



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	LIBRARY TECHNICIAN
DEPARTMENT:	Senate Library
SALARY RANGE:	\$41,482 - \$64,297
CONTACT	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
FEDERAL RELAY SERVICE	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
POSTING DATE:	January 23, 2015
DEADLINE FOR APPLICATIONS:	February 6, 2015 Applications will NOT be accepted after 11:59 p.m.
	The new online application can be found in the Employment section of Senate.gov - http://www.senate.gov/employment .
	All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.
VETERANS' PREFERENCE:	Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate 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 may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

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 Secretary of the Senate 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 vets@sec.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 Office of the Secretary of the Senate's obligations and efforts 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.

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LIBRARY TECHNICIAN

Department: Senate Library

Reports to: Head of Technical Services;

also works under the direction of the Access Services Librarian to provide coverage of circulation desk services and Senate Information Services program support.

NATURE OF WORK

This is support work providing information resources to Senate and Library staff. Work includes maintaining and controlling collection resources, creating and updating online records, and organizing and filing research materials within the Library and storage areas. Work is bound by the Library of Congress classification and subject heading guidelines, *Resource Description and Access* cataloging rules, MARC standards for bibliographic and authority records, Secretary of the Senate policies and procedures, and standing office policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Tracks and controls Library materials using the integrated library system; creates and maintains patron accounts; processes renewals, overdue notices, holds, and loan records; compiles circulation statistics; staffs the circulation desk and performs basic reference duties; maintains current book displays; locates and retrieves materials for Library staff and patrons; and assists patrons with use of the book and microform collections and with use of applications and equipment to read, print, copy, scan, edit, save, and transmit requested material for research.

Provides secondary telephone support to Senate staff for the Senate Information Services program enterprise-wide electronic resources; answers and routes incoming calls and emails; logs incoming calls using the Library's in-house issue tracker database; and coordinates coverage with the Access Services Librarian and the Digital and Instructional Resources Librarian.

Manages newspaper and periodical collections; maintains the serials module of the integrated library system; assists the Access Services Librarian with electronic link maintenance for titles in Serials Solutions; manages the congressional reports and documents collection; and receives, processes, claims, and routes newspapers and periodicals.

Maintains order, arrangement, and condition of Library materials; reshelves materials used by Library staff and patrons; ensures materials are kept in the correct order; discards outdated and superseded materials as directed by the Head of Technical Services or a Cataloger; assists with monitoring book

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

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stacks for temperature and humidity control; and reports unfavorable environmental conditions and any questionable condition of materials to the Head of Technical Services.

Retrieves and delivers Library materials to Senate staff and to the leadership offices of the House of Representatives. Orders and maintains inventory of office supplies for Library staff.

Maintains current knowledge of the Senate Library's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan and participates in periodic exercises and drills.

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, pushing fully-loaded book carts, and lifting boxes weighing up to 25 pounds. Must demonstrate physical mobility and manual dexterity to shelve and retrieve materials from overhead book stacks, book carts, and microform cabinets. This position also requires periodic retrieval of materials from, and physically demanding work in, an off-site storage facility.

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree, with one to three years of library experience using an integrated library system for circulation and/or serials; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

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

Knowledge of the Library of Congress and Superintendent of Documents classification systems.

Ability to work cooperatively and effectively in a team setting, both within the department and outside organizational lines.

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

Ability to apply standard organizational guidelines and procedures to assigned tasks.

Ability to learn and use new software applications.

Ability to communicate effectively, both orally and in writing.

Ability to maintain focus and attention to detail.

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Ability to maintain confidentiality.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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