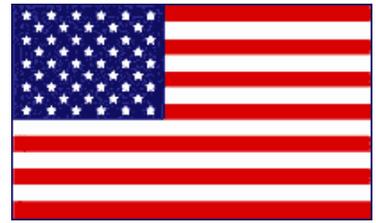




PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
 Vancouver, Washington Division
 Community Based Outpatient Clinics
 Salem, OR Bend, OR
 Camp Rilea (Warrenton, OR)
 Hillsboro, OR East Portland, OR*



NOTICE OF VACANCY

1. <u>Announcement Number</u> <p style="text-align: center;">MP-10-0115-ML</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;">Librarian (Medical Sciences) GS-1410-11 \$60,520 to \$78,674 per annum</p>	3. <u>Tour of Duty</u> <p style="text-align: center;">Days M-F</p>	4. <u>Duty Station</u> <p style="text-align: center;">Technology & Information Management Service, Portland Division</p>
5. <u>Type & Number of Vacancies</u> <p style="text-align: center;">Permanent 1 Full-time position</p>	6. <u>Contact</u> <p style="text-align: center;">Human Resources Assistant 503-220-8262 x 57317</p>	7. <u>Opening Date</u> <p style="text-align: center;">3/11/2010</p>	8. <u>Closing Date</u> <p style="text-align: center;">3/26/2010</p>

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ITCAP eligibility with their application.

MAJOR DUTIES:

The librarian serves as the expert professional Information Specialist and is responsible for reference services, inter-library loan, instruction to users who access information services from the desktop and maintains and develops the book, serials and audiovisual collections in affiliated tertiary, two division VA Medical Center. As the Technical Services Librarian, the incumbent directs an extensive interlibrary loan program that encompasses the retrieval and delivery of information in a variety of formats and foreign languages.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-1410-11 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" is applicable.

Basic Requirements: All librarians must meet the requirements for professional education in Library Science or possess equivalent experience and education 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; knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services. This position requires specialized knowledge of Medical Libraries. Please submit a copy of your college transcripts with application packet.

Specialized Experience: Experience must have demonstrated the ability to perform, supervise, or direct one or more of the functional areas of work covered by this series; 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. To be creditable, specialized experience must have been equivalent to at least 1 year at the GS-9 grade level. Specialized experience includes:

- Specialized clinical knowledge in the retrieval, synthesis and provision of information in the medical sciences and consumer health in order to design, manage and disseminate print and digital information to all areas of the medical center and Community-based Outpatient Clinics (CBOCs)

(Continued on next page)

- Knowledge in theories, techniques and principles of professional librarianship, especially as applied in medical/research libraries in order to direct the day-to-day operations of the medical center library and ensuring library services are provided efficiently in support of organizations performance and learning goals.
- Knowledge in a broad array of collection management techniques. The broad range of subjects and formats of materials requires an expert level knowledge of medical sciences, print and electronic publishers and practices in print and electronic publishing, including licensing issues.
- Specialized knowledge in interlibrary loan methods and practices of national and regional networks in order to facilitate resource sharing, document delivery systems for exchange of medical references economically and efficiently.

Substitution of Education for Experience: 3 full years of progressively higher-level graduate education in library science or doctoral degree (PH.D. or equivalent) related to the position. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors may result in your application receiving a less than desirable rating:

1. Knowledge as resident expert information specialist with emphasis on clinical medicine with ability to provide comprehensive reference and information services including, expert electronic literature searches, access multiple specialized databases, identify information in books, journals, government publications, etc...
2. Experience maintaining and developing the book, serials and audiovisual collections in an affiliated tertiary, multi division medical center or similar setting.
3. Ability to provide technical services by directing an extensive interlibrary loan program, encompassing the retrieval and delivery of information in a variety of formats and foreign languages including diverse databases.
4. Experience controlling and direct oversight of the Library budget, procurement and annual identification and renewal of all recurring and new subscriptions and book or periodical purchasing.
5. Knowledge of reference services, interlibrary loan, and user access information services from the desktop to a diverse customer base including physicians, nurse professionals, employees, and veteran customers.

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future. Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

Applicants without prior federal service will be appointed at step one of the grade

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

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.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Human Resources by Close of Business (COB) on 3/26/2010 unless otherwise noted. Application forms may be obtained in Human Resources Office or on our external website, www.va.gov/portland/hr.

Applications may be mailed to:
 Portland VA Medical Center, P4HRMS
Attn: MP-10-0115-ML
 PO Box 1034
 Portland, OR 97207

Or brought in person to:
 Portland VA Medical Center
 3710 SW US Veterans Hospital Rd
 Building 16, Room 300
 Portland OR 97239

Portland VAMC employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)

2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due by COB 4/2/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due by COB 4/2/2010)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Employees must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED if a drug testing designated position).**
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

Non VA Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED if a drug testing designated position).**
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

APPLICANT'S 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 only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: 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 specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**