U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION
Continuity of Operations and Facilities Coordinator

DEPARTMENT
Office of Senate Security

SALARY RANGE
$78,293 - $121,351

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
August 14, 2020

DEADLINE FOR APPLICATIONS
September 4, 2020

The online application can be found in the Employment section of Senate.gov - https://www.senate.gov/visiting/employment.htm.

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:


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.
CONTINUITY OF OPERATIONS AND FACILITIES COORDINATOR

Department: Office of Senate Security
Reports to: Director, Senate Security

NATURE OF WORK

This is professional work administering the Office of the Secretary’s Continuity of Operations (COOP) program and providing support to classified information security programs. In addition, as Facilities Coordinator, incumbent plays an active role in a variety of administrative duties including sensitive and classified matters. Work is performed under the general guidance of the Director of Senate Security. Work involves regular interaction with Senators and high-ranking officials. Work is bound by Secretary of the Senate policies and procedures; the U.S. Senate Handbook; and the Senate Ethics Manual, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

As Emergency Operations Center (EOC) Director, manage the operations of the Secretary’s EOC, whenever activated. Train other staff on EOC operations.

Coordinate COOP planning within the Office of the Secretary; integrate departmental plans into the overall Office of the Secretary plan; and create and maintain necessary appendices for the plan, including internal and external contact lists, successor lists by department, evacuations, alternate facilities, and the irreplaceable items list.

Maintain and update plans for EOCs.

Maintain and update plans for Briefing Centers and Alternate Facilities.

Develop, assemble, and maintain flyaway kits and supplies for all departments within the Office of the Secretary for all relevant facilities.

Represent the Office of the Secretary on Legislative Branch COOP planning teams; and participate in Senate and other Legislative Branch COOP exercises.

Maintain the internal training, testing, and exercise program for the Office of the Secretary COOP plan; and manage review and maintenance schedules.

Serve as backup to the Office of Senate Security’s classified document control officer.

Administer and maintain the office’s classified local area network (LAN) and troubleshoot problems related to the audiovisual system and classified computer systems.
Manage access to the Capital Network (CAPNET), including processing and submitting new account requests, and providing in-brief and initial login instructions for CAPNET. Troubleshoot account access issues for staff.

Support facilities maintenance and improvement work, including working outside of normal business hours.

Manage proximity card access to Office of Senate Security hallways and doors.

Support the transfer of classified documents to outside agencies; and schedule and conduct classified waste destruction. Respond to spills of classified information.

Schedule Technical Surveillance Counter Measures (TSCM) team visits to scan gifts from foreign dignitaries to Senators and staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks or discomforts. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, 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 is required for performance of duties. Work also requires physical presence in the Office, except as otherwise required by the Office of the Secretary of the Senate.

MINIMUM QUALIFICATIONS

Work requires a bachelor’s degree and one to three years of experience with emergency preparedness and planning; and the following knowledge, skills, and abilities:

Knowledge of emergency preparedness and continuity planning.

Knowledge of emergency evacuation and planning requirements and practices.

Knowledge of the capabilities, operating requirements, and program operation of secure video teleconferencing (VTC), computers, local area and wide area networks (LAN/WAN), peripheral equipment, and various other telecommunications operating systems.

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

Skill in applying attention to detail.

Skill in organizing and maintaining schedules.

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.
Abilities:

- Ability to coordinate disparate groups.
- Ability to work with databases.
- Ability to collect information from various sources and consolidate it into a single operative source.
- Ability to accurately maintain a variety of administrative and executive records.
- Ability to work effectively with executives and Senate staff.
- Ability to appropriately handle confidential matters and information.
- Ability to use tact and diplomacy when dealing with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to make scheduling decisions independently using established priorities.

Requirements:

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

- U.S. citizenship.
- Active Top Secret security clearance.
- Ability to obtain permanent sensitive compartmented information (SCI) and Restricted Data (RD) access.