

Department of Veterans Affairs

Department: Department Of Veterans Affairs

Agency: Department of Veterans Affairs

Job Announcement Number:

3W-08-391-SJ

Supervisory Librarian

Salary Range: 57,161.00 - 89,070.00 USD per year

Series & Grade: GS-1410-11/12

Promotion Potential: 12

Who May Be Considered:

Status Candidates (Merit Promotion Eligibles)

Job Summary:

WHO WE ARE

We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology, and the most comprehensive array of benefits America has to offer.

MISSION & VISION

"To care for him who shall have borne the battle and for his widow and his orphan."

—Abraham Lincoln

ANNOUNCEMENT NUMBER: 3W-08-391-SJ

VACANCY ID: VS188170

POSITION TITLE: Supervisory Librarian GS-1410-11/12

WORK SCHEDULE: Full Time

Key Requirements:

- Please refer to the "Requirements" section of this vacancy announcement.

Major Duties:

The primary purpose of this position is to administer and manage the programs, facilities, resources and personnel for Library Service. This position requires an extensive knowledge and proficiency of the principles and theories of professional librarianship with emphasis in the areas of management, automation of library functions, general and medical reference, information retrieval and delivery systems, collection development, acquisition, cataloging and classification, and end-user education. The incumbent of this position will be proficient in the use of assessment tools and takes a leadership role in the assessment, processing and delivery of the health care literature. Utilizes knowledge of computer, CDROM and network technology software programs and library automation standards to analyze, develop and implement retrospective conversion of records and automation of other functions.

Qualifications:

GS-11

Three (3) full years of progressively higher level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position or one (1) full year of specialized work experience equivalent to at least the GS-9. Specialized experience is experience that has demonstrated the ability to perform, supervise, or direct the operations of a library; to understand the concepts, theories, new developments,

and co-relationship of information in related fields; and to maintain up-to-date information on the state of the art.

GS-12

One (1) full year of specialized work experience equivalent to at least The GS-11.

SUPERVISORY POSITIONS:

For positions concerned with administration, management, or direction of library programs, candidates must meet all other requirements for the particular grade and also show that they possess the required administrative and/or managerial ability to perform successfully the duties of such positions. Education, training, or experience of the candidate should demonstrate, e.g., ability to manage or direct a library, group of libraries, or library system; ability to plan, organize, and direct the development and execution of library programs, policies, and procedures; ability to plan or conduct management studies, public relations, and educational activities, ability to plan, develop and carry out administrative activities of the library or library system concerned with budget and finance, personnel, plant and equipment, etc.

APPLICANTS PLEASE NOTE: 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 (particularly positions with a positive education requirement). Therefore, applicants must report attendance and/or degrees from only these schools. Applicants can verify accreditation at the following website:

www.ed.gov/admins/finaid/accred/index.html . All education claimed by applicants will be verified by the appointing agency accordingly.

FOREIGN EDUCATION REQUIREMENTS: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specialized in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

REQUIREMENTS (Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment):

- Applicants must meet any physical, language, license or degree requirements.
- Applicants must be citizens of the United States.
- Applicants tentatively selected for certain designated positions may be subject to a random drug screening for illegal drug use. Applicants who refuse to be tested will be denied employment.
- New Appointees may be subject to a probationary period.
- New Appointees will be subject to a background investigation to determine suitability.
- An OF-306, Declaration for Federal Employment (version dated January 2001), **must be submitted prior to appointment.** This form is available at www.opm.gov/forms/pdf_fill/of0306.pdf.

How You Will Be Evaluated:

To determine if you are among the best qualified for this job, if qualified, a review of your resume and supporting documentation will be made and compared against your responses to the Assessment Questionnaire. The score assigned is a measure of the degree in which your background matches the competencies required for this position. Please follow the instructions carefully. Errors or omissions may affect your application. Do not overstate or understate your level of experience and capability. You should be aware that your responses are subject to evaluation and verification. If a determination is made that you have rated yourself higher than is supported by your resume OR if your application is incomplete, you will be assigned a rating commensurate to your described experience. Later steps in the selection process may be used to verify your stated level of experience and capability. Deliberate attempts to falsify information may be ground for not hiring you.

Benefits:

The Department of Veterans Affairs offers a comprehensive benefits program that you can customize for your individual medical and financial needs. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help you balance life with the VA to life outside of work. For additional information about the many benefits of a career with the VA, please visit our "**Benefits at a Glance**" webpage at http://www.va.gov/jobs/job_benefits/benefits.asp .

Other Information:

For a fact sheet explaining how Federal jobs are filled, click on <http://www.usajobs.opm.gov/EI55.asp>.

Priority Consideration: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they attain an eligibility rating of 90.0 or higher, not including points for veterans' preference, from the facility with the vacancy.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

How To Apply:

PLEASE NOTE:

- It is *your responsibility* to insure that all application materials are **RECEIVED** by 11:59 p.m. Eastern time on the closing date of the announcement (Monday, May 12, 2008) in order to be considered. We cannot be responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.
- You must submit a complete application package. Failure to provide complete information may result in your not receiving consideration for this position.
- You must submit your assessment questionnaire online (through Application Manager) **or** on OPM Form 1203-FX (and faxed). **Do not send printouts of your Application Manager Questionnaire Answers.**
- You will not be contacted for additional information.
- Your application materials will not be returned. Do not submit original documents that you may need in the future.
- Your application must be completed on-line or faxed. **This office does not accept applications by electronic mail (e-mail), regular mail, or in person.**

Applying for this position is as easy as 1, 2, 3...

Just by following three steps, you will submit a complete application package and receive consideration for this position. Be sure to follow the steps carefully and complete all three. Each step is described in detail below.

1. Your responses to the **Assessment Questionnaire**, (*which may be completed electronically or on the OPM Form 1203FX and faxed*),
2. Your **resume** or **OF-612** (*which may be completed electronically, uploaded, or faxed*), and
3. **Other documents** specified in this job announcement (*which may be uploaded or faxed*).

Use *Application Manager* for convenience and quickest processing. Track your progress to a *Complete Application Package* using *My Application Packages* checklist and status displays in *Application Manager*. Your *Application Package* status must be *Complete* by 11:59 p.m. Eastern time on Monday, May 12, 2008.

STEP 1:

Complete and submit the **Assessment Questionnaire**. The questionnaire **must** be completed and submitted in order to receive consideration for this position.

PLEASE NOTE: We highly encourage you to complete the Assessment Questionnaire online as it is the most efficient way to process your responses. Using paper application forms may delay the processing of your

application. If you are unable to complete the Assessment Questionnaire online, go to STEP 3 of this announcement and refer to the alternatives described under "**Alternative Methods for Completing the Application Package**"

You must provide responses to all required questions. Be sure to double check your application before submission and click on "**SUBMIT**" when it is complete. Your application is not transmitted to us until **you submit it**.

To complete your Assessment Questionnaire online, click the following link:

[Online Questionnaire](#)

or enter <https://ApplicationManager.org> You can save your work and come back later. To return to Application Manager at any time by simply going back to this web address.

The Assessment Questionnaire must be completed and submitted by 11:59 p.m. Eastern time on Monday, May 12, 2008.

ASSESSMENT QUESTIONNAIRE

Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we cannot process your application without it.

Vacancy Identification Number

VS188170

1. Title of Job

Supervisory Librarian

2. Biographic Data

3. E-Mail Address

Please enter your e-mail address in the space provided. If you do not provide an e-mail address you may not receive a notice of your results.

4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

Enter the lowest grade (11) you will accept for this position.

11

12

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

15. Dates of Active Duty - Military Service

16. Availability Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

20. Occupational Specialties

The specialty code(s) for this position is (are):

001 Supervisory Librarian

21. Geographic Availability

The location code(s) for this position is (are):

1371 Portland, OR

22. Transition Assistance Plan

If you are applying by the OPM Form 1203-FX, leave this section blank.

23. Job Related Experience

If you are applying by the OPM Form 1203-FX, leave this section blank.

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. Which of the following statements best describes your education and/or experience which qualifies you for the Supervisory Librarian position at the GS-11 level? Select only one response.

A. I have three full years of progressively higher level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position which provided me with the knowledge, skills, and abilities necessary to do the work of this position. Remember, transcripts are required when using education to qualify.

B. I have one full year, or more, of specialized experience performing work that is in or related to the work of this position as described in the vacancy announcement. This experience was equivalent to at least the GS-09 level in the Federal service. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

C. I have a combination of graduate education as described in A and specialized experience as described in B which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100% to qualify.

D. I do not have the experience or education described in either "A", "B" or "C."

2. Which of the following statements best describes your education and/or experience which qualifies you for the Supervisory Librarian position at the GS-12 level? Select only one response.

A. I have one full year, or more, of specialized experience performing work that is in or related to the work of this position as described in the vacancy announcement. This experience was equivalent to at least the GS-11 level in the Federal service.

B. I do not have the experience described in either "A".

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. If you are not applying online, please darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing the task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

3. Utilizes DOCLINE to make and manage interlibrary loan requests.

4. Used a variety of databases to identify lenders for hard to find information.

5. Critically evaluated medical, technical and/or professional journal collections.

6. Maintained access to all licensed online journal subscriptions.

7. Modified and/or adapted various local and national network databases to reflect changes in journal collections.

8. Critically evaluated electronic resources licensed by an agency, corporation, or other similar entity.

9. Maintained access to electronic resources, including linking among various resources using an OpenURL compliant link resolver.

10. Performed expert electronic literature searches and accessing multiple specialized databases, searching and locating information contained in books, journals, government publications, and abstracts to answer reference queries from patrons, researchers, and clinicians.

11. Used standardized assessment tools to develop and maintain a collection of resources for both internal and external customers.

12. Provide end-user education to PVAMC employees in both one-on-one and group situations.

13. Assigned work to subordinates, determined deadlines, evaluated performance, approved leave, responded and resolved grievances/complaints, provided training, conducted performance appraisals, reviewed assigned work and planned short-term and long-term goals.

14. Maintained budget for Service, Department, Section or similar area.

STEP 2:

Submit your choice of a Resume or an OF-612 - Optional Application for Federal Employment available at www.opm.gov/forms/pdf_fill/of612.pdf . We must receive a complete resume or OF 612 in order to determine your qualifications for this position.

Your **RESUME** must include the following information:

- **Vacancy Information:** Announcement Number (VS188170), Position Title (Supervisory Librarian), and grade (11/12);
- **Personal Information:**
 - Your full legal name and mailing address
 - Day and Evening telephone numbers including area code
 - Country of citizenship
 - Social Security number
- **Work experience** (NOTE: You must include the following information in order to receive credit for your experience):
 - Name and address of employer
 - Your job title
 - The beginning and ending month and year of your employment
 - The average hours worked per week. Full-time work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the number of hours a week spent in such employment
 - Your supervisor's name and phone number (indicate if we may call your supervisor);
 - A description of your duties that is sufficiently detailed to document the level of your experience. If the position is (was) with the Federal government (military or civilian), state the series and grade or pay grade (rank) and the date of last promotion
- **Education:** Name, location, and dates of attendance for colleges attended (if required). Type and date of degree received (if any);
- **Other:** Training, license(s), or certification(s) relevant to the position

Do not submit letters of recommendation, performance appraisals, position descriptions, examples of your work, etc. **This additional information will not be forwarded to the hiring manager.**

STEP 3:

Submit other required application materials, as applicable.

- If you are using **education** to qualify, you must submit copies of college transcripts or a course listing that identifies for each course completed: the college or university, semester or quarter hours earned, grade, and grade-point average received.

- If you are applying for **Veterans' Preference**, you must submit evidence of eligibility, such as: DD-214 (Certificate of Release or Discharge from Active Duty), or Standard Form 15 (Application for 10-Point Veterans' Preference version dated December 2004), and the proof requested on the form. For Access to DD214 and military records click on this link - [Military Information](#). To print a copy of the SF15 go to www.opm.gov/forms/pdf_fill/sf15.pdf .

Be sure to complete all THREE STEPS of the application process described above in order to submit a complete application package and receive consideration for this position.

ALTERNATIVE METHODS FOR COMPLETING THE APPLICATION PACKAGE

To Complete the Assessment Questionnaire manually, you will need a copy of the answer sheet, referred to as the Occupational Questionnaire - **OPM Form 1203-FX** which can be obtained electronically at

http://www.opm.gov/forms/pdf_fill/opm1203fx.pdf ;

or by calling USAJOBS at 703-724-1850; follow the instructions given;

or by visiting the Human Resources Management Service of the VA Medical Center at the duty location.

You will also need a copy of the vacancy announcement to use as a guide in answering the questions. You **must** provide responses to all required questions. Some questions may request an additional written response to support your answer, such as *"Please explain or provide additional information to support your response to the above question."* When additional information is requested, please provide your answer(s) on a separate sheet of paper with the corresponding questionnaire number indicated, and type or print your answers legibly. You may omit any sections marked "optional" and be sure to double check your application before submission. **NOTE: The Questionnaire answer sheet is six pages long -- all six pages MUST be submitted even when the number of questions does not exceed page 5. In this case, please complete the top of Page 6 with your social security number and the vacancy ID number.**

You may submit the Form 1203-FX, resume and any supporting documents by fax.

If you are faxing a Form 1203-FX, do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.

If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here - <http://staffing.opm.gov/pdf/usascoversheet.pdf> . Be sure to fill it out completely and clearly. Place your documents in the following order: US Government Application Cover Page; Resume or OF 612 (Application for Employment); Other required application materials.

The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up. If you fax your documents using any other cover sheet, you may not receive consideration.

Mailed, e-mailed or hand delivered applications will not be accepted. If you are unable to upload your documents after completing the Occupational Questionnaire online, you may FAX your documents (resume, transcripts, etc.) as instructed above.

Required Documents:

All of the government forms mentioned in the above statements can be downloaded from the following web address: www.opm.gov/forms or obtained at the Human Resources Management Office of the duty station.

Contact Information:

HR Help Desk
Phone: (503)273-5236
Fax: (478)757-3144
Email: portland.vajobs@va.gov

Or write:

Technology and Information Management Service
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX
Portland, OR 97239
Fax: (478)757-3144

What To Expect Next:

Your resume and supporting documentation will be compared to your responses to the Assessment Questionnaire. The questionnaire is designed to capture the desired knowledge, skills, and abilities for this position. The evaluation you receive is based on your responses to the questionnaire and is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position.

If your application does not support your responses to the questionnaire, or if you are not able to provide verifying documentation, it may affect your evaluation or result in your name being removed from further consideration.

If you are eligible for veterans' preference, you will be given preference based on the documentation you submit. Please see the "**Veterans Information**" section of this announcement for details.

This office will **not** contact you to discuss missing or illegible documents.

Once your qualifications have been evaluated, your application will be assigned a numeric score. Candidates will be ranked in score order with appropriate points added for veterans' preference.

An ELECTRONIC NOTIFICATION LETTER will be sent to applicants who provide an e-mail address. If you do not provide an e-mail address, you will receive a notification letter via the U.S. Postal Service. Normal processing time is **4 - 6 weeks**. This office is responsible for initial evaluation **ONLY**. Facilities are responsible for contacting eligible applicants thereafter.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



Send Mail

Send Mail to:

Technology and Information Management Service
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX
Portland, OR 97239
Fax: (478)757-3144



Questions?

For questions about this job:

HR Help Desk
Phone: (503)273-5236
Fax: (478)757-3144
Email: portland.vajobs@va.gov

USAJOBS Control Number: 1210775