



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

Vacancy Announcement

POSITION:

Photographic Services Manager #47

DEPARTMENT:

Support Services / Photographic Services

SUMMARY:

This is professional and managerial work directing Senate Photographic Services. Work includes managing the financial and technical operations of Photographic Services. Work is performed under the direction of the Director of Support Services who reviews work for operational efficiency and effectiveness.

SALARY RANGE:

\$104,761 - \$157,136

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/7MW2>

POSTING DATE:

Tuesday, December 29, 2020 to **Thursday, February 04, 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.



PHOTOGRAPHIC SERVICES MANAGER

NATURE OF WORK

This is professional and managerial work directing Senate Photographic Services. Work includes managing the financial and technical operations of Photographic Services. Work is performed under the direction of the Director of Support Services who reviews work for operational efficiency and effectiveness.

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 and manages the budget, finances and technical operation of the Senate Photographic Services; develops annual business plan and operating policies and procedures.
- Manages and directs the work of staff through subordinate managers; recommends and approves hiring, promotions, disciplinary actions and salary adjustments.
- Evaluates the efficiency and effectiveness of operations and recommends operational changes.
- Approves revolving fund equipment and supplies procurement and payments.
- Researches, evaluates, and approves new technology.
- Leads the Senate Photographic Services' change management process and implements process improvements fostered by new technology.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

MINIMUM QUALIFICATIONS

Work requires an Associate's Degree, or higher, in photo journalism and business management and five to eight years of experience in a photographic facility in supervisory or managerial capacity as well as five years' diverse photographic experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of, or the ability to learn, the protocol and processes of the Senate.
- Knowledge of digital imaging technology including optical and digital photographic imaging principles and procedures.



- Skill in taking quality photographs within tight deadlines and varying conditions.
- Ability to plan, direct, and manage photographic services and operations using the principles and practices of photographic assignments.
- Ability to plan, direct, manage and evaluate the work of professional photographers, systems and laboratory personnel.
- Ability to set goals, plan, and administer budgets.

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.