

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms 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 is available at www.senate.gov/saaemployment.

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 Senate Sergeant at Arms 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@saa.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 obligations and efforts of the Office of the Senate Sergeant at Arms 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.



USER EXPERIENCE MANAGER

NATURE OF WORK

This is professional and managerial work planning, performing and managing the designing and building of applications that support the Senate. Work includes performing user experience design activities while also supervising the work of technical and professional personnel and/or contract vendors. Work also involves project management, formulating and monitoring the section budget, providing forecasts, cost/benefit analyses, and technical recommendations to senior management. Work is performed with considerable independence under the direction of the Information Technology Branch Manager.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Supervises section staff by providing direction, setting priorities, assisting with problem resolution, reviewing and evaluating work, counseling staff, and conducting performance reviews.
- Develops section work plans and assigns projects, tasks, resources, deadlines and priorities to staff; monitors work progress, adjusts project schedules and updates status of work on a regular basis.
- Plans, creates and facilitates usability testing; documents and summarizes testing results; suggests changes based on results.
- Defines user interface and internal process standards, approaches and practices; reviews new standards; stays abreast of latest best practices and design changes.
- Develops accessible and compliant web-based solutions to meet business and user needs; designs and reviews solutions; tests and corrects based on industry standards and compatibility.
- Acts as a product owner for products, guiding the overall objectives and solutions of IT projects.
- Develops strategic plans and technology/operational forecasts; provides project direction, coordination, and resource allocation; develops project schedules and tracks expenditures; reviews final products; coordinates project acceptances with customers.
- Develops and monitors section budget.
- Confers with other sections, divisions, departments, and vendors to gather and disseminate information; represents the SAA organization in discussions of projects; participates in organizational decision making.
- Develops and implements policies, standards and procedures.
- Provides technical support to users and other technical staff.



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- May function as Contracting Officer's Technical Representative; participates in vendor negotiations; monitors contractors' performance; reviews contractor invoices and certifies acceptance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires sitting and operating a computer for extended periods, with occasional standing, climbing, pulling and safely lifting up to 25 pounds.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's degree in Human Factors, Interface design or a related field, and eight to ten years of experience in designing and developing responsive, compliant, and accessible solutions, with at least two years of work in a lead or project manager capacity; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of user interface design, usability and user centered design best practices.
- Knowledge of section 508 of the Rehabilitation Act.
- Knowledge of web development applications.
- Knowledge of plain language standards.
- Knowledge of Senate rules and regulations.
- Ability to set goals, plan, and monitor project or contract budgets.
- Ability to plan, supervise, assign and review the work of a large professional and technical staff.
- Ability to establish and maintain effective working relationships with Senate office and committee staffs, the public, and Senate executive management, managers, supervisors, and subordinates.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

The U.S. Senate Sergeant at Arms is looking to fill a User Experience Manager position. The incumbent will provide leadership to user experience professionals and perform user experience design work, primarily in an agile environment.

Responsibilities:

- Supervises section staff by providing direction, setting priorities, assisting with problem resolution, reviewing and evaluating work, counseling staff, and conducting performance reviews.
- Develops section work plans and assigns projects, tasks, resources, deadlines and priorities to staff; monitors work progress, adjusts project schedules and updates status of work on a regular basis.
- Plans, creates and facilitates usability testing; documents and summarizes testing results; suggests changes based on results.
- Defines user interface and internal process standards, approaches and practices; reviews new standards; stays abreast of latest best practices and design changes.
- Develops accessible and compliant web-based solutions to meet business and user needs; designs and reviews solutions; tests and corrects based on industry standards and compatibility.
- Acts as a product owner for products, guiding the overall objectives and solutions of IT projects.

Qualifications:

Work requires a Bachelor's degree in Human Factors, Interface Design or a related field, and eight to ten years of experience in designing and developing responsive, compliant, and accessible solutions, with at least two years of work in a lead or project manager capacity; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills

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Note: U.S. Senate cannot pay moving or interview expenses.

To be considered for this position, all applicants must submit a U.S. Senate Sergeant at Arms Application for Employment with a cover letter and current resume to the SAA Human Resources Department by Thursday, July 14, 2016. Application packages can be emailed to us at resumes@saa.senate.gov, faxed to us at 202-228-2965 or hand-delivered to Room SH-142, Hart Senate Office Building. Please **DO NOT submit applications or resumes via U.S. Mail. The SAA Application can be found at http://www.senate.gov/employment/saa/pdf/Employment_Application.pdf**

**Note: The application link is case sensitive
Application Packages submitted without a U. S. Senate Sergeant at Arms
Application will not be considered
*Hiring for this position is governed by the Veterans Employment
Opportunities Act**