



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

**POSITION:**

**REFERENCE LIBRARIAN I**

**DEPARTMENT:**

**Senate Library**

**SALARY RANGE:**

**\$63,022 - \$97,684**

**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:**

**November 20, 2014**

**DEADLINE FOR  
APPLICATIONS:**

**December 7, 2014** Applications will NOT be accepted after 11:59 p.m.

The new 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'**

Hiring for this position will be governed by the Veterans Employment Opportunity

**PREFERENCE:**

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 [www.senate.gov](http://www.senate.gov), click “Visitors,” then “Employment.” The Application for Veterans’ Preference will appear under “Secretary of the Senate Office of Human Resources.”

**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](mailto: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**

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**REFERENCE LIBRARIAN I**

**Department:** Senate Library

**Reports to:** Head of Reference and Information Services

**NATURE OF WORK**

The Reference Librarian I is a professional position in the Senate Library. Work involves providing reference, training and research support services to Senate staff in a timely, confidential and non-partisan manner. Work is bound by standard industry guidelines, Secretary of the Senate policies and procedures, and standing office policy and procedure, but requires independent judgment in setting priorities and handling unusual assignments.

**ESSENTIAL FUNCTIONS**

Provides reference and research assistance to patrons in a timely, confidential, nonpartisan manner.

Promotes the effective use of information resources through instruction and educates patrons on research options and techniques.

Monitors legislative activities and current events to support patron inquiries and requests. Notifies the Information Services team of new resources, events, and news.

Creates, modifies, and maintains content (e.g., statistical lists, bibliographies) on multiple Senate websites, including [www.Senate.gov](http://www.Senate.gov), the Senate intranet, the Library's website and other websites as directed.

Researches and evaluates the quality and value of traditional and electronic sources.

Contributes to library outreach efforts including new staff orientations, National Library Week events, library tours, promotional materials, and library display cases.

Teaches classes on navigating Senate websites, conducting research effectively, and using a variety of subscription databases.

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

Performs other duties as assigned.

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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.*

PB: 8           FLSA: E           VEOA: C

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**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 up to 25 pounds. This position works on a rotational basis 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**

Requires a Master's Degree in Library Science from an ALA-accredited program and one to three years of professional reference experience, including the following knowledge, skills, and abilities:

- Knowledge of Congress, the legislative process and procedures, and congressional documents.
- Knowledge of the federal government, the U.S. legal system, U.S. politics, and American history.
- Knowledge of the resources, organization, and classification schemes of the Library of Congress.
- Knowledge of software and hardware tools, including web page editing software.
- Ability to select and organize research data for patrons.
- Ability to evaluate print and online research resources.
- Ability to work cooperatively and effectively in a team setting, both within the department and outside of organizational lines.
- Ability to set and manage project work requirements, multitask, and meet deadlines.
- Ability to apply standard operational guidelines and procedures to assigned tasks.
- Ability to provide prompt and courteous customer service and resolve customer problems.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both orally and in writing.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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