

Direct Hire Permanent/Fulltime Position
Announcement Number – 2019141011-08

POSITION: Librarian GS-1410-11/12

**US ARMY TEST AND EVALUATION
WEST DESERT TEST CENTER, DATA
MANAGEMENT DIVISION, DUGWAY PROVING
GROUND DUGWAY, UT
84022**

Open Date: 25 March 2019 Closing Date: 1 April 2019

The Data Management Division is posting this regional advertisement for the subject position above under the Major Range and Test Facilities Base (MRTFB) Direct-Hire Authority. The chosen candidate will serve as Librarian in the West Desert Test Center, Dugway Proving Ground, UT. Selections will be made soon after the closing date.

AREA OF CONSIDERATION: All US Citizens

SALARY: \$73,375 – 95,388 per annum

The following incentives may be authorized pending funding, qualifications, and eligibility of selectee: Permanent Change of Station (PCS) costs, relocation/recruitment incentive.

CONDITIONS OF EMPLOYMENT:

- ☐ You must obtain and maintain a minimum of a Secret Clearance
- ☐ Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- ☐ You will be required to provide proof of U.S. Citizenship.
- ☐ May require a two year probationary period.
- ☐ This position requires a pre-employment and annual physical to ensure that you are physically capable prolonged hours for stooping, bending, lifting moderately heavy items on a recurring basis.
- ☐ TDY – 5%

DUTIES:

Serves as the Librarian-in-Charge of the Technical Information Center of the West Desert Test Center (WDTC) for Dugway Proving Ground (DPG). The primary objective of the WDTC Technical Information Center is to provide reference, research and information center services in a technical environment specializing in chemical-biological defense. The library provides direct support to DA civilians, contractors and military personnel.

The librarian plans, directs, coordinates and reviews the operation of the library information program in accordance with established policies of the Department of the Army, standard interlibrary loan

procedures and copyright laws. The librarian will also serve as the official designated accountable officer for library material.

In addition, this individual will edit a variety of technical publications such as detailed test plans, methodology investigation plans, test plans for test reports, technical analysis plans, memorandums, standard operating procedures (SOPs), test operating procedures (TOPs), final test reports, methodology investigation reports, event records, test reports, technical analysis reports, and other plans and reports deemed necessary. This work involves presenting the information clearly and at a level appropriate for the intended audience in order to promote understanding of the operating and maintenance concepts for assigned systems and items. The editor is also responsible for developing new document formats and templates for publications that do not adhere to previously established guidelines. If selected at the GS-11 level, assignments will be developmental in nature until you reach the full performance of the position.

QUALIFICATIONS

SPECIALIZED EXPERIENCE:

Your resume must describe at least one year of experience which prepared you to do the work in this job. Specialize experience for the GS-11 level is defined as: 1. Performing or directing a functional area of a library; 2. Managing library collections; 3. providing reference services; 4. Managing Library databases.

Specialized experience for the GS-12 level is defined as: 1. performing, analyzing or directing one or more of the functional areas of a library; 2. understanding the structure of the scientific/technical publishing industry; 3. managing library collections; 4. providing reference services; 5. Managing Library databases.

BASIC EDUCATION REQUIREMENT FOR THE 1410 SERIES:

All librarians must meet the requirements for professional education in library science or possess equivalent experience and education. This can be met in one of two ways:

Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree;

OR

A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

For additional information, please go to <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>. Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

HOW YOU WILL BE EVALUATED:

You will be evaluated on the basis of your level of competency in the following areas:

For the GS-11 level:

- Knowledge of library metadata rules, practices, and procedures.
- Knowledge of library or archival collections practices.
- Ability to use library software applications.
- Ability to provide consultation and liaison services.
- Ability to communicate in writing.
- Skill in editing technical documents.

For the GS-12 level:

- Knowledge of library metadata rules, practices, and procedures.
- Knowledge of library or archival collections and standard acquisition practices.
- Ability to use library software applications, integrated library platforms, and other information.
- Ability to develop and maintain relationships and provide consultation and liaison services.
- Ability to communicate in writing.
- Skill in editing technical documents.

OTHER INFORMATION:

Management may select at any level in which the position is advertised. If selected at the GS-11 level, you may be noncompetitively promoted to the GS-12 level once you have met all the requirements for advancement to include, time-in-grade, specialized experience, and acceptable work performance.

HOW TO APPLY:

Interested employees must submit their resumes, transcripts, and foreign education evaluation documents (if applicable) to Diane Taylor email, diane.l.taylor24.civ@mail.mil by midnight, 1 April 2019. **Please include “Resume for Librarian GS-1410-11/12 under direct hire authority” in the title of your email without this title, your package will not be considered.**

