

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

*R73

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

07

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

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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-1411-07**

Introduction

This position is located in a library in a National Park Service organization. The purpose of the position is to perform complex support work; some positions at this level manage a small library organization with guidance from the head librarian. The incumbent performs primary collection management duties for the library, manages all research and storage areas, and provides clerical support.

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.

The position is distinguished from similar positions at the GS-06 level in the following ways: assignments require that the incumbent have greater knowledge, experience, and judgment in order to complete a variety of conventional projects of relatively limited scope; independently resolve problems for which precedents exist; select, from several alternatives, the most appropriate course of action for planning and executing work; and apply a wide range of conventional methods and solutions to new situations. As a result, the position has a broader scope and effect; unlike lower-graded positions, this position directly affects the design, operation, and adequacy of library activities.

Major Duties (80-100%)

Performs shelving and filing of returned library materials and annual inventory (using shelf list or other inventory control records). Special collections (e.g., rare books, etc.) may require special handling and may utilize a classification and cataloging procedure unique to the particular collection and/or library.

Makes recommendations to the supervisor concerning allocation of space to library resources. The incumbent frequently uses own judgment in such matters.

Catalogs all materials for the library using software meeting the NPS Library Program standards. 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. When copy

cataloging cannot be obtained, and there is no professional librarian in the organizational 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 either orders card sets from a library cataloging vendor (if catalog is not automated) or generates card sets from the library's automated catalog, and files the cards. Annotates shelf list card file accordingly and prepares new books list. If the library software in use does not support card printing, incumbent is responsible to generate sorted indexes on an annual basis for the "binder" catalog, including: author, title, subject, and self list. Processes new materials for shelving or filing.

Performs all operations required for adding new books, serials, and other materials into the library.

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.

Manages the library's circulation system. Updates and maintains circulation records including borrower records, overdue materials, and special loans.

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.

Maintains all periodicals and membership subscriptions on a weekly basis by keeping current records of issues received, claiming issues not received in a timely manner, and sending renewal notices to publishers before subscriptions lapse.

Manages the interlibrary loan function.

Searches a variety of electronic resources, including CD-ROMs, commercial utilities (e.g., OCLC and DIALOG), library catalogs and other free resources on the Internet, and NPS databases via the Intranet.

Responsible for collections care including book repairs, binding and housekeeping activities.

Receives visitors and monitors registration and research use. Responds to patron requests, in person, by phone, and mail as appropriate, for information located in the library.

Completes special projects as assigned by the manager of the library.

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 1-5; 750 points

Knowledge of standard, professionally accepted techniques and methods of a library to perform complex support work.

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. Ability to identify interrelationships among complex numbers and combinations of letters and numbers, to shelve and locate items by call number.

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 established rules for the form and content of bibliographic entries in order to catalog all library materials, according to professional standards and the policies disseminated by the NPS Library Program.

Knowledge of basic reference techniques and procedures in order to locate information from a variety of sources, including legislative and administrative tools.

Knowledge of searching techniques using library software and the Internet in order to evaluate available cataloging, respond to requests for information, and access interlibrary loan subsystems.

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.

Familiarity with book mending techniques and the principles of physical preservation of library materials.

Knowledge of NPS organization and history, park subject areas, American history, and other subject areas relevant to the organizational unit's resources, interpretive themes, and functions.

Ability to communicate information in a clear and concise manner, including excellent customer service skills.

Knowledge of computer operation, including file structures and backup procedures, several software applications utilized in the library (e.g., Windows interface, word processing, email, database management, automated library catalog, Internet browsers and search engines, etc.), as well as strategies for searching a variety of electronic resources.

Factor 2. Supervisory Controls Level 2-3; 275 points

The supervisor defines objectives, priorities, and deadlines for assignments, and provides assistance on the more complex assignments. The incumbent is relied upon to use cumulative experience and training in making judgments and in planning phases of work, and is expected to exercise initiative and independent judgment. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines include software manuals; professional schedules and user instructions for the library's classification system, incorporating annotations documenting local modifications, documentation of inhouse arrangement schemes for nonbook materials; collection policies, procedures for entering new materials to the library (including Deeds of Gift), cataloging rules, filing rules, practices and policies for processing, housing, circulating library materials, and other professional library protocols and methodologies, as established and disseminated by the NPS Library Program. The incumbent uses considerable judgment in selecting and applying the proper guidelines to be used, and must adapt or improvise to adapt to unusual situations.

Factor 4. Complexity Level 4-3; 150 points

The work involves performing a broad range of duties (e.g., physical care of and accountability for collections, cataloging, filing, searching, retrieving, etc.), each of which involves different and unrelated procedures and methods. Each function may involve a variety of possible actions. The incumbent evaluates each situation and identifies and considers interrelationships in order to select the most appropriate methodology from among several alternatives.

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

The purpose of the position is to perform complex library support work. The work affects the effective and efficient performance of all library functions, and directly affects the library's ability to meet customer needs.

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

Contacts are with co-workers, other NPS libraries, cooperating agencies and institutions, vendors and suppliers, and the general public in a moderately structured setting.

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

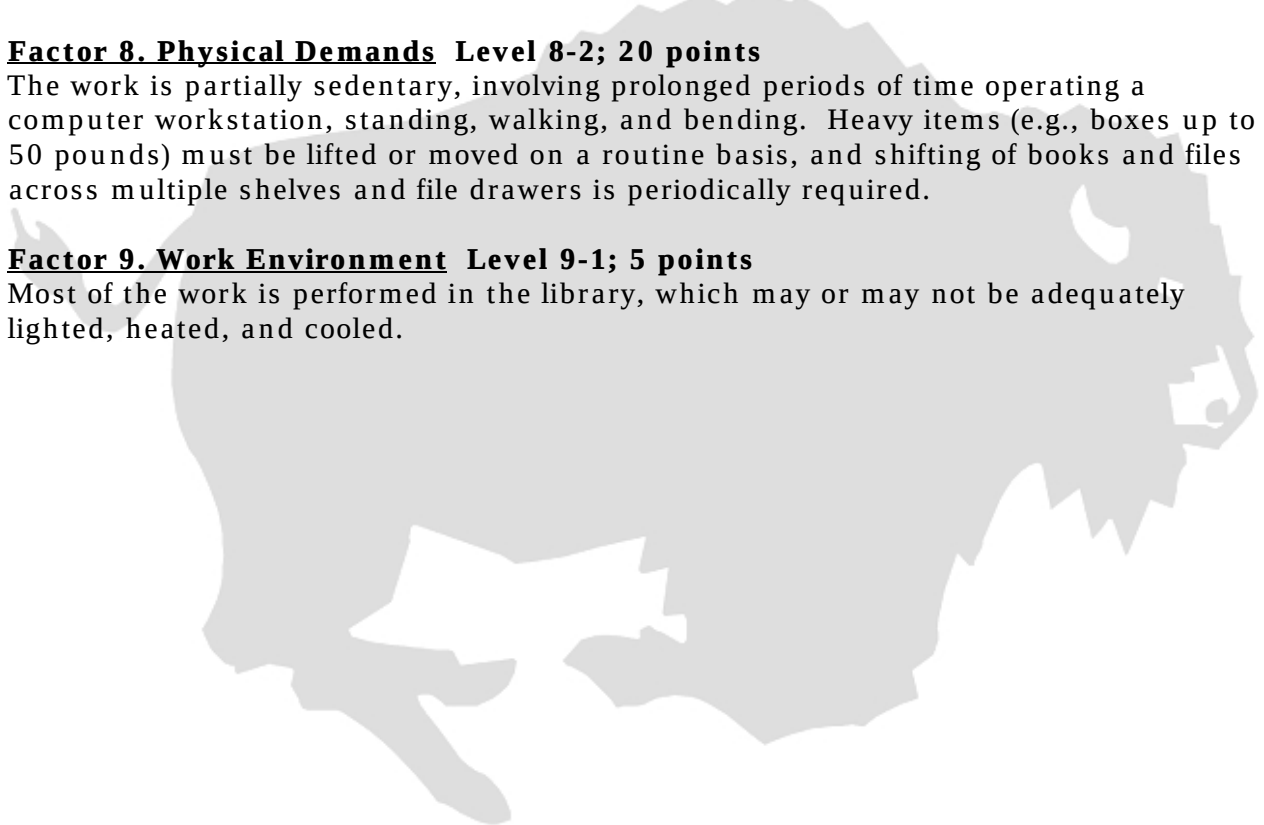
The purpose of contacts is to obtain, relay, and exchange information.

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, and shifting of books and files across multiple shelves and file drawers is periodically required.

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

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



Resources Careers

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Library Technician, GS-1411-07

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

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	750	1-5	Knowledge of standard, professionally accepted techniques and methods of a library to perform complex support work.
2. Supervisory Controls	275	2-3	Supervisor assists with unusual situations; incumbent plans and carries out steps; work is review for appropriateness and technical soundness.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; makes minor deviations.
4. Complexity	150	4-3	Work involves various duties with different and unrelated procedures and methods in support of major library functions; incumbent identifies problems, considers precedents, and recognizes differences, similarities, and interrelationships before choosing an approach.
5. Scope and Effect	150	5-3	Work directly affects the library's ability to meet client needs effectively.
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			Library and office setting.

Environment	5	9-1	
TOTAL POINTS	1520		
Grade Conversion	GS-07		



Resources Careers