



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Deputy Archivist for Archival and Records Management Training and Services

DEPARTMENT

Senate Historical Office

SALARY RANGE

\$87,912 - \$136,267

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

April 18, 2022

DEADLINE FOR APPLICATIONS

May 30, 2022 Applications will NOT be accepted after 11:59 p.m.

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:

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 resumes@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.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



**DEPUTY ARCHIVIST FOR ARCHIVAL AND
RECORDS MANAGEMENT TRAINING AND SERVICES**

Department: Senate Historical Office

Reports to: Senate Historian

NATURE OF WORK

This is administrative work developing records management and archival training tools and modules for Senators' and committee offices, with a focus on digital records management and for assisting all Senate offices with creating or updating their records disposition schedules to incorporate new record types and series as dictated by Title 44 of the U.S. Code, Section 2118. Work includes advising and assisting with training initiatives and records disposition guidance for proper archiving of Senate records and Senators' papers. 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

Work with the Senate Archivists to set the vision, direction, and content for Senate Historical Office records management and archival training and records disposition guidance.

Survey Senate community to build upon current training initiatives and records disposition guidance and to develop targeted training tools and modules on digital records management and preservation that ensure the authenticity, integrity, and security of born-digital content.

Survey the Senate community to identify new record types and series in order to create or update disposition guidance and to identify areas underrepresented in Senate collections.

Work with the Senate Archivists to monitor the Senate's constantly evolving systems and technological environment in order to develop and update preservation guidance and training.

Review management of electronic records and recommend processes and tools to assist with these tasks, in collaboration with Senate Archivists.

Work with Senate Archivists and colleagues to build on current approaches to appraising electronic records.

Collaborate with Senate Archivists to build on current policies and practices for web and social media archiving.

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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Perform other duties as assigned, which may include making presentations to the Advisory Committee on the Records of Congress and professional organizations, and assisting with Committee records processing and accessioning, as needed.

Maintain current knowledge of the Historical 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 performed in an office environment with exposure to everyday risks and discomforts, and requires the use of normal safety precautions. Work is essentially sedentary but does require travel between offices and the National Archives. Work also requires walking, standing, bending, and carrying items up to 40 pounds, such as books, papers, and small parcels. 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.

MINIMUM QUALIFICATIONS

Work requires an ALA-accredited master's degree in library, information, or archival science, or equivalent master's degree, and a minimum of five years of experience in archiving, including at least two years of experience in digital archives and in managing and preserving electronic records and curating born-digital content. Work with congressional collections preferred. The work also requires the following knowledge, skills, and abilities:

Experience developing training and outreach programs.

Demonstrated ability to inspire, train, and provide guidance to staff on records management and preservation.

Demonstrated ability to communicate effectively with a wide variety of stakeholders both internal and external to the Senate.

In-depth knowledge of the archival functions of appraisal, arrangement, and description, and digital curation procedures that ensure the authenticity, integrity, and security of born-digital content.

Knowledge of information governance and records management principles.

Working proficiency with current tools, methodologies, and best practices for managing the long-term preservation of electronic records and the ability to communicate their use in a concise, useful manner.

Knowledge of metadata best practices, as related to preservation and digital stewardship.

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Familiarity with web archiving applications and methodologies for the acquisition of web content, including social media.

Ability to interact positively with Senators and staff at all levels of the organization, with tact and diplomacy.

Ability to pay attention to detail and protocol.

Demonstrated ability to prioritize projects and resources and to work independently on multiple projects and priorities.

Demonstrated ability, willingness, and desire to learn new things and take initiative.

Ability to routinely move boxes up to 40 pounds and to occasionally ascend/descend ladders or stairs.

PREFERRED QUALIFICATIONS

Knowledge of U.S. History and the Senate as an institution.

Demonstrated ability to coordinate with others to articulate a vision for an area of work and set a strategy for implementing it, as well as set goals and later evaluate the degree of success in accomplishing them.

Demonstrated ability to work in a team-oriented setting with fellow staff members toward the institution's and Senators' recordkeeping goals.

Experience with command-line interfaces, scripting languages, and relational databases.

Experience with data standards for format and technical interchange.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Digital Archivist and Records Management Certifications preferred.

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