

**NONAPPROPRIATED FUNDS (NAF) VACANCY ANNOUNCEMENT  
88<sup>th</sup> SERVICES DIVISION  
WRIGHT-PATTERSON AFB (WPAFB), OHIO**

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**ANNOUNCEMENT NUMBER: 08-27**

**TITLE/PAYPLAN/GRADE/PAY SUPERVISORY LIBRARIAN / NF-1410-IV /  
\$18.18 - \$45.04 PH DOE** **REGULAR CATEGORY**

**DUTY LOCATION:** 88 MSG/SVMG, LIBRARY, WRIGHT-PATTERSON AFB, OH

**OPENING DATE:** 20 JUNE 2008

**CLOSING DATE:** UNTIL FILLED

**DUTIES** Directs overall library operation providing mission, education, and quality of life support to base personnel, their families, and retirees. Responsible for the full scope of library functions to include library administration, personnel management, circulation services, reference/research services, technical services, and technological development and support. Is responsible for the library facility; i.e., maintenance and improvements, purchase of furniture and equipment, and allocation of space within the facility for various library functions. Develops budgets and establishes short- and long range library plans. Monitors funding allocations, meets expenditure targets, and justifies unfunded requirements. Performs as a liaison with user groups, establishes partnerships/networks with local, state, and regional organizations. Responsible for work force management, recruitment, and staff training. 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. Conducts employee performance appraisals and advocates appropriate recognition and feedback for performance and contributions.

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. Develops a selection plan to match resource requirements and prioritizes requirements against available funds. 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 the 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.

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 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. 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. Develops and implements name, series, and subject authority control records. Evaluates Effectiveness of the library's automated services, determine requirements and conducts studies to improve systems operation. Serves as coordinator of automation and systems, including local area network, wide-area network, and Internet, within the library. Writes policy and procedure manuals for

automated library operations. Manages the library marketing program to include outreach programs, publicity, cross marketing, and special events. 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. 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.

**QUALIFICATIONS:** 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. Professional knowledge of all aspects of library principles, concepts, methodology, operations, functions, and management 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 established procurement rules and regulations and internal organizational acquisition served to promote library use. Knowledge of established procurement rules and regulations and internal organizational acquisition policies. Familiarity with publishers' and suppliers' methods of operation. Knowledge of on-line database searching and research techniques and capabilities of post-processing to meet user requirements. Experience supervising the work of library employees. Ability to communicate orally and in writing. **Successful completion of a National Agency Check Inquiry (NACI) is required.**

**ATTENTION ALL APPLICANTS:** All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit. During duty hours, Wright-Patterson AFB is a smoke free workplace and selection for this position may require you to refrain from smoking

**HOW TO APPLY:** Current Wright-Patterson AFB NAF employee should submit an AF Form 2550 (**Signed by supervisor**); others submit an Optional Application for Federal Employment – OF 612, OF Form 306, Declaration for Federal Employment and an AF Form 243, Statement of Physical Ability to the Human Resources Office. Prior military service requires a DD-214, Member Copy 4. Mailing address: 88 MSG/SVH 4185 Logistics Ave Wright-Patterson AFB, OH 45433. Physical location: Building 286, located next to Pass & Registration. Telephone: (937) 257-4173. Fax: (937) 656-1398. Selection will be based on merit without regard to race, color, religion, sex, national origin, age, marital status, physical handicap, political affiliation, sexual orientation, or any other nonmerit factor.

**For additional information, please visit our website:**

**[http://www.88<sup>th</sup>services.com/humanresources.htm](http://www.88thservices.com/humanresources.htm)**

**WRIGHT-PATTERSON AFB IS AN EQUAL OPPORTUNITY EMPLOYER**