



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

**Vacancy Announcement
Open to Senate Staff and referrals**

POSITION:	Associate Director for Continuity Programs
DEPARTMENT:	Office of Senate Security
SALARY RANGE:	\$103,474 - \$160,386
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 17, 2018
DEADLINE FOR APPLICATIONS:	May 31, 2018 Applications will NOT be accepted after 11:59 p.m.

The 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.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

**ASSOCIATE DIRECTOR FOR CONTINUITY PROGRAMS
OFFICE OF SENATE SECURITY**

Department: Office of Senate Security

Reports to: Director, Senate Security

NATURE OF WORK

This is work that involves day-to-day management of the Secretary's continuity of government programs, under the supervision of the Director, Office of Senate Security. The incumbent will coordinate planning efforts involving emergency preparedness and continuity programs, on behalf of the Secretary, collaborating with counterparts in the U.S. Senate Sergeant at Arms (SAA), U.S. House of Representatives, U.S. Capitol Police, and other legislative and executive branch partners. Responsibilities will include maintaining the readiness of alternate sites; suitability assessments of potential alternate sites; intra-branch and inter-agency coordination; exercise development and execution. The incumbent will provide support to the Secretary's Executive Office on continuity and emergency preparedness matters. Work is bound by Secretary of the Senate policies and procedures, the *U.S. Senate Security Manual*, *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Coordinate continuity of government programs with federal partners.

Represent the interests of the Senate and of the Office of the Secretary in intra-and inter-branch planning forums.

Participate in meetings regarding continuity plans, programs, sites and assets.

Assist in integration of internal Secretary of the Senate COOP programs with the Senate's continuity of government programs.

Direct alternate site maintenance and evaluation.

Support the Executive Office of the Secretary with research, projects and reviews related to continuity programs, and with the conducting of meetings in which the Secretary serves as Chair.

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: 13 FLSA: Exempt VEOA: NC

05/15/2018



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Maintain current knowledge of the Office of Senate Security’s Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing the work. Work involves walking, standing, bending, carrying items 25-50 pounds such as computer and security equipment.

MINIMUM QUALIFICATIONS

Work requires a Bachelor’s Degree preferably in political science, homeland security or national security, with seven to ten years of relevant experience; and the following knowledge, skills and abilities:

Thorough understanding of federal government continuity programs, and requirements specific to Congress.

Experience in planning and/or conducting emergency preparedness and continuity exercises.

Knowledge of the Senate as an institution.

Ability to brief and interact professionally with Senate Leadership, Senators, Cabinet Officers and senior-level government officials, individually and in groups, using tact and diplomacy.

Ability to implement operational guidelines and procedures.

Ability to communicate effectively, both orally and in writing.

Ability to travel and work inside or outside of the Washington metropolitan area, in the event of an emergency that requires relocation of the Senate.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

United States citizenship.

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OFFICE OF THE SECRETARY**

Active Top Secret security clearance.

Ability to obtain permanent SCI and RD access within 90 days of hire.

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