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SUPERINTENDENT OF DOCUMENTS

GOVERNMENT PUBLISHING OFFICE

Client

The Government Publishing Office (GPO), a legislative branch agency of approximately 1550 employees and a \$1B budget, was recently named by Forbes as one of the “Best Employers in America.” GPO is the Federal Government’s official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the U.S. Government. The GPO is responsible for the production and distribution of information products and services for all three branches of the Federal Government, including U.S. passports for the U.S. Department of State as well as the official publications of Congress, the White House, and other federal agencies in digital and print formats. GPO provides permanent public access to Federal Government information at no charge through www.govinfo.gov and partnerships with approximately 1,100 libraries nationwide participating in the Federal Depository Library Program. For more information, please see www.gpo.gov.

Position Summary

Reporting to the GPO Director, the Superintendent of Documents (“SuDoc”), a position established by statute 44 U.S.C. 1702, leads the Agency in providing public access to government information published by the U.S. Congress, federal agencies, and the federal courts. The SuDoc, a Senior Level Service position, serves as the GPO’s public face and oversees U.S.C. Title 44 Public Information programs, including the Federal Depository Library Program (“FDLP”), International Exchange Service, By-Law Cataloging & Indexing, and Publication & Information Sales (“P&IS”). The SuDoc oversees two executives, the Managing Director for Library Services and Content Management (“LSCM”) and the Managing Director of Sales and Distribution comprising a total staff of approximately 165.

Duties

Advisor to the Director

- Serves as Chief Advisor to the GPO Director regarding the dissemination, maintenance, preservation, and authentication of federal information to provide free, ready, and permanent public access to federal government information.
- Integrates the Director’s goals and priorities into SuDoc programs while balancing change and

continuity, improving customer service, increasing program performance, and ensuring accountability.

- Testifies before Congressional committees, both virtually and in-person, at the invitation of Congress regarding U.S.C. Title 44 public information programs, appropriation and budget funding requests, and other purposes related to LSCM and Sales and Distribution.
- Attends meetings, conferences, briefings, and oversight hearings on behalf of the Director. Prepares and delivers speeches and presentations requiring extensive analytical input. Serves as an expert in public forums covering topics related to access to U.S. government information, preservation of tangible and digital information, and federal government information policy and access.
- Serves as primary liaison officer for the Depository Library Council (“DLC”). Assists the Director with the appointment of members to the Council, briefs the Director on DLC activities, and facilitates interaction between the Director and Council on issues related to the public information programs managed by the GPO.

Leadership

- Demonstrates proper work methods to ensure broad public access to official publications and information products. Disseminates information to the public with a guarantee of authenticity and integrity. Preserves and protects documentation and information of various formats.
- Develops policies, programs, and guidelines to ensure the proper implementation of laws, executive orders, and regulations relating to LSCM and Sales and Distribution.
- Serves as the Agency official responsible for the sale of GPO materials and publications through the P&IS program. Establishes long-range plans, goals, and objectives for the LSCM and P&IS operations. Manages the development of policy and organizational responses to changes in levels of appropriations or other legislated changes.
- Provides oversight to four statutorily-mandated programs — the FDLP, Cataloguing and Indexing Program, International Exchange Services (“IES”) program of the Library of Congress, and the By-Law Program — by ensuring federal government information lifecycle management.
- Implements strategic oversight of technology improvements and migrations of technology infrastructure for the SuDoc’s organization. Stays informed of latest technologies for operations throughout the SuDoc organization.
- Exercises discretionary authority to approve the allocation and distribution of funds in the organization's budget. Prepares, finalizes, and delivers appropriation requests for SuDoc programs. Prepares justifications and pursues funding increases for initiatives and projects. Executes final authority for the full range of personnel actions and organization design proposals recommended by subordinate supervisors.
- Manages employees through the leadership of subordinate supervisors. Hires, develops, and evaluates supervisors.
- Interacts with Library of Congress officials to fulfill agreements to distribute U.S. government information products to foreign libraries through the IES Program. Works collaboratively with government officials, government agencies, and private-sector executives to enhance the infrastructure of library services.

- Develops new and maintains established strategic partnerships and cooperative agreements with stakeholders such as the Library of Congress, National Libraries, and other federal agencies to improve access to government information and reduce costs.
- Maintains and builds new strategic partnerships and cooperative agreements with stakeholders of the sales and distribution programs.

Professional/Technical Qualifications

- Lead employees in meeting the Agency's vision, mission, goals, and customer expectations. Experience in building inclusive workspace that fosters employee development, facilitates cooperation, and supports constructive resolution of conflicts.
- Strategically manage human, budgetary/financial, and information resources.
- Expertise in explaining and advocating agency viewpoints, policies, and programs, to key internal and external audiences, both orally and in writing.
- Experience building strategic and collaborative partnerships within the library services community as well as sales and distribution programs.
- Broad professional network with organizations and special interest groups involved in library services.
- Insight of current trends affecting library management, including technical and automated services.
- Experience facilitating strategic program developments to technologically advance an organization's ability to disseminate information.
- Advanced knowledge of best practices for technological innovation with ability to adapt to changes in digital technology (i.e., large digital repository infrastructures, systems, and services)
- Experience in using fiduciary authority to implement and approve the allocation and distribution of funds in an organization's budget.
- Use analytical skills to advocate and develop proposals for additional program funding to congressional representatives.
- Serve as the Agency's recognized expert, consultant, and authority in the development and establishment of policies, procedures, and documentation requirements applicable to the planning and management of library programs and initiatives.
- Knowledge of best practices of one or more major library functions (e.g., collection development, reference, serials management, cataloging, library automation) to develop policies, programs, services, and/or products identified by a variety of customers to solve complex problems and bring about organizational strategic change.

SLS Designation: This position is a statutory position established by U.S.C. Title 44 and allows the GPO Director to hire without competition. The is an Excepted Service role serving at the pleasure of the GPO Director.

Compensation: To \$187,250; position eligible for up to 5% annual performance bonus.

Location: Washington, DC, however, GPO will consider any U.S. location in the 48 contiguous states and the District of Columbia due to its 100% telework policy.

EEO: All Supervisory positions assures full compliance with GPO Equal Employment Opportunity policies and regulations and promotes diversity and fairness in all aspects of the employee's work.

Additional: U.S. Citizenship required. The selected candidate will be required to obtain a High-Risk Public Trust clearance. Background investigation and financial disclosure will be required.

How to apply: Please submit a resume as a MS Word document to:

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JDG Associates, established in 1973, is a leading provider of executive recruiting services to federal/state/local government, associations and professional societies, Fortune 1000 corporations, and a broad array of government contractors.