POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission
☐ Redescription ☑ New
☐ Reestablishment ☐ Other
Explanation *(Show any positions replaced)*
Standard MWR NAF PD

3. Service ☐ Hdqtrs ☑ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act ☐ Exempt ☑ Nonexempt

8. Financial Statements Required ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action ☑ Yes ☐ No

10. Position Status ☐ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity ☑ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use NAF

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Library Technician-Circulation Svs	NF	1411	02	SN	12-31-01
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action
S. J. NEW
Principal Classifier

Signature SJNew | Date 12-31-01

22. Position Classification Standards Used in Classifying/Grading Position
OPM PCS Library Technician Series GS-1411
TS-127 Sept 93

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

NONAPPROPRIATED FUND POSITION DESCRIPTION
JOB TITLE: Library Technician (Circulation Services)
POSITION NUMBER: 010160 (02-70167)
JOB SERIES: 1411 **PAY LEVEL:** NF-02
SUMMARY OF DUTIES:

Is responsible for all circulation service operations. Assists in the training of new library aids and technicians on circulation tasks. Independently performs circulation and registration duties by implementing established procedures for circulation functions. Maintains automated and/or manual circulation files to include all charged-out materials, user database files, registration files, reserves, document delivery, interlibrary loans, lost items, and overdues. Implements established procedures for overdue materials. Makes arrangements with customers for replacement of lost or damaged items, following relevant AFIs and local guidance. Using established procedures, maintains reserve and interlibrary loan services and does follow-up to ensure all requests are accurately fulfilled. Maintains and compiles up-to-date library statistics on circulation, attendance, reference questions, and other requested data. Provides ready reference services to library customers by locating required information using standard library reference tools, passing more difficult requests to the appropriate staff member. Explains the Dewey Decimal Classification System and general management of library resources to customers. Explains library rules, regulations, circulation procedures, and entitlements to library users and volunteers. Assists library users with library equipment. Assists the supervisory librarian in developing and implementing programs and the marketing and publicity of library services and events. Prepares displays. Recommends titles for possible inclusion in the collection. Utilizes the on-line public access catalog and on-line databases such as DIALOG and OCLC First Search to prepare subject bibliographies. Performs routine clerical tasks. Picks up, sorts, and distributes library mail. Uses varied and advanced functions of word processing software to prepare, format, modify, edit, and print a variety of letters, reports, memos, and other text documents. Receives and transmits electronic mail with attachments. Assists with the technical services process as needed. Assists in conducting tours and group orientations. Refers difficult questions/problems concerning work processes to the appropriate staff member.

Provides prompt and efficient circulation assistance. Effectively assists in training new staff in circulation service procedures. Courteously assists users in circulation and reference transactions. Effectively administers reserve and interlibrary loan services. Accurately updates, corrects, and queries circulation and reference databases. Effectively administers overdue notification system. Accurately maintains library statistics. Effectively provides ready reference services. Promptly and effectively assists in developing and implementing programs. Properly and promptly performs routine clerical tasks. Courteously receives and greets visitors and answers their questions. Promptly and courteously answers telephone calls. Effectively uses word processing software. Accurately recognizes differences in existing procedures and applications and makes choices from among established alternatives. Promptly receives and transmits electronic messages and attachments as appropriate.

Performs other related duties as assigned.

Minimum Qualifications:

Must have 1 year specialized experience in a library that provided specific knowledge of library rules, policies, and procedures for circulation and technical service. Must be able to read, write, and speak English. Must have experience or training that demonstrates the ability to perform computer data processing. Must have experience in a library that provides the applicant with general knowledge of standard library rules, policies, and procedures in circulation services. Must have typing experience. Work requires some physical exertion such as long periods of standing; recurring activities such as bending, crouching, stooping, stretching, and reaching; pushing loaded book trucks; and recurring lifting of moderately heavy items. Must be physically able to frequently lift boxes of up to 40 pounds. Must be able to reach up to 72 inches with or without the assistance of a step stool. Must be able to satisfactorily complete a pre-employment physical. Successful completion of a National Agency Check is required. Must possess skill in dealing with the public.