



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

Collections Manager

DEPARTMENT:

Office of Senate Curator

SALARY RANGE:

\$79,805 - \$123,700

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:

March 13, 2019

**DEADLINE FOR
APPLICATIONS:**

Open until filled

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.

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 visiting:

https://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.

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, a cover letter, a current resume, and an Application for Veteran’s Preference (and, if applicable, supporting documentation specified on that form) 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**

COLLECTIONS MANAGER

Department: Office of Senate Curator

Reports to: Associate Curator

NATURE OF WORK

This is professional, technical, and administrative work directing the collections management program of the Office of Senate Curator, on behalf of the Senate Commission on Art. Responsibilities include developing, managing, and implementing standards, policies and procedures for the care, conservation, and documentation necessary to preserve and protect the Senate's permanent collections of art, historical furnishings and memorabilia. Work is bound by Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, the *Senate Ethics Manual*, the Senate Commission on Art, Senate Committee on Rules and Administration, Senate Procurement Regulations, Federal Appropriations Law, the Foreign Gifts and Decorations Act, and standards established by the American Alliance of Museums, but requires independent judgment in setting priorities and handling assignments. Work is performed under the general direction of the Associate Curator.

ESSENTIAL FUNCTIONS

Direct the collections management program; assess program needs; develop and implement collections management standards, policies, and procedures to ensure the safety and preservation of all collection objects.

Serve as principal Contracting Officer's Representative for the Office of Senate Curator to create conservation contracts and serve as primary project manager of multiple conservation projects. Develop scopes of work, evaluate proposals, interview and evaluate vendors for conservation projects. Negotiate contracts and recommend proposals for Curator approval; ensure compliance and payment of contracts and recommend courses of action to Curator; inspect and ensure quality of work and associated deliverables; notify Curator of progress or concerns; supervise logistics for conservation projects; and coordinate movement of objects with shipping vendors and Registrar.

Develop and maintain condition, care, and conservation treatment records and integrate information into relevant databases and files. Set priorities for the conservation program to repair damage and mitigate detrimental conditions for collection objects; determine the organization and scope of projects; and research and evaluate methodologies for treatments. Prepare and implement schedules for periodic preventive maintenance. Oversee collections storage facilities and systems; evaluate environmental conditions of storage and display areas; recommend modification to lessen potential damage from environmental issues or negligence; and determine environmental and storage or display requirements for collection objects and potential acquisitions.

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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Oversee collections-related budget and project funding; plan and prepare budgets for collections management and conservation activities; and provide recommendations for annual and long-term spending plans to the Curator.

Provide guidance and oversight to the Collections Specialist for duties related to collection monitoring and care; and provide assessments of this work to the Associate Curator for performance/merit evaluations. Supervise a graduate student intern assigned to the Collections Division as part of the Secretary of the Senate's internship program each summer.

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office setting, and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent visits to project sites, walking, standing, bending, carrying items 25-50 pounds and climbing ladders to inspect and/or move objects, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable and punctual attendance are required for performance of duties. Employee must have the physical dexterity to climb ladders and scaffolding, or crawl under/into spaces in order to review work. Conservation and preservation may expose employee to dust, paint, cleaning solvents and fumes which require appropriate safety precautions.

MINIMUM QUALIFICATIONS

Work requires a Master's Degree in art or American history, museum studies, or a related field, with five to eight years of registration or collections management experience; or an equivalent combination of education and experience that provide the following knowledge, skills, and abilities:

Knowledge and experience developing procurement documents and scopes of work for conservation projects, and negotiating and overseeing conservation contracts and contractors.

Familiarity with government contracts and procurement methods is beneficial, but not required.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the history and operation of the Senate.

Knowledge of collections management and museum registration concepts, principles, and practices.

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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Knowledge and experience with information retrieval systems, relevant database programs, and electronic documentation technology.

Knowledge of legal and ethical issues involving art and historical objects.

Knowledge of museum standards for the care, preservation and display of works of art, archival records, and historical objects.

Ability to safely handle and examine art objects.

Ability to manage projects and coordinate efforts of multiple crews; and to work collaboratively with Senate staff and outside organizations and institutions.

Ability to organize data and objects.

Ability to implement operational guidelines and procedures.

Ability to analyze and apply information to formulate recommendations.

Ability to thoroughly research topics and write professional documents for educational purposes.

Ability to deal with others using tact and diplomacy.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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.