



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS  
AGRICULTURAL RESEARCH SERVICE  
[www.ars.usda.gov](http://www.ars.usda.gov)

*"Solving Problems for the Growing World"*

**VACANCY ANNOUNCEMENT**

**Announcement Number:** ARS-X4E-0373R  
Demo/Alternative Merit  
Promotion

**Position Title/Series/Grade:**  
Supervisory Librarian (Assoc. Dir. Technical Serv)  
GS-1410-14/15

**Promotion Potential:** GS-15

**Employment Type:** Full-time - Permanent

**Grade and Salary Range:**  
GS-14 \$85,210.00 - \$110,775.00 Per Year  
GS-15 \$100,231.00 - \$130,305.00 Per Year

**Location of Position:**  
NAL/Technical Services Division/Beltsville, MD

**Who Can Apply:**  
All U.S. Citizens

**Opening Date:** September 20, 2004

**Closing Date:** November 22, 2004

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

**Contact Information**

**Human Resources Specialist:**  
Sybil Rodriguez  
(301) 504-1370

**DC Relay Service:** (202) 855-1234 (TDD)

**Send Applications to:**  
USDA, Agricultural Research Service  
Human Resources Division  
Attn: Sybil Rodriguez  
5601 Sunnyside Avenue, Stop 5104  
Beltsville, MD 20705-5104  
**Fax:** (301) 504-1535  
**E-mail:** [scirecruit@ars.usda.gov](mailto:scirecruit@ars.usda.gov)

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at [www.ars.usda.gov](http://www.ars.usda.gov).

**Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.**

**AMENDED TO EXTEND CLOSING DATE**

The National Agricultural Library (NAL), <http://www.nal.usda.gov>, the largest agricultural library in the world, has been serving agriculture since 1862. Established by Congress, its mission, stated simply, is "to ensure and enhance access to agricultural information for a better quality of life". NAL's work in collecting, preserving, and making agricultural information available is fundamental to the continued well being and growth of U.S. agriculture, and the development of food supplies for the nation and the world. NAL has three divisions, the Technical Services Division, the Public Services Division and the Information Systems Division and employs approximately 250 federal and contract employees.

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**The Library is located near the intersection of U.S. Route 1 and Interstate Route 95/495 (Beltway Exit 25-North), Beltsville, Maryland, USA, 15 miles northeast of Washington, DC. NAL offers free employee parking. A courtesy shuttle to the Greenbelt Metro Station and a metro transportation subsidy are available. NAL is located near the George Washington Carver Center and the Beltsville Agricultural Research Center where on-site child care, cafeteria, and other amenities are available. Restaurants and shopping are located in close proximity to NAL. For additional information about the National Agricultural Library, you can access the NAL homepage at [www.nal.usda.gov](http://www.nal.usda.gov).**

## **Major Duties:**

This position is located in the Technical Services Division, Office of the Associate Director in the National Agricultural Library (NAL), Agricultural Research Service (ARS) of the U.S. Department of Agriculture. The Associate Director for Technical Services is responsible for the administration and management of NAL's technical service programs, including: Acquisitions, Serials, Cataloging, and Indexing. The Division, with a combined staff of approximately 80 professional, technical, and clerical employees, selects, acquires, and processes bibliographic materials in all languages, and in various published formats and media in the field of agriculture and related scientific subjects. The Division has primary responsibility for the creation of AGRICOLA (AGRICultural OnLine Access), a bibliographic database of citations to the agricultural literature and the NAL Agricultural Thesaurus (NALT), an authoritative source for indexing materials and aiding retrieval in agricultural information systems.

At the full performance level:

- Participates with the Director, NAL, and other key NAL and USDA officials in establishing long-range and current policies, programs, plans, and budgets of NAL.
- Responsible for the budget, planning, development, and execution of Division policies and programs and their coordination with other programs and organizational units in NAL.
- Continually reviews and evaluates program operations and determines what actions are necessary for the accomplishment of the Library's goals and objectives.
- Acts as liaison to national and international agricultural organizations in order to facilitate access to agricultural information services and minimize duplication.
- Works with land-grant college and university libraries in developing programs of mutual interest.

**Qualifications Required:** Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

### **Basic Requirements**

#### **I. BASIC REQUIREMENT: (Parts I through II):**

**Basic Requirements for Librarians:** All librarians in the Federal competitive civil service must meet the requirements for professional education in library science or possess equivalent experience as shown in A or B as follows.

**A.** 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

**B.** 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 a 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 sources.

**NOTE: APPLICANTS MUST SUBMIT COPIES OF TRANSCRIPTS TO VERIFY EDUCATION**

**II. SPECIALIZED EXPERIENCE:** In addition to meeting the BASIC REQUIREMENTS above, applicants must possess one year of specialized experience related to the work of the position and that equipped the applicant with the knowledge, skills and abilities (KSAs) to perform the duties of the position. To be creditable for this position, specialized experience must have been equivalent to the GS-13 to qualify at the GS-14 level and specialized experience must have been equivalent to the GS-14 to qualify at the GS-15 level in the Federal service and have equipped the applicant with the following specific knowledge, skills, and/or abilities.

**This position has a positive education requirement. You must provide a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grades received to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated, and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty.**

**Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.**

**Specialized Experience** - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

Specialized Experience:

1. Professional knowledge of the theories, principles and techniques of research librarianship with concentration on library technical services functions relating to comprehensive collections. These functions include collection development, selection, acquisitions, cataloging, indexing, and preservation.
2. Ability to plan and manage integrated electronic library systems, network information technology, digital library development, and national standards related to the organization, description, control, and delivery of bibliographic content resources.

Supervisory/Managerial Competencies:

The following competencies are to be evaluated by the selecting official and/or the panel. The selecting official must submit a signed certification that the selectee meets these competencies.

1. Strong record of dynamic managerial achievement and collaborative leadership as reflected by progressive accomplishment in a large and complex library operation with a concentration on: the organization and development of collection resources; planning technical service systems and operations; and national and international standards.
2. Ability to communicate with individuals or groups from diverse backgrounds in a variety of situations. This includes oral and written communication, influencing and negotiating, partnering, interpersonal skills, and political savvy.
3. Ability to sustain ongoing organizational change and relationships among colleagues, partners and stakeholders in the development of an inspired vision for access to information in the scientific research and public information processes.

YOUR EDUCATION AND EXPERIENCE WILL BE EVALUATED AGAINST THE KNOWLEDGE, SKILLS AND ABILITIES (KSAs) AS OUTLINED UNDER SPECIALIZED EXPERIENCE. A SPECIFIC RESPONSE TO THE REQUIREMENTS OUTLINED UNDER SPECIALIZED EXPERIENCE IS HIGHLY RECOMMENDED TO ENSURE ADEQUATE CONSIDERATION IN THE EVALUATION PROCESS.

## Other Important Information

### **Benefits Package:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

### **Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

### **Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletin 03-402, which may be found at: [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

### **Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

### **False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

### **Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

### **USDA Surplus/Federal Displaced Employees:**

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

### **Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**Reasonable Accommodation:**

Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

**Civil Rights Policy Statement:**

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).**

## Application Package Checklist

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.**

- Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

**The following information is required of all applicants:**

- Announcement number, title, and grade(s) of the position
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social security number
- Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit <http://www.opm.gov/veterans/html/vetguide.asp> for additional information).
- SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- Paid and non-paid work experience related to the position. For each period of work experience include:
  - \_\_\_ Job title
  - \_\_\_ Series/grade (if Federal employment)
  - \_\_\_ Duties and accomplishments
  - \_\_\_ Employer's name and address
  - \_\_\_ Supervisor's name and contact information
  - \_\_\_ Starting and ending dates of employment (at least month & year)
  - \_\_\_ Number of hours worked per week
  - \_\_\_ Salary
  - \_\_\_ Indicate if we may contact current supervisor/employer
- Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
  - \_\_\_ Certificates/licenses (current)
  - \_\_\_ Honors, awards, and special accomplishments
  - \_\_\_ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)



- Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- Copy of most recent performance appraisal (if you are a current federal employee)
- Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, "Category".)
- Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)
- Self-certification of typing speed (if required as a basic qualification for the position)
- While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html> ).

**If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.**