



LIBRARY OF  
CONGRESS

## VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER: 080358**

**OPENING DATE: JANUARY 12, 2009**

**CLOSING DATE: FEBRUARY 12, 2009**

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### GENERAL POSITION INFORMATION:

**Title:** Director, Opportunity, Inclusiveness and Compliance  
SL-0260 (171026) \$144,996 - \$162,900

**Job Location:** Washington, DC

**Position Location:** Office of the Chief Operating Officer, Office of the Librarian

**Work Schedule:** Full-time

**Type of Appointment:** Permanent, Supervisory, non-bargaining unit

**Number of Vacancies:** 1

**Who May Apply:** Anyone may apply - By law, employment at most U.S. Government agencies, including the Library of Congress, is limited to U.S. citizens. However, non-citizens may be hired provided that immigration law and other legal requirements are met, and the Library determines there are no qualified U.S. citizens available for the position.

**Relocation:** Relocation expenses may be authorized for the applicant selected under this vacancy announcement.

**NOTE: ECQ RESPONSES ARE NOT REQUIRED. PLEASE REFER TO EVALUATION OF TRAINING AND EXPERIENCE.**

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Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period. In addition, all newly appointed Senior Level executives, from outside the Library as well as from within, must serve a one year probationary period in accordance with Library of Congress Regulation (LCR) 2017.2-1, Senior Level Executive System.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

The selected applicant will be required to file a financial disclosure statement with the House of Representatives, U.S. Congress, in accordance with the provisions of Public Law 95-521, Ethics in Government Act of 1978.

Applicants must meet all qualification requirements by the closing date of this announcement.

### **BRIEF DESCRIPTION OF DUTIES:**

Serves as the Library's expert and is responsible for directing the planning, development, implementation, and assessments of employment discrimination complaint processing, management of inclusiveness and diversity programs, and development and management of employee cultural exchange and awareness programs.

Directs the planning and implementation of changes to the Library's Multi-Year Affirmative Employment Program Plan, directs assessments, and recommends solutions to address equal employment opportunity concerns.

Advises the Chief Operating Officer and senior management staff and officials at multiple levels on a broad range of complex, highly sensitive and confidential issues and problems pertaining to the development and implementation of employment discrimination complaint processing, management of inclusiveness and diversity programs, and development and management of employee cultural exchange and awareness programs and initiatives.

Develops, conceives, plans, and implements policies and guidelines affecting EEO, inclusiveness, and cultural awareness issues that require the generation of original innovations, concepts, or principles that lead to agency-wide developments and changes.

Directs the work of the organization, providing administrative and technical supervision necessary for accomplishing the work of the unit.

Manages a staff performing work up to the GS-15 level. Provides administrative and technical supervision necessary for accomplishing the work of the OIC office.

## **EVALUATION OF TRAINING AND EXPERIENCE:**

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- **Expert knowledge of Federal Equal Employment Opportunity and Affirmative Action laws, regulations, policies, and procedures and diversity strategies.** \*\* (Expert knowledge of federal equal employment opportunity and affirmative action (AA) laws, policies, and procedures to ensure agency compliance with all EEO laws and regulations, determine and direct the development and implementation of affirmative action policies and procedures to meet management goals and directives, and develop a climate that utilizes the talents and skills of a multiethnic workforce.)
- **Demonstrated ability to provide expert advice and guidance to senior management and officials at multiple levels concerning highly sensitive and confidential issues.** \*\* (Provides authoritative interpretations on issues pertaining to the development and implementation of employment discrimination complaint processing, management of inclusiveness and diversity programs, and development and management of employee cultural exchange and awareness programs and initiatives.)
- **Demonstrated ability to manage agency-wide analyses of recruitment, hiring, performance management and promotion activities to ensure compliance with employment laws, regulations and diversity policy.** \*\* (Managed agency-wide analyses of recruitment, hiring, performance management and promotion activities to ensure compliance with employment laws, regulations and diversity policy.)
- **Ability to lead people and manage a diverse workforce.** (The ability to lead, supervise, and manage a diverse staff and in doing so, perform the following activities: 1) identify current and future staffing needs based on organizational goals, objectives, and capacity gaps; 2) recruit and hire staff to meet those needs; 3) communicate performance expectations to staff; 4) conduct periodic performance evaluations; 5) provide advice and counsel to staff; 6) address performance and disciplinary issues; 7) delegate or plan and assign work; 8) provide appropriate training and professional development opportunities to staff; 9) encourage staff participation in planning and decision making; and 10) identify and implement methods to improve staff productivity.)
- **Lead Others and Inspire Change.** (The ability to lead tasks and people effectively and inspire change in developing and implementing an organizational vision that integrates key goals, priorities, values, etc. This includes promoting ideas with enthusiasm, conviction, and assertiveness; soliciting and considering others' opinions; gaining support and commitment from others; motivating and inspiring others; and embracing and championing change.)

## **EVALUATION OF CANDIDATES:**

The Library of Congress evaluates applicants through an applicant's resume and a structured interview. Applicants may also be screened for some jobs through licensing, certification, and/or education requirements, and/or a preliminary telephone interview. The knowledge, skills, and abilities (KSAs) marked with a double asterisk (\*\*) in the vacancy announcement are considered the most critical for a position. To be considered for final selection, applicants must demonstrate fully acceptable experience in these designated KSAs in the resume, preliminary telephone and/or full structured interview. The various assessment tools listed above are designed to verify or explore applicants' experience, knowledge, and training directly related to the job to identify the best qualified applicants for selection.

## **HOW TO APPLY:**

To be considered for this vacancy, applicants may apply online at [www.loc.gov](http://www.loc.gov). Applicants must complete all mandatory sections of the online application form. Applicants must use a computer that is equipped with either Netscape 4.7 or Internet Explorer 5.0, or higher. Attempting to complete the online application with an incompatible browser could result in the inability to submit a complete application. If you experience technical difficulties with the online system or need any additional information, please contact a Human Resources Assistant at the number listed below or at [jobhelp@loc.gov](mailto:jobhelp@loc.gov).

Library of Congress Customer Service Center  
101 Independence Avenue, SE, LM-107  
Washington, D.C., 20540-2700  
(202)-707-5627

## **OTHER SIGNIFICANT FACTS:**

The Library of Congress is the nation's oldest federal cultural institution and the world's largest library, with more than 130 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and more than 8 million items online at its award-winning Web site. Located on Capitol Hill in Washington, D.C., the Library is also the home of the U.S. Copyright Office, the Congressional Research Service, and the Law Library of Congress and is leading the worldwide effort to preserve digital material through the National Digital Information Infrastructure and Preservation Program. The Library of Congress is the national library of the United States and is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

For current or former Federal employees: Submit a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

For current or former military personnel: Submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4) if applicable.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICANTS WITH DISABILITIES MAY BE CONSIDERED UNDER SPECIAL HIRING PROCEDURES AND MUST SUBMIT AN APPROPRIATE CERTIFICATE OF ELIGIBILITY WHEN APPLYING FOR THIS POSITION. FOR MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-6362 (VOICE OR TTY) OR EMAIL [spp@loc.gov](mailto:spp@loc.gov).

**THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY.**