



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

Vacancy Announcement

POSITION:**Recording Studio General Manager (#213)****DEPARTMENT:**

Senate Recording Studio

SUMMARY:

This is managerial work planning, directing, organizing and managing the day-to-day operations of the Senate Broadcast Branch.

LICENSES AND CERTIFICATIONS:

Must be able to obtain security clearance.

SALARY RANGE:

\$122,447 - \$169,459

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/X5ZL>

POSTING DATE:

Friday, November 15, 2019 to **Monday, December 16, 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.



RECORDING STUDIO GENERAL MANAGER

NATURE OF WORK

This is administrative and managerial work planning, directing, organizing and managing the day-to-day operations of the Senate Broadcast Branch. Work involves planning, defining and prioritizing work; directing and managing staff Branch; developing policies and procedures; and developing and monitoring budgets. Work is performed with extensive latitude to set technical direction under the direction of a Deputy Assistant Sergeant at Arms.

EXAMPLES OF WORK

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

- Oversees all Senate recording and television activities including budget, engineering and operations.
- Plans, assigns, reviews, and evaluates the work of technical and supervisory staff through managers; recommends staff for hire, carries out salary adjustments and personnel actions.
- Formulates, implements, and enforces policies.
- Plans and implements new technology; authorizes department purchases.
- Schedules productions, personnel and satellite coverage.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is essentially sedentary and may require extended periods of standing and walking.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's degree in media communications, radio/television production or a related field, and eight to ten years of administrative technical productions experience in radio/television; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of media communications, radio and television production delivery.
- Ability to plan, direct, manage, and supervise radio and television service and operations.
- Ability to plan, assign and review the work of technical, professional and managerial personnel.
- Ability to set goals, develop business operations plan and budgets.
- Ability to formulate operating policies and procedures.



- Ability to assess operations for efficiency improvements.
- Ability to plan for and implement new technology in the radio and television fields.
- Ability to establish and maintain effective working relationships with staff and Senators.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Must possess or be able to obtain a security clearance.

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.