



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:

\$62,398 - \$96,717

CONTACT:

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

POSTING DATE:

February 24, 2010

**DEADLINE FOR
APPLICATIONS:**

March 10, 2010 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

Department: Senate Library

Reports to: Head of Reference and Information Services

NATURE OF WORK

The Reference Librarian I is a professional position in the Senate Library. Work involves providing reference, training and research support services to Senate staff in a timely, confidential and non-partisan manner. Work is bound by standard industry guidelines and office policy and procedure, but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Provides reference and research assistance to patrons in a timely, confidential, non-partisan manner.

Promotes the effective use of information resources through instruction and educates patrons on research options and techniques.

Monitors legislative activities and current events to support patron inquiries and requests. Notifies the Information Services team of new resources, events, and news.

Creates, modifies, and maintains content (e.g., statistical lists, bibliographies) on multiple Senate Web sites, including www.Senate.gov, the Senate intranet, the Library's Web site and other web sites as directed.

Researches and evaluates the quality and value of traditional and electronic sources.

Contributes to library outreach efforts including new staff orientations, National Library Week events, library tours, promotional materials, and library display cases.

Teaches classes on navigating Senate Web sites, conducting research effectively, and using a variety of subscription databases.

Performs other duties as assigned.

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.



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. This position works on a rotational basis to support the Senate when in session and is therefore subject to the Senate Floor Schedule requiring working extended and unscheduled hours periodically as dictated by the Senate.

MINIMUM QUALIFICATIONS

Requires a Master's Degree in Library Science from an ALA-accredited program, and one to three years of reference experience, including the following knowledge, skills, and abilities:

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

Knowledge of the federal government, the U.S. legal system, U.S. politics, and American history.

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

Knowledge of software and hardware tools, including Web page editing software.

Ability to select and organize research data for patrons.

Ability to evaluate print and online research resources.

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

Ability to set and manage project work requirements, which in some cases involves multitasking to meet deadlines.

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

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

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.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Code:

Ability to maintain confidentiality.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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.

PB:8

FLSA: Exempt

02/24/2010