

<b>OPEN PERIOD:</b>	Open until filled
<b>SERIES &amp; GRADE:</b>	AD-0301-00 Deputy Director Office of Museum Services
<b>SALARY:</b>	\$144,128.00 - \$172,500.00
<b>POSITION INFORMATION:</b>	Full Time Excepted Service <b>(This is an Administratively Determined position under the authority of 20 U.S.C. Section 9105(b). Competitive Civil Service is not acquired under this appointment.)</b>
<b>PROMOTION POTENTIAL:</b>	AD-0301-00 (Equivalent to the GS-0301-15)
<b>DUTY LOCATIONS:</b>	1 vacancy - Washington DC Metro Area, DC
<b>WHO MAY BE CONSIDERED:</b>	All Qualified Candidates

The Institute of Museum and Library Services, an Executive Branch agency, is an independent Federal agency whose mission is to advance, support, and empower America’s museums, libraries, and related organizations through grantmaking, research, and policy development.

**KEY REQUIREMENTS:**

- This position is open to all qualified candidates
- Please read all instructions to ensure that you are applying correctly.

The individual selected may be subject to a background security investigation.

**DUTIES**

The Deputy Director for Museums is a senior management official in the Institute of Museum and Library Services and the head of the Office of Museum Services. The Deputy participates fully in the development, formulation, and implementation of IMLS policy and executes such policy within the OMS. The incumbent implements and collaborates with external organizations and other federal agencies, oversees and maintains IMLS liaison to the President’s Committee on the Arts and Humanities; and provides management over special projects and initiatives designated by the Director.

Supervises the programmatic operations of the Office of Museum Services, setting goals and allocating resources in compliance with the IMLS strategic plan and agency policies, and keeping with the philosophy of the current Administration’s and Congressional mandates.

Participates as a member of the agency management team, providing advice, counsel, and assistance in agency-wide operations; asserting leadership in representing OMS programs and priorities, and carrying out management team responsibilities in a timely and accurate manner.

Monitors key issues within the museum community to advise on policy and participate in programmatic planning within IMLS.

Maintains close working relationships with governing boards, other federal agencies, professional organizations serving the museum community, and field and advisory panels, in order to foster ongoing and responsive communication with the museum field and to represent IMLS at national, regional, and international meetings related to the museum community or its current issues.

Coordinates with the Deputy Director for Library Services to maximize the use of resources in developing and strengthening collaborative programs of benefit to libraries and museums.

Participates in IMLS Leadership Team: providing advice, counsel, and assistance in agency-wide operations; asserting leadership in representing OLS programs and priorities; and carrying out management team responsibilities in a timely and accurate manner. Monitors key issues within the library, archives, and information science communities to advise policy and programmatic planning within IMLS.

The incumbent coordinates with the Director, General Counsel, the Chief Operating Officer, other Deputy Directors, and other senior staff to maximize the use of resources for developing and strengthening collaborative programs of benefit to libraries, museums, related cultural agencies, and ultimately the people who use them.

#### **QUALIFICATIONS REQUIRED:**

All qualification requirements must be met by the closing date of this announcement. Qualifying experience may be obtained in the private or public sectors. Qualifying education must have been obtained from an accredited college or university recognized by the Department of Education. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>.

#### **Required experience:**

Demonstrated experience in formulating and implementing major internal program and policy initiatives, and in directing a museum or archives organization in the accomplishment of short- and long-term objectives; uses data analysis, trends investigation, and scenarios to understand options.

Comprehensive knowledge of the Museums field including trends, organizational and artistic issues, and public and private sector funding opportunities necessary to represent the Institute of Museum and Library Services to various audiences.

In-depth expertise to provide input and recommend responses to agency legislative, policy and procedural proposals, to explain, support and defend museum policies and initiatives and to develop, interpret, advocate and justify innovative funding measures for the field.

Broad knowledge of the current needs and best practices for collections curation, professional skill building approaches, program evaluation and impact assessment, and data collection and analysis within the museum and archival fields

Experience in the applications of current and emerging technologies within museums to promote greater access to collections and educational resources for the public, educators, and researchers; knowledgeable about different platforms available.

### **Knowledges, Skills and Abilities Required by the Position:**

Broad knowledge of grant-making processes to achieve IMLS' plans and goals and to assist with the development of funding and related opportunities for the Museums field.

Extensive knowledge of administrative functions (e.g., budget, procurement, etc.) sufficient to accomplish assignments.

Skill in effective oral and written communication to present the IMLS position on issues, particularly those of a sensitive nature.

Skill in interpersonal communications in a team environment sufficient to provide subject matter input in an interdisciplinary setting and contribute to harmonious working relationships to accomplish the team's objectives.

Knowledge of supervisory techniques Human Resources management procedures to effectively supervise and manage employees in a manner that results in optimum efficiency, attainment of unit's objectives, contribution to the Institute's EEO program objectives and employee job satisfaction and growth.

Experience in managing complex budgets across multiple funding allocations.

Familiarity with managing and applying for grants, preferably from government sources.

Knowledge of the federal budgetary and procurement process.

### **Important Notes:**

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. To be eligible for Federal employment, male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
3. This position has promotion potential equivalent to the AD-15 level.
4. The individual selected may be subject to a security investigation. Favorable results on a background investigation may be a condition for employment or selection to another position. If you do not provide all the information requested, you may lose consideration for this position.
5. Moving expenses are not authorized.
6. All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

### **HOW YOU WILL BE EVALUATED:**

**BASIS OF RATING:** Once the announcement closes, your application will be automatically evaluated and rated by the Office of Human Resources. To determine if you are qualified for this job, a review of your application and supporting documentation will be made and compared against qualification

requirements for the position. Please follow all instructions carefully. Errors or omissions may affect your rating.

#### **BENEFITS:**

**This link provides an overview of the benefits currently offered to Federal employees.**

<http://www.usajobs.opm.gov/ei61.asp>

**The below links provide quick access to some of the many benefits currently offered to Federal employees:**

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

**Health Insurance** - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

**Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

#### **OTHER INFORMATION:**

The IMLS provides reasonable accommodations to applicants with disabilities

TTY/ASCII users should use the toll free Federal Relay Service number: 1-800-877-8339 and provide the IMLS number of the office or individual you are calling. For more information about using the Federal Relay Service see: <http://fts.gsa.gov/frs/tollfree.htm>.

### **HOW TO APPLY via email:**

1. Résumé and Letter of Interest
2. Writing Sample(s)
3. References

- For Veterans: DD-214-For Disabled Veterans: DD-214, SF-15 and VA letter dated 1991 or later

### **AGENCY CONTACT INFO:**

Antoine Dotson  
Director, Office of Human Resources  
202-653-4728-voice  
[adotson@imls.gov](mailto:adotson@imls.gov)

Agency Information:  
Institute of Museum and Library Services  
Office of Human Resources  
955 L'Enfant Plaza, North, SW, 4<sup>th</sup> Floor  
Washington, DC 20024

### **WHAT TO EXPECT NEXT:**

After a review of your résumé and required documents is complete, you will be notified of your referral to the hiring official. If further evaluation or interviews are required you will be contacted.