the creation of custom book cradles, display stands, and boxes; mounting of printed exhibit materials and labels; stamping; and the creation of faux bound volumes as an alternative to the display of fragile material.

Assists with the conservation and preservation of Senate records and materials through the careful repair of prints and re-hinging old prints and photographs; preservation of congressional documents, including repair of printed maps and pages in bound volumes; re-casing bound text blocks; hand-sewn pamphlet and serial binding, signature and page re-attachment; page trimming and tip in of new pages; re-tightening of hinges; hand fabrication and stamping of pamphlet and book covers, spines, and labels, end sheet replacement; fabrication of mylar and paper pockets; and occasional cleaning bound print materials.

Assists customers with the preparation and collation of congressional materials for binding; selects typeface and binding materials in consultation with the customer; completes work order requisitions

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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and sends materials to the Government Publishing Office (GPO) for binding; serves as a liaison with the GPO on bindery work orders submitted; and reviews bound materials for adherence to job requirements, timeliness, accuracy and completeness.

Shares responsibility with the Manager of the Office of Conservation and Preservation for providing prompt and courteous customer service in person and over the telephone; logs incoming work requests and provides work order status updates to customers; places orders for frames, scanning, or printing; completes pickup of printing orders and frames; and the delivery of completed orders to customers. Assigned tasks require regular and sustained collaboration and cooperation within the Office of Conservation, the Library, and outside organizational lines. In the absence of the Manager, the Framer/Bookbinder assumes a primary role in providing customer service, logging and tracking work order status, completing time-sensitive work orders, maintaining office operations; and in the execution of the office's Emergency Action Plan (EAP). The office Continuity of Operations Plan (COOP) will be activated at the direction of the Librarian.

Maintains current knowledge of the Conservation and Preservation office's Emergency Action Plan and Continuity of Operations Plan; participates in periodic exercises and drills.

Other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a workshop environment and involves the use of chemicals and machinery that requires appropriate safety precautions. Work requires standing for long periods of time, walking, standing, bending, lifting and carrying items 25 to 50 pounds such as books, papers, framed items, small parcels, etc.

MINIMUM QUALIFICATIONS

An equivalent combination of education and experience (5 years or more) that provides the following knowledge, skills and abilities:

Skill in the operation and basic maintenance of equipment and the use of tools for calligraphy, embossing, glass cutting, matting, and framing.

Knowledge of Library Binding Institute standards.

Ability to perform mathematical calculations when measuring and cutting materials.

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Ability to use creativity and originality when interpreting customer requirements and making suggestions or recommendations to customers.

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

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

Ability to apply standard policies and practices to evaluate issues and resolve problems.

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

Ability to learn accepted bookbinding, repair, book conservation and preservation techniques.

Ability to maintain confidentiality.

Ability to communicate effectively, both orally and in writing.

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LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Work requires successful demonstration of skills in matting and framing, calligraphy, and embossing.

Ability to successfully complete US Senate training on paper and book repair techniques as needed.

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PB: 7

FLSA: NE

VEOA: C

05/13/2015