



## **Seeking an Assistant Director and Senior Specialist (American Law Division)**

**Open: 08/12/2020 to 10/07/2020**

**Salary: \$131,239 to \$197,300 per year**

The Congressional Research Service (CRS) seeks a senior manager to lead its American Law Division (ALD), one of CRS's five research divisions. CRS provides objective, nonpartisan, and authoritative legislative research, analysis, and consultative support exclusively to the U.S. Congress.

This position serves as head of the American Law Division, a major CRS research division. In this capacity, and reporting directly to the Director of CRS, the Assistant Director manages, within the interdisciplinary environment of CRS, a professional legal staff in its production of written products and consulting services in support of the U.S. Congress.

Working directly with congressional committees and Members of the House and Senate, attorneys within CRS's American Law Division contribute to an informed national legislature as it considers legal and policy issues of importance to the American people. Areas of research, analysis, and consultative support include all facets of law in the United States, including administrative, business, civil rights, constitutional, energy, environmental, health, immigration, intellectual property, international, labor, military, national security, procurement, tax and trade law.

The Assistant Director ensures that written and consulting work is of the highest quality and consistently meets the Service's standards of objectivity, nonpartisanship, timeliness, legislative relevance, authoritativeness, and accessibility. In addition, the Assistant Director actively collaborates with managers and staff in CRS's other research divisions to ensure that a multifaceted approach to policy issues is taken to best inform Congressional decision-making.

The Assistant Director leads implementation of the Service's agenda for legal issues within the division's areas of responsibility, including approaches, frameworks, and methodologies for addressing policy and legislative issues. This includes demonstrating personal intellectual leadership in monitoring congressional needs in the various policy areas and assuring access to the intellectual capacity needed to meet current and changing needs of the United States Congress at a sustained level of excellence. This also includes exercising overall responsibility for the oversight and management of the division's human, financial, material, and information research assets, including a staff of approximately 65 employees. In performing these activities, the Assistant Director is responsible for ensuring that the research, analytical, and consulting activities of the division are aligned with the legislative needs of Congress and with the priorities, goals, and policies of CRS for meeting those needs.

The Assistant Director also serves as one of the chief advisors to the Director, counseling the Director on all aspects of the research management and operations of CRS and recommending specific policies and procedures for improving the Service's overall quality, efficiency, and effectiveness. The Assistant Director serves as a member of the Director's senior management team and serves as a principal CRS representative to Members, committees, and officers of the United States Congress.

CRS is fully committed to workforce diversity. Interested applicants must apply online <https://www.usajobs.gov/GetJob/ViewDetails/576048300>.