



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: **DIGITAL AND INSTRUCTIONAL RESOURCES LIBRARIAN**

DEPARTMENT: **Senate Library**

SUMMARY: See Attached Position Classification

SALARY RANGE: **\$67,895 - \$105,236**

CONTACT: Human Resources
Room SH-231B Hart Building
Fax: 202-228-3603

POSTING DATE: **March 26, 2010**

DEADLINE FOR APPLICATIONS: **April 9, 2010** Applications will NOT be accepted after 6:00 p.m.
Fax or hand deliver applications. Do NOT mail. No phone calls please.

*** New *** E-mail your submission to resumes@sec.senate.gov.
Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



DIGITAL AND INSTRUCTIONAL RESOURCES LIBRARIAN

Department: Senate Library

Reports to: Senate Librarian

NATURE OF WORK

Work requires advanced research skills in all commercial database systems used to support Senate research, including enterprise-wide services offered through the Senate Information Services (SIS) program, all commercial electronic resources available in the Senate Library, and frequently used open source and government database systems. This is professional work that involves program planning, budgeting, evaluation, testing, subscription, retention, training, and technical support for enterprise-level electronic resources. Incumbent provides customized electronic resource training; designs and implements instructional resources for librarians and Senate staff in Washington, D.C. and state offices; manages all Web content related to the Senate Library's electronic research services. Work is bound by standard office policy and procedures and requires some independent judgment in setting priorities and handling unusual assignments. Work also includes providing reference and bibliographic services to Senate staff. Work is performed under the general direction of the Senate Librarian.

ESSENTIAL FUNCTIONS

Under the direction of the Senate Librarian, serves as a member of the Senate Information Services team.

Leads an intra-departmental team responsible for enterprise-wide electronic resource planning, budgeting, evaluation, testing, subscription, retention, training, and technical support.

Coordinates the collection and analysis of user feedback from focus groups and online surveys of Senate staff; reviews training evaluations from reference librarian trainers, and the Office of Education and Training; and develops online survey instruments to measure user satisfaction with the Senate Information Services program resources and services to ensure value and ability to meet the information needs of the Senate community.

Develops training materials and content for use in teaching database research training classes for Senate staff; reviews course evaluations and other sources of feedback on training options to modify course offerings to meet changing information needs; monitors developments in instructional technology for new ways to deliver instructional content.

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.



Supports learning and training skills development for reference librarian trainers.

Supports research skills development by teaching and coordinating training classes for Senate staff and by coordinating SIS program vendor sponsored training classes in conjunction with the Office of Education and Training.

Coordinates the scheduling and posting of SIS program training class announcements in the course management system supported by the Office of Education and Training and on the Senate intranet.

Promotes effective use of SIS program resources through the development and implementation of an educational outreach program for Senate staff in Washington, D.C. and state offices. Works with the Head of Reference and Information Services, the Head of Technical Services and the Access Services Librarian to coordinate promotional efforts with those for Library-sponsored training and services.

Directs an intra-departmental team to manage all Web content related to the Senate Library's electronic research services, including the news and research services taxonomy, Library electronic resources pages, and the e-journal title list. Maintains and updates all content specific to the SIS program. Recommends process and presentation improvements.

Coordinates new product trials within the Senate Library, prepares a written product evaluation based on feedback from Senate librarians, and presents subscription or purchase recommendations to the Head of Reference and Information Services and the acquisitions committee.

Works with the Head of Technical Services and the Access Services Librarian to coordinate technical support, incident ticket tracking, resource usage, and access management for all SIS program electronic resources.

Provides reference and research assistance to Senate staff in a timely, confidential and non-partisan manner by working on the reference desk at least 6 hours a week, including participation in the late night rotation to provide reference and research assistance to Library patrons.

Performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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This position is subject to the Senate floor schedule, which requires periodically working extended and unscheduled hours. Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is performed in multiple locations in the Senate office buildings and the Senate wing of the Capitol. Work includes walking, standing, bending, carrying items up to 25 pounds.

MINIMUM QUALIFICATIONS

Master's Degree in Library and Information Science from an ALA-accredited program required with at least three years of experience managing enterprise-wide electronic resources, the development of instructional resources, and delivery of electronic database instruction in research databases as well as two years of reference experience. Education and experience should provide the following knowledge, skills and abilities:

Demonstrated experience in teaching database research to diverse groups of patrons; developing teaching materials, both in paper and online; providing research, reference, and training services. Excellent presentation skills required.

Expert proficiency in the use of relevant research databases, including but not limited to LexisNexis, Westlaw, BNA, National Journal, Congressional Quarterly, electronic news sources, and ProQuest databases. Knowledge of the Legislative Information System (LIS) preferred.

Experience with management of enterprise-wide contracts and licensing of electronic research databases.

Experience with user feedback collection practices and methods, including, but not limited to, focus groups, product trials, and Web-based surveys; the development of survey instruments; and the evaluation of survey results. Knowledge of principles and best practices of survey instrument design.

Knowledge of Congress, the legislative process and procedures, and congressional documents.

Knowledge of resources, organization and classification schemes of the Library of Congress.

Ability to understand and apply technical problem-solving skills to resolve customer support problems and to relay technical issues to technical support personnel as well as to customers with limited technical skill.

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Ability to evaluate, access, and use various traditional and online research resources.

Ability to organize and compile research data.

Ability to use the computer and relevant software packages for word processing, spreadsheets, presentations, course management, file transfer, scanning and image manipulation, and HTML and XML editing for web content creation and editing.

Knowledge of modern methods of supervision and management.

Ability to work effectively and collaboratively in a diverse team setting, both within the department and outside of organizational lines.

Ability to apply standard policies and practices in problem-solving and to implement operational guidelines and procedures.

Ability to plan, set, and manage project work requirements, evaluate work product, and meet tight deadlines. Ability to work independently and with minimal supervision.

Ability to negotiate, reach consensus, and resolve differences with others using tact and diplomacy.

Ability to maintain confidentiality.

Ability to provide prompt and courteous customer service and resolve customer problems.

Excellent interpersonal, oral and written communication skills.

Professional appearance and conduct commensurate with an employee of the Office of the Secretary of the Senate required.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None

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