

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*NPS Standard Position Description
Resources Careers

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure ☐ Employment and
Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive☐ Excepted *(Specify in Remarks)*☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory☐ Managerial☒ Neither

12. Sensitivity

☒ 1--Non-
Sensitive☐ 2--Noncritical
Sensitive☐ 3--Critical☐ 4--Special
Sensitive

13. Competitive Level Code

14. Agency Use

*R32

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Per-
sonnel
Managementb. Department,
Agency or
Establishmentc. Second Level
Review

Librarian

GS

1410

11

d. First Level
Reviewe. Recommended by
Supervisor or
Initiating Office16. Organizational Title of Position *(if different from official title)*

Librarian

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major
duties and responsibilities of my position.Signature of Employee *(optional)*20. **Supervisory Certification.** I certify that this is an accurate
statement of the major duties and responsibilities of this position
and its organizational relationships, and that the position is
necessary to carry out Government functions for which I am
responsible. This certification is made with the knowledge thatthis information is to be used for statutory purposes relating to
appointment and payment of public funds, and that false or misleading
statements may constitute violations of such statutes or their
implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this posi-
tion has been classified/graded as required by Title 5, U.S. Code,
in conformance with standards published by the U.S. Office of
Personnel Management or, if no published standards apply direct-
ly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position

See Classification Evaluation Statement for Standards Used to
Grade this Position.**Information for Employees.** The standards, and information on their
application, are available in the personnel office. The classification of the
position may be reviewed and corrected by the agency or the U.S. Office
of Personnel Management. Information on classification/job grading
appeals, and complaints on exemption from FLSA, is available from the
personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

25. Description of Major Duties and Responsibilities *(See Attached)*

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Librarian
GS-1410-11**

Introduction

The incumbent serves as a librarian for one or more parks to provide planning, development, and coordination of the library to select, organize, preserve, access, and disseminate information. The NPS libraries contain materials ranging across many media and formats; books (including rare and out-of-print); report and conference proceedings (many unpublished); theses and dissertations; journals and journal article files; news clippings and other ephemera; maps and plans; microfilm; slides; prints, films, videos, records (LPs), audiotapes; compact disks, computer files and databases; and species lists, bibliographies, and other reference materials. Professional expertise must be pertinent to the unit's resources and themes.

Major Duties (80-100%)

Manages one or more functions of the library program including defining the scope of collection; planning and executing the budget; marketing library services and products to current and potential clientele; evaluating and acquiring computer hardware and software; evaluating vendor in terms of cost-effectiveness; establishing library operating procedures regarding circulation, collection access, hours of operation; making long-range plans for new and/or enhanced services and upgraded or new physical facilities; making decisions regarding collection development including initiation, continuation or suspension of journal subscriptions and standing orders for annual reference publications; and exercising accountability over the library's collection.

Represents the superintendent when working with others on library matters. Develops and maintains liaisons and effective working relations with related groups and individuals, agencies, and the public in order to encourage and facilitate cooperative regional management strategies. Attends management and professional conferences and other events for the purpose of exchanging information and presenting technical and policy information.

Coordinates library resources and programs with those in other parks and central offices and with libraries or other relevant information sources external to NPS.

Provides overall professional and technical direction to the library, plans for and develops recommendations for programming priorities of library functions, and ensures that service and professionally recognized procedures are applied in all operations. The library covers many subjects, including but not limited to legislation and policy, archeology, ethnology, history, archives, biology, geology, paleontology, interpretation, education, resources management, planning and administration,

preservation, conservation, historic preservation, security and fire protection, ecology, environmental sciences, social sciences, and maintenance management.

In consultation with all divisions, develops the collection by locating, selecting, and acquiring materials for inclusion in the library to support the unit's mission and clientele.

Provides automated cataloging and classification of the collections in accordance with the NPS library program standards and guidelines regarding creation and/or procurement of electronic library catalog records. Performs or oversees original cataloging where a significant portion of the materials require interpretation, judgment, and deviation from precedent. Many bibliographic elements are not covered by cataloging rules or require interpretation.

Identifies duplicate and inappropriate material for exchange or disposal and follows established NPS policy for their disposition.

Creates automated finding aids to library collections and other park-based information resources using the current NPS library management software.

Organizes the collections and reference spaces, and maintains proper preservation, security, fire protection, and physical storage. Monitors, controls, and maintains the environment for the library collections, including light, temperature, relative humidity, and air quality. May manage an integrated pest management program.

Surveys the collection to assess condition of materials. Provides basic preservation treatment, such as customizing acid-free enclosures, minor mending of pages and bindings, and relaxing rolled documents, to stabilize and maintain the collection. Contracts for specialized preservation and binding services and inspects the results of those services.

Develops and monitors programs for use of the collections, including research, loans, reference services, enforcement of use policy, and evaluation of research requests. Provides reference services and access to library collections.

Compiles bibliographies. To the extent possible with available technology, develops automated user-accessible services, including catalog information, reference data, interlibrary loan services, and Internet.

Forms partnerships with other institutions in region and institutions with similar themes nationwide to provide exchange of or access to electronic bibliographic records. Works with cooperating associations and friends groups to support the library plans and programs.

Identifies non-NPS websites on the Internet providing thematically related research information (not limited to bibliographic data) and establishes automated shortcuts to these resources via the NPS library management software and/or other current computer technology.

Negotiates cooperative and interagency agreements and other cooperative instruments needed to effectively carry out library goals. May function as the Contracting Officer's Technical Representative for projects conducted through contracts or interagency and cooperative agreements.

Ensures development and implementation of all required library program policies and procedures in compliance with the NPS Library Program policies and procedures.

Cooperates with and assists other units to address library management and related cultural and natural resources management information issues. Works with records manager, museum curator, archivist, and other appropriate staff to identify official and non-official records and to achieve consensus on management of, and reference access to, unpublished materials according to administrative guidelines disseminated by NPS programs of Library Management, Museum Management, and Records Management.

Assists in the general visitor services program of the unit when called upon. As appropriate, develops interpretive and educational programs using the library resources.

Develops and conducts local training courses. May assist support and regional office staff to develop and teach training programs.

May develop strategic plans, work plans and schedules, project statements, scopes of work, cost estimates, and proposals to justify funding requests and accomplish goals. Documents and solicits funding from applicable sources within NPS and outside. Manages projects, tracks use of funds, and prepares accomplishment reports.

May represent park on NPS regional or national task groups or similar organizations. Makes presentations in parks, public gatherings, and professional meetings.

May administer photograph reproduction program. Writes terms and conditions for use policy and manages reproduction permission requests and copyright concerns in consultation with the curator and/or others.

May supervise seasonal, temporary, permanent, VIP, and other personnel, but less than 25% of the time.

Factor 1. Knowledge Required by the Position Level 1-7; 1250 points

Professional knowledge of library principles, philosophies, theories, systems, methods,

techniques, and standard practices necessary to organize and provide access to a wide variety of information resources.

Knowledge and experience with the Dewey Decimal Classification System and/or Library of Congress Classification System; professional library metadata standards for bibliographic description and name and subject authorities, such as Anglo-American Cataloging Rules (current edition), USMARC format, Library of Congress Name Authorities, Library of Congress Subject Heading List, and other discipline-specific, standardized thesauri.

Ability to modify standard library practices, precedents, and techniques; adapt computer systems; or make significant departures from previous approaches to similar problems or projects to solve a variety of information access, dissemination, and preservation problems.

Knowledge of all disciplines represented in the park and ability to apply standard practices of these disciplines as they relate to the library profession (e.g., natural and cultural resources, archival work, museum work, contracting computer systems analysis, maintenance, education and interpretation). If applicable, must have knowledge of issues pertaining to Native Americans or other cultural groups to which the library collections pertain.

Basic knowledge of program management and administration of budgets, contracts, and personnel.

Ability to locate information, often of a specialized technical nature, from a wide variety of published and unpublished sources and electronic databases, within and outside NPS. Ability to catalog difficult materials requiring considerable knowledge of the park's subject areas. Must perform the full-range of original cataloging duties for a variety of materials, or must perform QA/QC review of subordinate cataloger's work product.

Ability to conceptualize, develop, and implement long- and short-term budgetary plans for library management, including but not limited to meeting requirements of storage, facilities modification, research, preservation, protection, interpretation/education, and collection growth.

Familiar with professional library, archival, and museum operational standards.

Knowledge in providing public contact and reference services and training in end-user search systems.

Ability to conceptualize, develop, and manage complex programs and to create innovative solutions for problems unsolvable through the application of traditional

solutions.

Ability to conduct complex research necessary to identify and evaluate information resources and to adapt or modify techniques for library collections management, preservation, and use.

Knowledge of advanced computer skills required for library and information management and retrieval application, including Internet searching and database management skills. Knowledge of current NPS automated library catalog software and familiarity with NPS natural and cultural resources bibliographic databases and other data sets.

Ability to make oral presentations to professional and public groups on library resources.

Factor 2. Supervisory Controls Level 2-4; 450 points

The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent is expected to plan, design, implement, and manage the program with a minimum of direct supervision. Incumbent has considerable latitude in defining the parameters of assignments, and is responsible for developing and modifying work plans as necessary. The incumbent resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. Independent judgement is required on a regular basis in developing, testing, and refining procedures and methods, and in the application of these methods. The incumbent is expected to independently design and carry out specific projects and assignments to their completion. The incumbent keeps the supervisor informed of progress, potentially controversial problems, and concerns, issues or other matters having far-reaching implications. The supervisor evaluates the work completed based on general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

Factor 3. Guidelines Level 3-3; 275 points

Guidelines include laws and regulations influencing the library profession (e.g., OSHA, copyright law, etc.); standards and practices developed by the library profession; policies, plans, and procedures developed by the NPS programs of Library Management, Museum Management, and Records Management; literature published by and for libraries, archives, and museums; and any additional directions given and defined by the supervisor. Although available, they are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines for specific cases or problems, then analyzes results to recommend changes.

Sound judgement must be exercised in the performance of duties where gaps in specificity or conflicts among guidelines occur. The incumbent uses judgement in determining which appropriate alternatives should be used, and in interpreting and adapting guidelines for application to specific situations or problems. The incumbent is expected to know when work is precedent setting, affects policy, and requires supervisory review, or needs review at a higher level of expertise within the relevant discipline.

Factor 4. Complexity Level 4-4; 225 points

Assignments require the management of one or more functions of a full-service library (i.e., public services, technical services, and automated support). The work includes varied duties that require many different and unrelated process and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. Many decisions are made concerning such things as interpretation of considerable data, planning the work or refinement of the methods and techniques to use.

The incumbent must exercise professional skills. Decisions regarding what needs to be done include assessment of new or unusual circumstances, variations in approach, and/or incomplete or conflicting information. Planning, coordination, and problem resolution are affected by the requirement to keep abreast of the often specialized information needs of the clientele that may be time-sensitive; diversity of clientele information needs; the increasing quantity of information available and variety of sources; missing, vague or conflicting bibliographic information; consideration of cost-effectiveness; and probable areas of future change in methods of accessing and disseminating information.

Incumbent must exercise professional judgement. Assignments involve determining the nature and extent of information needs or problem areas; interpreting a variety of bibliographic records, information sources, and library materials; and planning the approach best suited to the situation.

Factor 5. Scope and Effect Level 5-3; 150 points

The core long-term mission of the agency in all NPS units is the preservation and effective management of the cultural and natural resources for which the park was established. The skill, efficiency and dedication of the incumbent directly affects the status of the library collection. Successful accomplishment of the duties contributes to the preservation of an important segment of the natural and cultural heritage of the nation, and thus affects a large number of people on a continuing basis.

The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The product or service affects the design or operation of programs, and the adequacy of activities such as field projects or research conclusions.

Furnishing accurate, timely, and responsive information enables clientele to accomplish their missions more effectively and/or to derive satisfaction from the enrichment and recreation provided. Cooperation with other organizations in the library community results in increased favorable public awareness of the role of the unit and the NPS.

Factor 6. Personal Contacts Level 6-3; 60 points

In-unit contacts are regularly made with all levels of employees from each unit division. Outside contacts are with various NPS support and central office staff in information and telecommunications, resources management, interpretation, and museum services; professional library associations, other libraries, and librarians throughout the nation; tribal or cultural group representatives; researchers; schools; organizations, foundations, and local friends groups; and private donors. Contacts typically are not established on a routine basis, and the role and authority are identified and developed during the course of the contact.

Factor 7. Purpose of Contacts Level 7-2; 50 points

The purposes of the contacts in-unit are to aid in carrying out the functions of each division and to direct library management activities. Contact with the support offices is to provide and receive information to/from the bureau staff; to obtain and share technical data, procedures, and information; to train; and to motivate or influence others in matters pertaining to the management and use of NPS libraries. Other contacts are to provide information to and negotiate with prospective collection donors, funding sources, and sellers of large and significant collections being considered for acquisition. Purposes of contacts with professional societies, colleagues, and individual libraries are to strengthen the professional level of library management work and to seek assistance in carrying out the library management program.

Factor 8. Physical Demands Level 8-2; 20 points

The work requires mental alertness, better than average manual dexterity, and mobility. Although primarily sedentary, operations involve activities demanding a certain amount of exertion such as climbing, lifting of heavy or awkward materials, bending, stooping, and reaching. Working with library materials can involve recurring lifting of moderately heavy items, such as boxes of books or journals. A majority of the library management and public reference activities involve long periods of time operating a computer workstation.

Factor 9. Work Environment Level 9-1; 5 points

Most of the work is performed in an office and library facility in the NPS unit. Frequent visits are made to the unit museum reference sources, visitor center, and any other additional locations of library materials and other information resources within the unit. Some travel to other NPS facilities and non-NPS libraries, as well as to training and professional meetings is required.

Total Points 2485



Resources Careers