



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

Vacancy Announcement

POSITION:

Media Gallery Deputy Director (#347)

DEPARTMENT:

Periodical Press Gallery

SUMMARY:

This is managerial and administrative work assisting a Media Gallery Director and serving as a media liaison between the Senate (and House, where applicable) and the media representatives

SALARY RANGE:

\$93,702 - \$140,551

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/Y18X>

POSTING DATE:

Friday, November 15, 2019 to **Monday, December 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.



MEDIA GALLERY DEPUTY DIRECTOR

NATURE OF WORK

This is managerial and administrative work assisting a Media Gallery Director and serving as a media liaison between the Senate (and House, where applicable) and the media representatives. Work includes training, supervising, and evaluating gallery staff, issuing credentials, as well as overseeing the daily gallery operations and services. Work is performed with considerable independence under the general supervision of the Media Gallery Director.

EXAMPLES OF WORK

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

- Directly oversees daily operations, including staffing, and makes hiring recommendations to Director.
- Trains, supervises and evaluates work of gallery staff.
- Discusses and resolves media coverage, credentialing and pooling issues.
- Informs gallery members about key legislation, and monitors, tracks and analyzes Congressional activities to update media representatives.
- Advises gallery member on Senate (and House, where applicable) operations such as scheduling, Floor procedure, committee structure and jurisdiction, and parliamentary procedure.
- Assists with planning, organizing, coordinating and implementing media arrangements for quadrennial Presidential nominating conventions, presidential inaugurations, presidential debates, State of the Union addresses and other joint sessions of congress or special events.
- Works with all Media Galleries, Doorkeepers, and Capitol Police to ensure press and others attending media events maintain a safe working environment.
- Reviews membership applications, contacts directors, editors, and publishers of new applying organizations, prepares written evaluations and makes recommendations to Media Gallery Director.
- Supervises staff and conducts performance appraisals.
- Coordinates assignments to press conferences.
- Serves as Director in his/her absence.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work includes working the hours the Senate (and House, where applicable) is in session, which includes evening and weekend work.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in journalism, public relations, communications or a related field; and five to eight years of news media experience working with legislative bodies; preferably concerning the U.S. Congress, or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of, or ability to learn, current political events and Senate and /or House and parliamentary procedure.
- Ability to provide accurate responses to media inquiries.
- Ability to coordinate and facilitate the logistics of media events.
- Ability to maintain records and prepare summaries of events.
- Ability to direct, supervise and evaluate gallery staff.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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.