



U.S. Senate Sergeant at Arms Human Resources

Vacancy Announcement

POSITION:

Chamber Manager - (#276)

DEPARTMENT:

Doorkeepers

SUMMARY:

This is responsible managerial work maintaining order in and around the Senate Chamber, managing the Credentials Desk, and supervising the work of Doorkeeper staff and Doorkeeper Supervisors. Work includes determining staffing levels and scheduling work, assigning and inspecting the work of Doorkeeper staff and Doorkeeper Supervisors, and ensuring that established protocol is adhered to by Senate staff and visitors. **This position requires the incumbent to be available at all times for sudden recall in response to emergency events affecting the Senate campus/community, and to potentially deploy to alternate sites in support of the Senate's contingency operations.**

LICENSES AND CERTIFICATIONS:

Must possess or be able to obtain a CPR/AED certification and a First Aid certification.

SALARY RANGE:

\$66,092 - \$99,136

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/06WZ>

POSTING DATE:

Wednesday, September 18, 2019 to **Wednesday, October 02, 2019**

U.S. Senate Sergeant at Arms, Human Resources * Senate Hart Building SH-142, Washington, DC 20510 * Phone: 202-224-2889

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



CHAMBER MANAGER

NATURE OF WORK

This is responsible managerial work maintaining order in and around the Senate Chamber, managing the Credentials Desk, and supervising the work of Doorkeeper staff and Doorkeeper Supervisors. Work includes determining staffing levels and scheduling work, assigning and inspecting the work of Doorkeeper staff and Doorkeeper Supervisors, and ensuring that established protocol is adhered to by Senate staff and visitors. Work is performed under the general supervision of the Director of Doorkeepers.

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 daily operations at Senate Chamber and Credentials Desk.
- Coordinates Doorkeeper staff and Doorkeeper Supervisors work assignments and schedules.
- Evaluates the performance of the Doorkeeper staff and Doorkeeper Supervisors.
- Recommends hiring, terminations, and discipline.
- Maintains order, decorum and protocol by enforcing Senate rules, including Senate Rule #23, "Privilege of the Floor"; controls access to Senate Chamber and assures that no unauthorized person gains access to the Senate Chamber.
- Works with Senators, Senate staff, and the public to ensure the proper functioning of all activity in and around the Senate chamber.
- Assists Senators by responding to their questions and needs; relays messages to Senators.
- Assists the SAA during special events such as the State of the Union Address, Swearing-In ceremonies, etc.
- Assists constituents, staff and the press with questions about Senators, the Senate Chamber, and other areas on the Senate side of the Capitol.
- Organizes and implements transition to Alternate Chamber and Briefing Center during an emergency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Work includes being present during the hours the Senate is in session, which may include evening and weekend work.
- Completes time and attendance for assigned staff.



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- Work requires physical exertion such as long periods of standing, walking, and climbing stairs.
- In an emergency situation, such as the evacuation of the Senate Chamber or the Capitol, the work may require that the incumbent possess the agility, strength and dexterity to physically assist Members and/or staff to exit the Chamber and/or the Capitol. In such an emergency situation, the incumbent also may be required to take immediate and decisive action under extremely stressful conditions.

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree in political or social science, history, or a related field, and at least 4-6 years of relevant experience in the legislative branch, including at least one year of managerial experience, or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Comprehensive working knowledge of, or ability to learn Senate rules and protocol regarding order and decorum in and around the Senate Chamber.
- Ability to interact tactfully with Senators, Senate staff, lobbyists, tourists and constituents; ability to utilize strong interpersonal and customer service skills when addressing Senators, Senators' staff, lobbyists, tourists and constituents who violate established protocol.
- Knowledge of effective supervisory practices and procedures.
- Ability to coordinate work assignments of Doorkeeper staff and Doorkeeper Supervisors in the Senate Chamber.
- Ability to operate a personal computer and cell phone.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

- Must possess or be able to obtain a CPR/AED certification and a First Aid certification.
- This position requires the incumbent to be available at all times for sudden recall in response to emergency events affecting the Senate campus/community, and to potentially deploy to alternate sites in support of the Senate's contingency operations.

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.