



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: Reference Librarian I

DEPARTMENT: Senate Library

SUMMARY: See Attached Position Classification

SALARY RANGE: \$58,145 - \$90,124

CONTACT: Human Resources
Room SH-231B Hart Building
Fax: 202-228-3603

POSTING DATE: January 7, 2009

DEADLINE FOR APPLICATIONS: **January 21, 2009** Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please.

*** New * E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.**

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



REFERENCE LIBRARIAN I

NATURE OF WORK

This is professional work providing reference and bibliographic services to Senate staff for the Senate Library. Work includes researching and responding to time-sensitive requests for information from Senate staff and maintaining Senate Library Web components on Senate.gov. Work is bound by standard industry guidelines and office policy and procedure, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the general direction of the Head of Information Services.

ESSENTIAL FUNCTIONS

Provides reference and research assistance to patrons; provides timely, confidential, non-partisan responses to information requests from the Senate community; determines nature and scope of search; determines applicable reference materials and/or organizations that will be utilized in search; delivers product within customer specifications; gathers and compiles information for analysis and use by customer; and refines search criteria as needed.

Assists Senate staff with legislative research projects; promotes the effective use of information resources through instruction; and educates patrons on research options and techniques.

Provides technical support for Library website applications and Library Webster content areas and updates active legislation and "Hot Bills List" in Webster; contributes to LIS project on behalf of the Senate Library; responds to inquires from the Information Services and Technical Services Teams within the Library and to the Senate community.

Maintains various reference files in multiple formats for rapid retrieval of subject-specific material and high-demand material; and monitors Senate floor activity and current events to keep informed of all current and high-profile events/legislation in order to support customer inquiries and requests.

Evaluates reference materials for purchase and retention.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending and carrying items up to 25 pounds.

MINIMUM QUALIFICATIONS



Work requires a Master's Degree in Library Science from an ALA accredited program, with one to three years of reference experience; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of Congress and the legislative process, procedures, organization and congressional documents.

Knowledge of the federal government and American legal systems.

Knowledge of American politics, government and history.

Knowledge of resources, organization and classification schemes of the Library of Congress and Congressional Research Service.

Knowledge of applicable databases and network programs.

Knowledge of Internet software and hardware tools, including web page software.

Ability to apply the principles and techniques of reference librarianship in response to congressional inquiries.

Ability to access and utilize various traditional and online research resources.

Ability to use computer and relevant computer software packages.

Ability to comprehend and follow instructions.

Ability to maintain confidentiality.

Ability to communicate effectively, both orally and in writing.

Ability to organize and compile research data.

Ability to provide prompt and courteous customer service and resolve customer problems.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.