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# SUPERVISORY LIBRARIAN

DEPARTMENT OF THE NAVY

Commander, Navy Installations

Joint Region Marianas

Accepting applications

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## Open & closing dates

🕒 09/22/2021 to 10/07/2021

## Service

Competitive

## Pay scale & grade

NF 4

## Salary

\$42,000 to \$83,000 per year

PLUS COST OF LIVING ALLOWANCE (COLA) / MAY BE ENTITLED TO NON-FOREIGN POST DIFFERENTIAL (NFPD)

## Appointment type

Permanent

## Work schedule

Full-time

# Location

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1 vacancy in the following location:

 **Nimitz Hill, GU**

1 vacancy

**Relocation expenses reimbursed**

Yes RELOCATION EXPENSE AUTHORIZED/RECRUITMENT & RELOCATION INCENTIVE  
NEGOTIABLE

**Telework eligible**

No

 [Help](#)**This job is open to****The public**

U.S. citizens, nationals or those who owe allegiance to the U.S.

**Apply****Announcement number**

JRM-21-485

**Control number**

615120600

**Duties** [Help](#)**Summary**

This position is located at Andersen Air Force Base (AAFB) Guam. NOTE: When a Permanent Change of Station (PCS) with the federal government is performed, the IRS considers the majority of entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. Additional Info:

[www.dfas.mil/civilianemployees/civrela/taxableentitlements.html](http://www.dfas.mil/civilianemployees/civrela/taxableentitlements.html) OR

[www.dfas.mil/civilianemployees/civrel/Civilian-Moving-Expenses-Tax-Deduction.html](http://www.dfas.mil/civilianemployees/civrel/Civilian-Moving-Expenses-Tax-Deduction.html)

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## Responsibilities

Major duties and responsibilities are summarized below:

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. 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. 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. 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. 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. 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. 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. 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 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.

A complete list of duties and responsibilities will be provided at the time of hire.

## **Travel Required**

Not required

## **Supervisory status**

Yes

## **Promotion Potential**

04

## Job family (Series)

1410 Librarian

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## Requirements

## Required Documents

## Benefits

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