



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **VACANCY ANNOUNCEMENT**

#### **POSITION**

Senate Deputy Archivist for Digital Archives

#### **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

#### **TELEWORK**

This position is eligible for a partial remote work schedule after an initial introductory onsite period.

#### **POSTING DATE**

September 21, 2022

#### **DEADLINE FOR APPLICATIONS**

October 19, 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](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](mailto: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.

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**SENATE DEPUTY ARCHIVIST FOR DIGITAL ARCHIVES**

**Department:** Senate Historical Office

**Reports to:** Senate Archivist

**NATURE OF WORK**

This is administrative work evaluating, accessioning, describing, and retrieving official records of the Senate as dictated by U.S. Code Title 44, Section 2118. Work includes advising and assisting in the proper archiving of Senate records and advising on proper archiving of 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**

Assist the Senate Archivist in providing information and consultation to Senators, committees, and congressional staff regarding the management, disposition, and preservation of electronic records and in drafting and maintaining clear documentation of archival guidelines and procedures.

In the absence of the Senate Archivist, coordinate with other Deputy Archivists to provide all necessary guidance on archival matters to the Secretary of the Senate and all Senate offices.

Coordinate with the Senate Sergeant at Arms, the Center for Legislative Archives at the National Archives and Records Administration (NARA), the Office of Art and Archives, and the U.S. House of Representatives, as needed on adoption of new recordkeeping technologies that affect Senate archiving in order to provide guidance for the preservation of permanently valuable records managed by current and emerging systems.

Collaborate with Deputy Archivist for Accessioning and Processing, Deputy Archivist for Senators' Offices, and Deputy Archivist for Archival and Records Management Training and Services to advise and assist all Senate offices in electronic records management and proper archiving of Senate records following best practices for digital preservation. This involves assisting with issues that arise with the transfer of electronic committee and Senate office records to the Center for Legislative Archives at the National Archives and Records Administration (NARA) and supporting the needs of Senate Member offices in organizing, maintaining, properly storing, and eventually transferring electronic records to a receiving institutional repository.

Advise Senate staff on the management and preservation of electronic record formats and take a leading role in formulating guidelines for electronic records archiving.

Evaluate the content of electronic records to determine appropriate disposition.

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*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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Create inventories and descriptive information for textual and electronic record transfers using current archival descriptive standards to facilitate retrieval of information. Create or update Senate archival forms.

Assist Deputy Archivist for Accessioning and Processing with transfer of electronic records to the Center for Legislative Archives at NARA to ensure compliance with applicable laws and Senate rules.

Communicate archival purposes and procedures to Senate staff to facilitate information and records preservation, respond to questions and requests, and ensure timely retrieval of requested information from the Center for Legislative Archives for Senate offices and committees.

Assist with maintenance of archival supplies for offices and committees.

Research and implement strategies to archive social media and web applications adopted by Senate offices.

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

As part of the Secretary's customer service initiative (known as R.A.T.E.), provide all customers with the highest level of customer service.

Perform other duties as assigned.

### **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 allowed by the Office of the Secretary.

### **MINIMUM QUALIFICATIONS**

Work requires an ALA-accredited MLS/MLIS master's degree in library science, a master's degree in American history or information science (all degrees accompanied with a focus on archives management), or a master's degree in archival science with five years of experience in electronic records archiving, and recent training in the most up-to-date digital curation practices. The work also requires the following knowledge, skills, and abilities:

Demonstrated knowledge of principles and practices of archival administration and best practices for appraisal, acquisition, arrangement, and description, particularly as they relate to digital content.

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Experience working with digital asset management applications and digital preservation tools.

Demonstrated ability to keep abreast of archival trends and developments.

Demonstrated knowledge of electronic records management and practices and current digital preservation models, theory, best practices, and technologies for managing digital materials. Familiarity with DACS, EAD, EAC, XML, or other archival coding, and other data standards.

Demonstrated knowledge of metadata content, structure, and preservation standards.

Ability to work independently and exercise independent judgment in carrying out archival responsibilities.

Ability to maintain confidentiality and exercise discretion.

Ability to work well under pressure and time constraints.

Ability to interact and communicate effectively, with tact and diplomacy, with a variety of stakeholders internal and external to the Senate, both orally and in writing.

Demonstrated ability to be detail-oriented.

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

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.

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

Knowledge of the Senate legislative process, including Committee procedures preferred.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Digital Archives Specialist Certification by the Society for American Archivists (SAA) or equivalent preferred.

Certification by the Academy of Certified Archivists (ACA) preferred.

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