Librarian

**Job Title**: Librarian (Israel and Judaica Section)

**Agency**: LIBRARY OF CONGRESS

**Job Announcement Number**: 150066

**SALARY RANGE**: $52,668.00 to $68,465.00 / Per Year

**OPEN PERIOD**: Monday, June 29, 2015 to Tuesday, July 14, 2015

**SERIES & GRADE**: GS-1410-09

**POSITION INFORMATION**: Open - Permanent

**PROMOTION POTENTIAL**: 13

**DUTY LOCATIONS**: 1 vacancy in the following location(s): Washington , DC 20540 U.S.

**WHO MAY APPLY**: Anyone may apply - By law, employment at most U.S. Government agencies, including the Library of Congress, is limited to U.S. citizens. However, non-citizens may be hired, provided that other legal requirements are met and the Library determines there are no qualified U.S. citizens available for the position.

**SUPERVISORY STATUS**: No

**JOB SUMMARY**:

About the Agency

This position is located in any of the divisions that come under the Directorate of Acquisitions and Bibliographic Access. It is a hybrid position that combines major duties of both the acquisition specialist and the cataloger. Often there will be a foreign language requirement for this position depending on the geographical area for which cataloging or acquisitions functions are being performed. This position will require the incumbent to have knowledge of the Hebrew language. A knowledge of Yiddish is also desirable.

This position is located in the Israel and Judaica Section, Asian and Middle Eastern Division, Acquisitions and Bibliographic Access, Library Services.

The position description number for this position is 058498.

The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Relocation expenses will not be authorized for the person(s) selected under this vacancy announcement.

**TRAVEL REQUIRED**

•Not Required

**RELOCATION AUTHORIZED**

•No

**KEY REQUIREMENTS**

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**DUTIES**:

Catalogs various materials in an automated cataloging environment where the bibliographic characteristics of the material are relatively easy to determine and cataloging decisions are made within established standards. Searches entries in automated and manual catalogs. Assigns headings to catalog entries. Selects and assigns classification numbers. Establishes personal and corporate names and uniform titles for inclusion in the name authority file. Establishes and recommends subject headings for inclusion in the subject authority file and classification schedule. Creates and revises bibliographic records, authority records, and classification schedules. Performs content designation of bibliographic and authority records. Performs research in the cataloger's reference collection, online databases, the world wide web, and the collections of the Library. Recommends resolutions to problems and inconsistencies in the cataloging process.

Provides services and deals with materials that are non-technical in nature, of limited technical complexity, or easily acquired. Coordinates proper purchasing information, correct bibliographic identification, and correct coding in the information system. Contacts dealers, subscription agents, vendors, overseas offices, government agencies, and/or exchange partners to coordinate the ordering process. Consults acquisition reference material to determine whether recommended item is appropriate for purchase, copyright claim, exchange, gift, loan, or other type of acquisition. Examines recommendations for acquisition to identify processing and custodial requirements and to identify acquisition of out-of-scope materials. Maintains liaison with recommending officials and subject specialists to understand their needs. Consults acquisition reference material to determine whether recommended item is appropriate for purchase. Reviews and approves invoices for payment for all formats of material. Determines availability of funds.

Obtains, analyzes, and organizes information using standard reference tools and established techniques and practices. Analyzes and organizes standard subject data to determine its relationship to the existing collections, for proper main entry, and the need for added entries.

Analyzes material to determine subject content. Applies standard rules, guidelines, and reference tools and established techniques and practices. Participates in formulating plans for changes and improvements to cataloging-related issues.

Uses standard methods, techniques, concepts, and principles to perform assignments related to collection development support, with review by supervisor, senior staff and/or recommending officers. Assists in examination of incoming shipments to select items appropriate for the collections, in accord with established guidelines. Assists in examination of recommendations for acquisition to identify processing and custodial requirements, and to ensure conformity with established guidelines. Participates in formulating plans for changes and improvements to collections development policies.

Works to maintain personal contacts and cooperative work relationships to provide or exchange information. Consults with Team Leader and cataloging policy staff to recommend changes and additions in descriptive and subject cataloging rules. Offers suggestions and advice to Team Leader on operational and technical problems. Collaborates with Team Leader and other staff in planning and implementing team activities including: workflow procedures, team priorities, cataloging projects of an experimental nature, goal setting and strategies for meeting team production goals. Assists others inside and outside the Library with language, subject and cataloging problems.

**QUALIFICATIONS REQUIRED**:

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Ability to communicate in English, Hebrew, and Yiddish. \*\*

Knowledge of library acquisitions and cataloging rules, practices, and procedures. \*\*

Ability to use integrated library systems, applications, or other information technologies. \*\*

Knowledge of Judaism, Jewish culture and/or civilization, as well as Israel.

Ability to communicate in writing.

Ability to effectively communicate other than in writing.

No additional requirements to those listed above.

**HOW YOU WILL BE EVALUATED**:

The Library of Congress evaluates applicants through an applicant questionnaire and a structured interview. Applicants may also be screened for some jobs through licensing, certification, and/or education requirements, a narrative/application review, and/or a preliminary telephone interview. The knowledge, skills, and abilities (KSAs) that are marked with a double asterisk (\*\*) in the vacancy announcement and the applicant questionnaire are considered the most critical for a position. To be considered for final selection, applicants must demonstrate fully acceptable experience in these designated KSAs in the narrative/application review, preliminary telephone and/or full structured interview. The various assessment tools listed above are designed to verify or explore applicants' experience, knowledge, and training directly related to the job in order to identify the best qualified applicants for selection.

To preview questions please click here.

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**BENEFITS:**

You can review our benefits at: <http://www.loc.gov/hr/employment/index.php>.

**OTHER INFORMATION**:

Although it is the Library's policy to afford the maximum pay benefit to employees when setting rates of pay, a new appointee who has had no previous Federal service will generally be paid the minimum step of the grade.

The Library of Congress is an equal opportunity employer. Women, minorities, and persons with disabilities who meet eligibility requirements are strongly encouraged to apply.

Applicants must submit a complete application package that is received by the closing date of this announcement.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be determined on a case-by-case basis.

Applicants with disabilities may be considered under special hiring procedures and must submit an appropriate certificate of eligibility when applying for this position. The date of certification must be within one year of the vacancy closing date. For more information contact the selective placement program coordinator at 202-707-3960 or email spp@loc.gov. FAILURE TO SUBMIT YOUR CERTIFICATION WILL CAUSE YOUR APPLICATION TO NOT BE CONSIDERED UNDER THE SELECTIVE PLACEMENT PROGRAM.

The Library of Congress is the national library of the United States and is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period. In addition, per Library of Congress Regulation 2010-12, an appointee is subject to a one-year supervisory probationary period, if this is his/her first supervisory/managerial position at the Library.

A “Not to Exceed“ (NTE) status is used to identify an appointment with a specific ending date. However, the Library has the right to separate an employee at any time due to either performance issues or budget constraints.

**Are you a veteran?** Please indicate the type of veterans' preference you are claiming in your application materials and/or applicant profile and provide the appropriate supporting documentation to validate your claim. Those applying for 5-point preference must submit Member Copy 4 of your DD 214. Those applying for 10-point preference must fill out an SF-15 (click here for the form) and provide the required documentation listed on the back of the form. If required supporting documentation is not attached, Veterans' Preference will not be considered in the application process.

For more information regarding eligibility requirements, please see the Library of Congress Merit Selection Plan, Section X.D, at: <http://www.loc.gov/hr/employment/msp010909.pdf> .

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**HOW TO APPLY**:

Please carefully follow all instructions under the How to Apply tab to ensure you are considered for the position.

You are required to apply online for this announcement. We are unable to accept mailed or emailed documents. You must complete the entire application process, including submission of all documents BEFORE this announcement closes. To do so, complete the following steps.

**Step 1**: If you do not already have one, create a resume on USAJOBS. Although you must enter your Social Security Number for USAJOBS, this information will not be provided to the Library of Congress.

**Step 2**: Review the Job Announcement. We recommend you go to the end of the Qualification and Evaluation section of the job announcement to preview the online questions that you will answer in Step 4. You may wish to customize your USAJOBS resume to ensure that it supports your responses to these questions.

**Step 3**: Click on the "APPLY ONLINE" button to the right of this announcement. Follow USAJOBS' instructions to access your account and submit your resume. You will be redirected to the Hiring Management website to complete the application process. If this is your first time in Hiring Management, you will be asked to answer questions related to your eligibility for Federal employment. You will be able to update this information and save it to our account for future announcements.

**Step 4**: Once you have completed the eligibility questions, you will be taken directly to the vacancy application questions. Answer all questions honestly and thoroughly.

**Step 5**: Hiring Management offers three options that will electronically attach your documentation to your online application once you finish answering the questions in the job announcement.

(1) You may select a document that you have already uploaded to USAJOBS for a previous announcement.

(2) You may electronically upload a document directly from your computer to your application. Be certain to review your complete application for confirmation of the document uploaded and click on "Finished" to be returned to USAJOBS.

(3) You may follow the "Faxing Supporting Documentation" instructions within the online application, which will provide the necessary cover sheets for each of your documents so that they will be correctly submitted. The fax number will be available on the cover sheet.

Please note that each cover sheet and corresponding document must be faxed separately. Be certain to review your complete fax transmittal confirmation to ensure that all pages have been received.

**IMPORTANT NOTE**: If you have multiple documents of the same kind, e.g. 2 undergraduate transcripts from different schools or 2 SF-50s, etc., be sure that they are all in the same file on your computer or in your USAJOBS profile before uploading them. If you try uploading them individually, only the last one sent will be visible in our system. Likewise, if sending them by fax, be sure and include both of them behind the respective fax cover sheet and send them as one fax. If you send them individually with the same cover sheet, the last one sent will overwrite the first one. Finally, if you upload a document, e.g. your undergraduate transcript, do not also fax that same document (or fax another undergraduate transcript), because whichever one you send last will be the only one that is visible in our system. If you have any questions about this information, please contact the person on this announcement BEFORE the closing date.

**Step 6**: Click on "Finish" after you have completed your application. Once you have submitted your application, you can check your status online through your Hiring Management or MY USAJOBS account. Your complete online application and any required supplemental documentation (e.g., SF-50, etc.) must be received by 11:59 p.m. Eastern Standard Time (EST) on the closing date of the announcement. It is your responsibility to ensure that all documents are received on time and that the materials are readable. Failure to do so will result in your application being excluded from consideration for this announcement.

If you are experiencing any technical difficulty with the online process, you MUST CONTACT THE POINT OF CONTACT FOR THIS ANNOUNCEMENT BEFORE THE CLOSING DATE. For all technical issues please contact [jobhelp@loc.gov](mailto:jobhelp@loc.gov) , no later than 4:30pm EST of the Closing Date. REQUESTS FOR EXTENSIONS WILL NOT BE GRANTED.

**REQUIRED DOCUMENTS**:

Current or former federal employees must submit their most recent Notification of Personnel Action (SF-50 or equivalent). Disabled applicants claiming Selective Placement eligibility must submit proof of disability and a certification of job readiness. If Selective Placement is applicable to you, you will not be considered without submitting this documentation.

**AGENCY CONTACT INFO**:

Job Help Desk

Phone: 202-707-5627

Fax: 000-000-0000

Email: JobHelp@loc.gov

**Agency Information**:

LIBRARY OF CONGRESS

101 Independence Ave. SE

LM-107

Washington, DC 20540 U.S.

Fax: 000-000-0000

**WHAT TO EXPECT NEXT**:

Please review our evaluation process under Evaluation. You may check the status of your application for this position at any time by logging onto the USAJOBS "My USAJOBS" tab and clicking on "My Applications." You will receive final notification via e-mail when the vacancy has been filled.