



**DIRECTOR, NATIONAL LIBRARY SERVICE FOR THE BLIND AND PRINT DISABLED  
LIBRARY OF CONGRESS (LOC)  
WASHINGTON, DC**

**Client**

The Library of Congress, founded in 1800, is the oldest federal cultural institution in the nation. It is the country's first established cultural institution and the largest library in the world, with more than 170 million items on approximately 840 miles of bookshelves. The collections include more than 38 million books and other print materials, 3.6 million recordings, 14 million photographs, 5.5 million maps, 7.1 million pieces of sheet music and 70 million manuscripts. The LOC occupies three buildings on Capitol Hill. The Thomas Jefferson Building (1897) is the original LC building. The John Adams Building was built in 1938 and the James Madison Memorial Building was completed in 1981. For more information, please see <https://www.loc.gov>.

**Summary**

The Director of the National Library Service for the Blind and Print Disabled (NLS) is located at the Library Collections and Services Group service unit (LSCG) at the Library of Congress. The Director administers a national program to provide reading materials and related equipment for eligible blind and print disabled residents of the United States and U.S. citizens living abroad. Operating under Public Law 89-522, the program produces books, magazines, and other materials in Braille and recorded form; appropriate playback equipment and accessories; and related bibliographic and public education materials. The program provides services to eligible individuals through a national network of cooperating libraries.

The Director also oversees the implementation of NLS's engagement that allows cross-border exchange with Marrakesh Treaty countries. As of December 20, 2019, the Library of Congress is authorized to implement the treaty, potentially enlarging both domestic eligibility and the international digital exchange of materials. The Director will oversee and manage the development of new internal processes, regulatory changes, and engagement of authorized entities and international partners to increase participation.

The Director works under the general administrative direction of the Deputy, Library Collections and Services Group (LCSG), but has primary managerial and oversight of administration, planning, policy formulation, growth and direction of the entire NLS program.

## Duties

- This position is among the Library's cadre of Senior Leader Executive Managers. The Library's policy is to ensure that its executive management responds to the Library's mission to support the Congress in fulfilling its constitutional duties and to further the progress of knowledge and creativity for the benefit of the American people. The Library attracts and retains executives of the highest caliber.
- Has overall responsibility, as well as delegated authority, for the oversight and administration of the statutorily mandated NLS program of the Library of Congress. Responsible for the direction and management of the NLS to efficiently achieve specified goals and objectives outlined in the Library's strategic plan.
- Is responsible for leading the ongoing technological evolution of the NLS program including the expansion of online and digital delivery of program services, such as identifying changes in the technical landscape of the future, the future of network and multi-state libraries, and the lifecycle of current and future developments in support of NLS generally.
- Administers the NLS research and development, information technology, collection development, reference, library network coordination, and managerial and administrative staff to attain program goals and objectives; works with the LCSG Financial Management Division on the annual budget process and budget execution for appropriated and gift funds, and represents NLS at professional and management meetings.
- Ensures that all services and programs anticipate the changing technology landscape, is responsive to stakeholder needs and demands, and establishes and executes dynamic services that are responsive to the changing stakeholder landscape.
- Provides professional, technical and administrative direction for all activities of the NLS. Plans NLS annual program and activities within the NLS performance budget, and determines short-term and long-range goals and objectives. Determines research and development priorities, assuring that collections and delivery methods are relevant to patron needs, and that collections are served in a timely and efficient manner.
- Determines program priorities in consultation with other Library managers and NLS advisory groups. Develops and recommends policies governing the use of collection materials, and the provision of reference and research services to meet the needs of eligible users. Directs and fosters growth and maintenance of the NLS collections and works to facilitate and increase their use and access.
- Works with subordinate managers in planning programs, policies and procedures for the NLS, and expanding the program in accordance with the Marrakesh treaty. Serves as chief management official of the NLS, exercising managerial authority and oversight in all areas cited above. Cooperates with officials in other government agencies and institutions interested in collaborative projects and inter-agency agreements to benefit the Library and the NLS. Responds to congressional inquiries and requests, and testifies before congressional committees on budget and program matters.
- Performs the full range of human-resource management functions relative to the staff supervised. Hires and assigns staff as required. Sets and clearly communicates performance expectations for

staff and oversees performance management in accordance with Library regulations, procedures and collective bargaining agreements. Provides informal feedback and periodically evaluates staff on job performance.

- Develops, conceives, plans, and implements policies and guidelines affecting the NLS, a critical agency program. Translates new legislation and/or Library strategic goals into program goals, actions, and policies and interprets the impact of new legislative or strategic planning requirements on NLS. Is recognized as an agency authority on formulating new policies and program objectives that have a broad and/or long-range impact on the Library, as well as the fields and constituents under the purview of the NLS.
- Establishes and maintains effective working relationships with a wide variety of high-level individuals, including members of the U.S. Congress and their staffs, and other legislative and executive agencies to advance the mission of the NLS and the mission of the Library of Congress.
- Serves as primary agency advisor on collections, services, programs and events of the NLS. Counsels senior management staff and officials at multiple levels in the Library of Congress, including senior staff of Library Collections and Services Group and the Library on matters affecting the NLS. Advises senior staff on the appropriate methods to achieve program goals and objectives. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and challenges affecting library service to blind and print disabled individuals.

### **Qualifications**

The competencies below are required for this position. Those marked with a double asterisk (\*\*) are considered the most critical competencies. A candidate's resume must show a proven record of accomplishment that clearly demonstrates:

- **Knowledge of the principles, concepts and techniques of modern librarianship as it relates to new and emerging information technologies.\*\*** The person in this position must have the ability to apply professional knowledge of the principles, concepts and techniques of online and digital delivery of library services as it relates to new and emerging information technologies to meet the needs of the changing technology landscape.
- **Ability to lead, manage and oversee the administrative and/or operational programs of an office or agency.\*\*** The person in this position must have the ability to lead, manage and oversee the administrative and/or operational programs of an office or agency. This includes the ability to accomplish strategic and organizational goals by ensuring the effective interaction and integration of processes; delegating and managing multiple tasks; and planning and organizing resources, people, and activities effectively and efficiently. This also includes the ability to take ownership of the organization's work and results and to determine the most effective methods necessary to get things done.
- **Ability to lead a diverse workforce.** The person in this position must have the ability to lead a diverse workforce including managing and resolving conflict; fostering an inclusive workplace where diversity and individual differences are valued; developing others and inspiring and fostering team building.

- **Ability to communicate in writing and review the writing of others.** The person in this position must have the ability to communicate in writing and review the writing of others.
- **Ability to convey information orally through briefings, consultations and other presentations.** The person in this position must have the ability to convey information orally through briefings, consultations and other presentations, in both planned and extemporaneous situations, in order to discuss or explain issues related to the program area.
- **Ability to serve as a liaison, build coalitions and interact collaboratively with others.** The person in this position must have the ability to communicate effectively in both formal and informal settings with colleagues and others. This includes the ability to represent, present, negotiate, defend, explain, advocate and express facts and ideas in a convincing manner in order to negotiate with individuals and groups in a manner that influences them to support a program and achieve results; developing and maintaining coalitions with other organizations. This includes the ability to lead and effect change in carrying out the organizational mission; championing ideas that promote the mission with enthusiasm, conviction, and assertiveness; gaining support and commitment from others; motivating and inspiring others to improve work efficiencies, productivity, and customer service.

**EEO:** LOC's policy is to provide equal employment opportunity for all regardless of race, religion, color, sex (including pregnancy), national origin, age disability, genetic information, sexual orientation, or gender identity. LOC provides reasonable accommodations to applicants and employees with disabilities.

**Other:** U.S. Citizenship and completion of a satisfactory background investigation required. Selected candidate will be required to file a financial disclosure statement.

**Compensation:** From \$135,552 to \$199,300 per year; relocation expenses may be authorized.

**Deadline:** To be considered, you must submit your application via USAJOBS by 11:59 PM (ET), March 29, 2021. Vacancy announcement is VAR001460.

**Additional Information:**

This position is located in the National Library Service for the Blind and Print Disabled, Library Collections and Services Group, Taylor Street Annex, 1291 Taylor Street, NW, Washington, D.C. 20542.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position may work a flextime work schedule.

This is a supervisory, non-bargaining unit position.

All 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 the Library of Congress Regulations (LCRs) 2017.2-1, Senior Level Executive System.

**How to apply:** Candidates are required to apply online at <https://www.usajobs.gov/GetJob/ViewDetails/591843400>. This will include submitting your resume, SF-50 (for current/former federal employees only) and appropriate supporting documentation if claiming Veterans Preference.

Note: Applicants with disabilities may be considered under special hiring procedures and must submit an appropriate certificate of eligibility when applying for this position. The proof or disability/certification may be issued by the State Vocational Rehabilitation Office, Disability Services or Career Services office of the applicant's college or university, or the Department of Veterans Affairs. The letter must verify that the applicant has a severe disability and must be dated within three years of the date of the application.

Failure to submit the required documentation at the time of application will eliminate you from further consideration.

Please carefully review the Required Documents section and follow all instructions under the "How to apply" section on USAJOBS to ensure you are considered for this position. Failure to complete all mandatory sections of the on-line application form or failure to submit all required documents will disqualify applicants from further consideration.

**For further explanation of the application requirements and how to apply, please contact JDG Associates.**

**Contact:**

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