

**JOB OPPORTUNITY
JOINT REGION MARIANAS
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: JRM-20-247

POSITION TITLE: Supervisory Librarian, NF-1410-04, Regular Full-Time, 1 Vacancy

SALARY: \$42,000 - \$69,000 per annum PLUS Cost of Living Allowance (COLA)

LOCATION: Library, Morale Welfare Recreation Department, Naval Base Guam

WHO MAY APPLY: Open to all

OPEN DATE: 02 June 2020

CLOSING DATE: 16 June 2020

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SUMMARY: The mission of Joint Region Marianas Warfighter & Family Readiness (WFR) is to enhance quality of life through customer driven services that make a difference every day in the lives of our service members and their families. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam, and at the 36th Force Support Squadron (36FSS), Andersen Air Force Base, Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details: <http://www.militarymwrquam.com/>

RESPONSIBILITIES: The primary purpose of this position is to plan, manage, and administer a comprehensive library program that include the full scope of library functions and services to include library administration, personnel management, circulation services, reference/research services, technical services, and technological development and support at the installation. Responsible for the library facilities; i.e., maintenance and improvements, purchase of furniture and equipment, and allocation of space within the facilities for various library functions. Establishes and maintains, within established parameters, policies and procedures for all aspects of library functions; writes policy and procedure manuals for automated library operations. Appropriately complies with agency and DoD/MWR Library Standards. Establishes and maintains a program of continuing research and efforts toward improving and expanding library operations. Maintains currency within the library profession by attending professional meetings, conferences, workshops, and seminars. Accurately develops, prepares, and justifies library budgets; establishes short- and long-range library plans. Accurately controls expenditure of funds by consistently monitoring fund allocations and library expenditure, meets expenditure targets, and justifies unfunded requirements. Accurately prepares reports and submits them to requesting authority within time frame specified. Review the acquisition of materials from central funds for approval/ disapproval. Establishes internal procurement and quality processes to ensure appropriate accountability for library acquisitions; responsible for ensuring the most effective acquisition method is used to acquire library materials. Works with the procurement office to develop purchase agreements and statements of work for various library requirements. Resolves problems with procurement activity, finance and accounting office, or vendors beyond the expertise of the technicians. Develops a selection plan to match resource requirements and prioritizes requirements against available funds; formulates cost efficient search strategies to effectively perform comprehensive reference services and technical literature searches. Manages the library marketing program to include outreach programs, publicity, cross marketing, and special events; develops marketing plans and strategies to increase library awareness and usage. Oversees special events, activities, and development of displays and exhibits, highlighting themes dealing with a wide range of topics. Tracks marketing program costs and evaluates program effectiveness. Performs as a liaison with user groups, establishes partnerships / networks with local, state, and regional organizations. Develops and maintains contact with professional and service organizations to promote specialized programs and exhibits. Conducts tours and orientations for VIPs and commanders, prepares how-to instructions for library and resource use, plans and conducts subject specific instruction seminars on library resources and services. Works independently and accomplishes objectives with minimal supervision. Appropriately displays managerial skills and compliance with personal directives. Responsible for work force management, recruitment, and staff training. Accurately conducts employee performance appraisals within established guidelines and time frames; advocates appropriate recognition and feedback for performance and contributions. Participates in section staffing decisions. Addresses potential disciplinary and/or performance issues timely and takes appropriate, corrective action(s) as necessary. Supports CNIC's Equal Employment Opportunity (EEO) policy; fosters a work environment free of discrimination, harassment, and/or reprisal; and ensures equitable treatment of all staff. Ensures staff receives proper training to fulfill requirements of their positions; trains employees to successfully accomplish work tasks and comply with security, safety, and health regulations. Structures assignments of employees based on priorities and deadlines, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; periodically reviews work. Provides proper guidance, direction, and continuous feedback on strengths and weaknesses; holds employees responsible for satisfactory completion of work assignments. Effectively instructs library personnel in the use of new software packages. Provides reference and research services using a broad range of current and retrospective resources, as well as a variety of resource formats; i.e., print resources, non-print resources, on-line databases, other libraries, or external subject resources. Devises appropriate search strategies and handles advanced and complex subject-matter inquiries. Develops collection management and ensures compliance; effectively evaluates and manages collection development. Continuously assesses the collections and properly evaluates them against authoritative bibliographies, subject handbooks, local criteria, and usage statistics. Selects all types of print and non-print media to meet the organizational, educational, and personal needs of library customers in a wide variety of subjects and reading levels.

Performs selective removal and replacement of obsolete and worn materials from the collection, while ensuring that collections contain needed retrospective holdings. Performs original cataloging, subject analysis, and classification of a wide variety of specialized information in all formats using Dewey Decimal Classification and Library of Congress subject headings; effectively organizes (classifies) and catalogs materials to make them accessible to library users through public catalogs; ensures catalog records are accurate and current. Develops and implements name, series, and subject authority control records. Evaluates effectiveness of the library's automated services, determines requirements and conducts studies to improve systems operation; effectively directs computer automation support projects. Serves as coordinator of automation and systems, including local area network, wide-area network, and Internet, within the library. Effectively plans and conducts library instruction seminars. Performs other related duties as assigned.

TRAVEL REQUIRED: No

SUPERVISORY STATUS: Yes

RELOCATION AUTHORIZED: No

CONDITIONS OF EMPLOYMENT: *SEE QUALIFICATIONS*

QUALIFICATIONS: In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

A master's degree in library and information studies from an American Library Association accredited school **AND** 3 years progressively responsible work experience is required.

Full professional knowledge of the theories, principles, practices and objectives of librarianship, and an in-depth knowledge of library automation and integrated library systems in support of all library functions such as library management, circulation, online public access catalog (OPAC), acquisition, interlibrary loan, serials, cataloging, etc. to perform the professional and administrative duties of the position. Knowledge of the policies, procedures, systems, and interrelationships of the library, the library's databases, data sources, and the customers served. Knowledge of marketing and publicity techniques and of the interests and needs of customers and organizations served to promote library use. Knowledge of on-line database searching and research techniques and capabilities of post-processing to meet user requirements. Ability to supervise others. Ability to communicate orally and in writing.

Subject to satisfactory completion of background investigation to include National Agency Check with Inquiries (NACI).

EDUCATION: *SEE QUALIFICATIONS*

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, description of duties and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.
- Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.
- Military retirees, please submit your statement of service.
- Documentation submitted for other/previous vacancies is not considered as part of this submission.
- Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

APPLICANTS CLAIMING HIRING PREFERENCE: Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrquam.com/jobs>.

WHAT ARE PREFERENCES? Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from:

<https://www.militarymwrquam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0>; **AND**

- Submit sponsor's PCS orders to Guam. ***If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from:

<https://www.militarymwrquam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516>; **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: https://www.opm.gov/forms/pdf_fill/sf15.pdf; **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc).

***Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

HOW YOU WILL BE EVALUATED: Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

BENEFITS: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navy.mwr.org/resources/hr/>

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

HOW TO APPLY: Submit resume and required documentation via email to M-GU-JRM-NAFHRO-N9@fe.navy.mil. For additional information visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671) 349-1154 / 2154 / 2210 / 5154. All applications MUST be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview or may be sent a notice of non-selection within 4-6 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-6 weeks).

We reserve the right to close this position without further announcement.

OTHER REQUIREMENTS: Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks. Males must be registered for or exempt from Selective Service (<http://www.sss.gov/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.