

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

*R71

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Library Technician

GS

1411

05

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position *(if different from official title)*

Library Technician

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 that

this 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 position 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 directly, 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

Library Technician Series, GS-1411, 10/93

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**

**Library Technician
GS-1411-05**

Introduction

This position is located in a library in a National Park Service organization. The purpose of the position is to perform uncomplicated technical tasks in one or more of the functional areas of the library occupation.

Technician work is typically associated with and supportive of a professional field; work may involve substantial elements of the work of the professional field, but requires less than full knowledge of the field involved. This position is intended to report to a specialist or resources manager in the same or a related field. If the incumbent is not supervised by a professional specialist (i.e., an archivist, librarian, or curator), then technical direction must be obtained from a specialist in a central office or center.

This position is intended to report to a specialist or resources manager in the same or a related field. The incumbent performs primarily routine functions; in contrast to positions at the GS-06 level, which perform with more independence, the incumbent receives specific instructions for non-routine assignments, and refers unfamiliar situations to the supervisor for resolution. The work of this position is also more closely reviewed than similar positions at the GS-06 level.

Major Duties (80-100%)

Processes new books and other materials into the library following established procedures. Prepares new materials for the reference files. Seeks assistance for situations not covered by instructions or guidelines.

Performs "copy cataloging" by searching available electronic library catalogs (OCLC and/or other catalogs on the Internet) for records matching library materials, evaluating records, and selecting the best one when duplicates are found. Modifies cataloging copy when record for exact edition is unavailable, referring complicated modified cataloging to supervisor. When copy cataloging cannot be obtained, and there is no professional librarian in the organization unit to do the work, incumbent performs "original cataloging" using guidelines provided by the NPS Library Program. Original classification using the Library of Congress (LC) or Dewey Decimal classification (DDC) system may require support by a professional librarian in a center or support office library. (Non-book materials may be organized using a locally derived arrangement scheme that is less complex than LC or DDC, but these system designs should adhere to principles disseminated by the NPS Library Program.)

If a card catalog is in use, incumbent prepares catalog cards for filing. If the library

software in use does not support card printing, incumbent is responsible to update computer-generated indexes (e.g., author, title, subject, and shelf list) maintained in a "binder" catalog. Periodically generates updated author/title/subject/shelf list indices if program does not support production of card sets. Produces label sets and affixes labels to spines, circulation cards, and book pockets.

Responds to internal and external reference requests. Refers unusual requests to the supervisor.

Performs periodic inventory of collections (at least every two years) using shelf list (cards or printout, depending on system). Annotates cards or database records, as appropriate, for any missing items and brings these to the attention of the supervisor. Determines whether to replace items not found.

Maintains order on the shelves and in the files.

Updates and maintains circulation records including borrower records, overdue material records, and interlibrary loans. Utilizes either manual or automated circulation system.

If there is no higher-graded library staff member on site, incumbent orders books requested by division chiefs. Reviews publisher catalogs and makes recommendations for purchase to division chiefs.

Assists in shelf maintenance for any special collections (e.g., rare books and National Park Reports) which require special handling and which may utilize a classification and cataloging procedure unique to the collection and/or library.

Coordinates and maintains serial and periodical records. Manages the serials database management system, and may serve as the liaison with the library's subscription agency.

Coordinates the interlibrary loan function.

Completes special projects as assigned by the librarian.

Performs a variety of clerical operations in support of the library. This may include, for example, establishing and maintaining all office files and records; receiving, controlling, and taking action on incoming correspondence; inventorying and ordering supplies; and managing library equipment, including computer hardware, software, and databases.

Factor 1. Knowledge Required by the Position Level 1-4; 550 points

Knowledge of library practices, procedures, and policies related to one or more library

functions in order to perform a variety of uncomplicated technical tasks in support of the library.

Basic knowledge of the classification system used by the library (e.g., Dewey Decimal, Library of Congress, etc.), including system variations, in order to file and retrieve materials.

Knowledge of all the library collections, and familiarity with the bibliographic record format and use of the card catalog and/or the online catalog.

Knowledge of latest cataloging practices and rules for bibliographic entries in order to select good catalog copy and/or perform original cataloging.

Knowledge of basic reference techniques and tools in order to locate information from a variety of sources. This includes utilizing computer searching techniques.

Basic knowledge of the American Library Association standards for interlibrary loan operations, knowledge of potential sources of library materials, and an understanding of the rules and procedures of the libraries from which materials are borrowed.

Ability to communicate information in a clear and concise manner.

Knowledge of computer operation, including knowledge of several software programs utilized by the library (e.g., word processing, database management, and search programs).

Factor 2. Supervisory Controls Level 2-2; 125 points

The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The incumbent is relied upon to independently carry assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The incumbent exercises judgment to identify problems and applicable solution guidelines.

Factor 4. Complexity Level 4-2; 75 points

Duties involve a variety of related technical assignments that support the operation and maintenance of the organization's library. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among a few easily recognizable situations.

Factor 5. Scope and Effect Level 5-2; 75 points

The incumbent performs routine library tasks. The work performed affects the availability of material for staff and visitors.

Factor 6. Personal Contacts Level 6-2; 25 points

Contacts are with co-workers and at times employees of other parks and central offices as well as with the general public.

Factor 7. Purpose of Contacts Level 7-1; 20 points

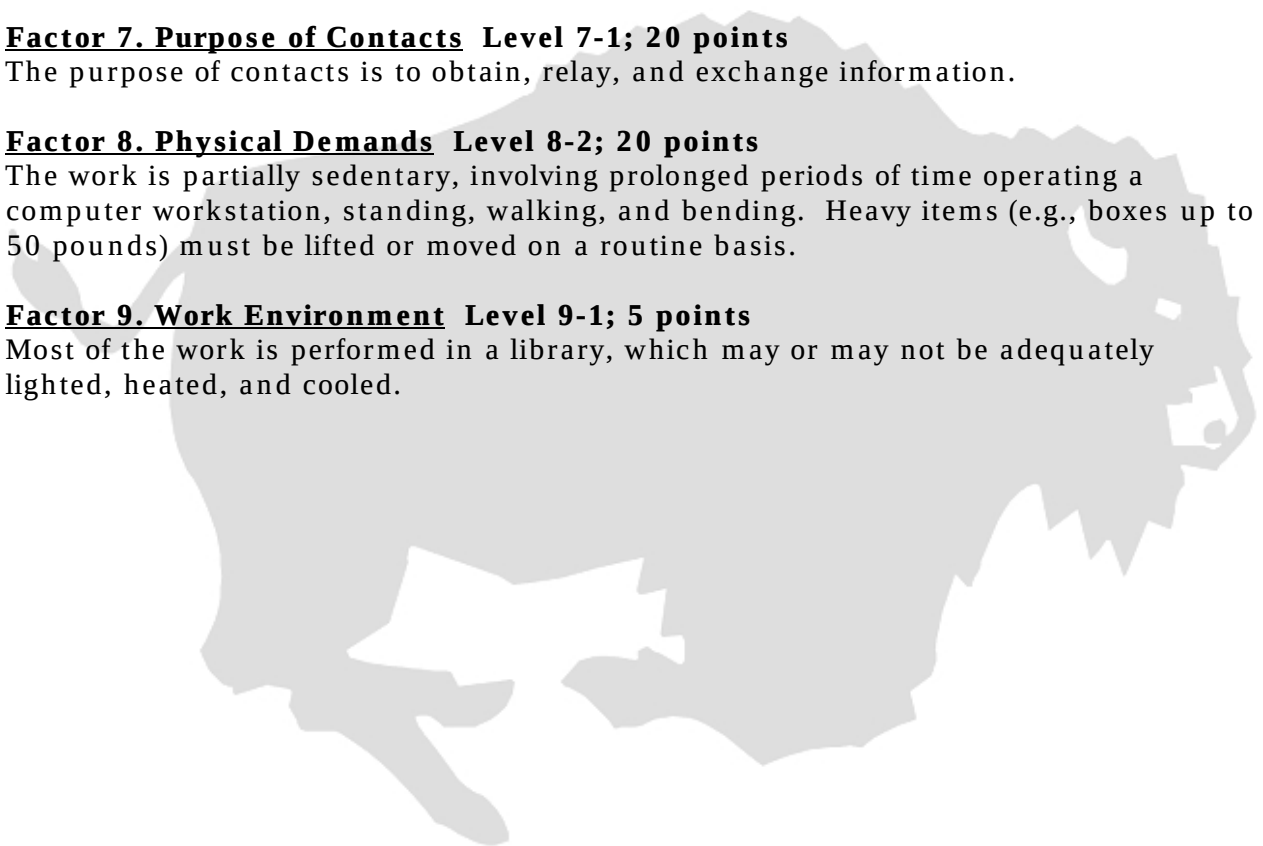
The purpose of contacts is to obtain, relay, and exchange information.

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

The work is partially sedentary, involving prolonged periods of time operating a computer workstation, standing, walking, and bending. Heavy items (e.g., boxes up to 50 pounds) must be lifted or moved on a routine basis.

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

Most of the work is performed in a library, which may or may not be adequately lighted, heated, and cooled.



Resources Careers

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Library Technician, GS-1411-05

Standard Used: Library Technician Series, GS-1411, 10/93

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	550	1-4	Broad knowledge of a body of library regulations, procedures, and policies related to one or more library functions or specializations.
2. Supervisory Controls	125	2-2	Supervisor provides instructions on recurring assignments, and provides additional specific guidance and reference sources for new or difficult assignments; employee performs recurring assignments independently, and refers situations not covered by instructions or precedents to supervisor; work and methods evaluated for accuracy and adequacy; deviations from "standard operating procedures" must be approved by supervisor.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; uses judgment to handle aspects of work not completely covered by guidelines.
4. Complexity	75	4-2	Work involves performing related technical tasks of limited scope or difficulty; employee selects from among clearly recognizable

			alternatives; actions taken are similar, although the specific pattern of actions may differ (e.g., reference sources checked).
5. Scope and Effect	75	5-2	Work involves performing a range of library support tasks that are covered by well-defined procedures and regulations; work products affect the accuracy and reliability of the work of other technicians and professionals, and the accurate and timely provision of requested information to clientele .
6. Personal Contacts	--	2	Contacts with general public in moderately structured setting.
7. Purpose of Contacts	45	A	Exchange information.
8. Physical Demands	20	8-2	Prolonged standing, bending, and lifting.
9. Work Environment	5	9-1	Library and office setting.
TOTAL POINTS	1020		
Grade Conversion	GS-05		

Resources Careers