



# *U.S. Senate Sergeant at Arms* **Human Resources**

## **Vacancy Announcement**

**POSITION:**

**Director of Printing, Graphics & Direct Mail #85**

**DEPARTMENT:**

Printing, Graphics & Direct Mail

**SUMMARY:**

This is a highly responsible executive/senior level position leading the Department of Printing, Graphics & Direct Mail (PGDM) for the United States Senate Sergeant at Arms. Work involves directing and managing a large staff of technical, skilled and professional employees through Senior Managers. Work involves the formulation, implementation, and direction of all policies, procedures, and the work program of PGDM. Work also involves determining services, standards and ensuring customer satisfaction. The Director of PGDM will be responsible for establishing and maintaining a work environment focused on excellence that fosters learning, respect, communication, collaboration, integration, and teamwork.

**SALARY RANGE:**

\$143,387 - \$173,900

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/4500>

**POSTING DATE:**

**Tuesday, September 07, 2021 to Tuesday, September 21, 2021**

**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.



## DIRECTOR OF PRINTING, GRAPHICS & DIRECT MAIL

### NATURE OF WORK

This is a highly responsible executive/senior level position leading the Department of Printing, Graphics & Direct Mail (PGDM) for the United States Senate Sergeant at Arms. Work involves directing and managing a large staff of technical, skilled and professional employees through Senior Managers. Work involves the formulation, implementation, and direction of all policies, procedures, and the work program of PGDM. Work also involves determining services, standards and ensuring customer satisfaction. Work is performed with extensive latitude under the direction of the Assistant Sergeant at Arms for Support Operations. The Director of PGDM will be responsible for establishing and maintaining a work environment focused on excellence that fosters learning, respect, communication, collaboration, integration, and teamwork.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Directs the ongoing, daily operations of the PGDM Department.
- Manages, directs and supervises staff recruitment, training, motivation and evaluation; determines staffing levels and selects incumbents for key positions.
- Establishes general management policies and practices governing the provision of production services to Senate offices.
- Develops, implements and monitors budgets and budget expenditures.
- Implements objectives and policies established by the Sergeant at Arms; participates in the formulation and implementation of short- and long-range plans and goals and supporting budget requests, based upon the broad goals and objectives of the Sergeant at Arms.
- Researches and applies the technologies compatible with the reprographics functions and record keeping essential for the operation of the department; establishes missions and technology direction for each of the Branch's business units.



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### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment with no exceptional physical demands.

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### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in business administration, management or a related field, and eight to ten years of experience with five years in management; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of or ability to learn departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of or ability to learn the USPS mailing regulations.
- Knowledge of equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Knowledge of the current principles and practices of public administration, including governmental budgeting, procurement, contracting, personnel, and capital project management.
- Ability to plan, direct and manage, and supervise programs and activities of multiple divisions.
- Ability to organize and coordinate resources to achieve program goals and objectives.
- Ability to analyze complex issues and make recommendations for action.
- Ability to plan and review department operations and review the work of managerial personnel.
- Ability to set goals, plan, formulate and monitor budgets.
- Ability to define strategic plans and objectives.
- Ability to conduct clear and concise executive briefings.
- Ability to operate effectively in a virtual environment with the required IT platforms and applications and set up virtual meetings and engagements as required for small or large groups.
- Ability to establish and maintain effective working relationships with Senate office and committee staffs, the public, and SAA directors, managers, supervisors, and subordinates.
- Ability to communicate effectively.

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### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.



## U.S. Senate Sergeant at Arms Human Resources

### INFORMATION FOR PROSPECTIVE SERGEANT AT ARMS (SAA) EMPLOYEES

The [United States Senate Sergeant at Arms](#) (SAA) is the largest in size of staff and budget in the Senate. It is responsible for all Senate computers and technology support services, recording and photographic services, printing and graphics services, and telecommunications services. The SAA also provides assistance to all Senate offices with their staffing, mailing, purchasing, and financial needs. The offices of the SAA that are responsible for providing these and other services include Capitol Facilities, the Operations Division, Financial Operations, and Human Resources. The SAA also shares responsibility for the Senate Page Program, the Senate Office of Training and Development, and the Capitol Telephone Exchange.

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This summary of Employment Policies and Benefits is not comprehensive; it highlights major benefits that may be of interest to prospective employees. Policies and benefits are subject to change at the discretion of the Sergeant at Arms.

#### EMPLOYMENT POLICIES

All jobs at the Senate are considered “excepted service” and are accordingly not part of the federal government’s “competitive service” process. SAA employees are considered at-will employees under the jurisdiction of the U.S. Senate Sergeant at Arms. Prospective employees will be fingerprinted and undergo a criminal background investigation. All employment offers are contingent upon successful completion of the background check.

Evaluations: Employees enter service under a six-month probationary period. After six-months of employment, a performance appraisal is conducted to determine if the employee meets job requirements, or to remain in the employment of the SAA. On the first anniversary of completing probation, and annually thereafter on that anniversary date, performance appraisals are conducted.

Pay: Salary reviews occur at the same time as performance appraisals. Merit increases are not automatic; they are based on meritorious performance and subject to approval by management of the department and the SAA. If approved by the Senate, SAA employees may also receive cost-of-living adjustments (COLAs). Senate pay days are the 5th and 20th of each month. If these days fall on a weekend or holiday, the last working day before the 5th and the 20th becomes the pay day.

#### HEALTH/WELLNESS BENEFITS

The Sergeant at Arms offers the full range of Federal benefits to employees:

- [Federal Employees Health Benefits \(FEHB\)](#)
- [Federal Employees Dental and Vision Program \(FEDVIP\)](#)
- [Flexible Spending Accounts \(FSA\)](#)
- [Federal Long-Term Care Insurance \(FLTCIP\)](#)
- [Federal Employees Group Life Insurance \(FGLI\)](#)

## RETIREMENT PLANS

Most new employees are automatically covered under the Federal Employees Retirement System - Further Revised Annuity Employees (FERSFRAE). Employees with prior Federal service may be eligible to continue to participate in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS) or the Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE). For information on the TSP, visit [www.tsp.gov](http://www.tsp.gov).

## HOLIDAY & LEAVE ACCRUALS

We offer paid time off benefits including: Annual, Sick, Long-Term Medical leave, and ten holidays. Annual and Sick leave are accrued on the 15th and last day of the month. Annual leave is accrued at rates dependent upon length of Federal Service.

Holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

### Full -Time Employee Annual Leave Accrual Rates:

- Less than 3 years of federal service – 120 hours/year, 5 hours/pay day
- 3 - 15 years of federal service – 160 hours/year, 6.67 hours/pay day
- 15+ years of federal service – 200 hours/year, 8.33 hours/pay day

Year-end balances of no more than 240 hours carry over for future use

### Full -Time Employee Sick Leave Accrual Rate:

- Sick leave can be used for either personal or immediate family medical needs
- 96 hours/year, 4 hours/pay period

Year-end balances carry over for future use

## OTHER BENEFITS

Transportation Subsidy: The SAA offers a Transit subsidy of up to \$270.00 for employees who use mass transit, including Metro, Commuter Buses, VRE, MARC trains and Van Pools.

Parking: Parking is provided without cost to regular SAA employees who do not participate in the transit subsidy program.

Student Loan Repayment Program: The SAA offers Student Loan Repayment for employees of up to \$833.00 a month for Qualifying Federal Student Loans.

Training & Development: The SAA offers training and development to advance professional skills including live classes, online learning and leadership coaching.

*The SAA is an equal opportunity employer in accordance with the requirements of Senate rules, regulations, and applicable Federal Laws.*