



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

HEAD OF TECHNICAL SERVICES

DEPARTMENT:

Senate Library

SALARY RANGE:

\$81,415 - \$126,194

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 12, 2016

**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:

http://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 (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume 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

HEAD OF TECHNICAL SERVICES

Department: Senate Library

Reports to: Senate Librarian

NATURE OF WORK

This is supervisory work managing the technical services of the Senate Library. Work includes maintaining the Library's integrated library system and supervising staff performing circulation, acquisitions, cataloging, and collection management functions. Work is bound by *Resource Description and Access* cataloging rules, Library of Congress classification and subject heading guidelines, MARC standards for bibliographic and authority records, Federal Depository Library Program guidelines, Secretary of the Senate policies and procedures, the Committee on Rules and Administration Handbook, and Ethics Committee rules, but requires independent judgment in setting priorities and handling assignments. Work is performed under the general direction of the Senate Librarian.

ESSENTIAL FUNCTIONS

Administers the Senate Library's integrated library system (ILS); assists with installations, implementations, and maintenance of server and web-based systems; sets catalog data processing requirements; identifies ILS design requirements; evaluates and recommends ILS enhancements; coordinates hardware upgrades with ILS vendor support and Secretary's information systems staff; tests and validates scripts run on the database; coordinates system backup and restore; and serves as liaison with the ILS system vendor and technical advisor on the operation of the ILS for Library staff and the Secretary's information systems staff.

Supervises operations and staff of the Senate Library's technical services team; provides performance feedback and guidance to subordinates and recommends personnel actions to Senate Librarian; assesses staffing levels to ensure coverage of essential services, prioritizes tasks, and makes work assignments; coordinates work with the Library's information services team; establishes objectives, guidelines, and training requirements; and assists with the development of professional goals.

Oversees the circulation of library materials, subscriptions, inventory, and the bibliographic control of collections. Works with the Access Services Librarian to coordinate circulation desk services, inventory, and the management of subscriptions and electronic resources. Works with the Cataloging Supervisor to maintain bibliographic control of collections, facilitate participation in the Library of Congress Program for Cooperative Cataloging, and maintain a program of training and professional development for catalogers.

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.

PB: 11

FLSA: E

VEOA: NC

08/11/2016



UNITED STATES SENATE OFFICE OF THE SECRETARY

Manages the arrangement, care and condition of collection resources; monitors and controls the collection environment; conducts periodic inspections and participates in fire suppression system testing, ensures proper temperature and humidity levels are maintained; relocates critical materials to clean, climate controlled space; schedules the cleaning of storage areas; monitors binding and repair of damaged materials; and ensures accountability and collection order are maintained.

Assists the Senate Librarian with management of the Library budget; manages subscriptions to electronic cataloging resources and services; prepares the technical services portion of the Library's annual report and related statistical tables; and prepare budgets, proposals, and reports for the Senate Librarian.

Supervises the Library's participation in the Federal Depository Library Program and oversees daily program operation, including the technical services team membership on the review committee responsible for selection of program resources, retention, and collection maintenance.

Maintains current knowledge of the Senate Library's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending and carrying items 25 pounds. Must demonstrate physical mobility, manual dexterity for shelving, and the ability to use a ladder for retrieval of materials from overhead book stacks and microform drawers. Position requires periodic retrieval of materials from and work in an off-site storage facility which requires lifting, walking and use of a hand truck or book cart to transfer library materials. Position may require a varied schedule to perform periodic system updates, upgrades, and system maintenance. This position may be required to support the Senate when in session and is therefore subject to the Senate Floor Schedule requiring working extended and unscheduled hours periodically as dictated by the Senate.

MINIMUM QUALIFICATIONS

Work requires a Master's Degree in Library Science from an ALA accredited program with five to eight years supervision, original cataloging, and library systems administration experience that provides the following knowledge, skills and abilities:

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.

PB: 11 FLSA: E VEOA: NC

08/11/2016



UNITED STATES SENATE OFFICE OF THE SECRETARY

Knowledge of the MARC bibliographic and authorities formats, Resource Description and Access cataloging rules, Library of Congress classification and subject headings. Knowledge of Program for Cooperative Cataloging policy statements and guidelines preferred.

Skill in the use of online cataloging tools, including OCLC Connexion, RDA Toolkit, Cataloger's Desktop, and Classification Web.

Understanding of the capabilities, system requirements and program operation of computers, networks and peripheral equipment. Experience with administration of the TLC integrated library system preferred.

Knowledge of the Senate as an institution.

Knowledge of applicable library databases, file transfer methods, and server backup and remote management tools.

Knowledge of the legislative process and the form and arrangement of congressional documents.

Knowledge of the Federal Depository Library Program.

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

Knowledge of accepted supervision and management practices.

Ability to plan, set, and manage project work requirements, evaluate work product, multitask, and meet deadlines.

Ability to set team goals, foster professional development, supervise, and evaluate staff.

Ability to administer and troubleshoot library computer systems and programs.

Ability to implement operational guidelines and procedures.

Ability to create original bibliographic and name authority records.

Ability to analyze, describe and assign classification numbers to all library materials.

Ability to research, describe, and determine intellectual content for subject classification.

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.

PB: 11 FLSA: E VEOA: NC

08/11/2016



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Ability to communicate effectively, both orally and in writing.

Ability to maintain confidentiality.

Ability to provide prompt, responsive, and courteous customer service.

LICENSES, CERTIFICATIONS, 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.

PB: 11

FLSA: E

VEOA: NC

08/11/2016