Electronic Resources/Serails Librarian
Supreme Court of the United States of America – Washington, DC

Open & closing dates
07/31/2019 to 08/23/2019

Salary
$57,510 to $90,461 per year

Service
Excepted

Appointment type
Permanent

Pay scale & grade
GG 9

Work schedule
Full-Time

Responsibilities
The Electronic Resources/Serails Librarian is responsible for planning and establishing policies and procedures for the management of all subscribed electronic resources in the Library, managing all processes related to serials control for both print and electronic materials, and coordinating the binding of all materials and facilitating the receipt of loose-leaf materials. Responsible for planning and establishing policies and procedures for the receipt and distribution of all library material to the Court, and supports the discovery of electronic resources through the online catalog and the Library’s virtual library presence. Independently provides operations support and access trouble-shooting for subscription-based products. Identifies and implements efficiencies that will improve access and workflows for electronic resources and serials. Directly supervises the work of the Serials/Receiving Technician.

Requirements
Conditions of Employment
- U.S. Citizenship
- Meet Experience Requirements (see Qualifications)
- Employment is subject to successful completion of a security background check.
- If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See: www.sss.gov
Qualifications
Experience/knowledge of serials practices and with electronic resources in a library environment required. Demonstrated experience with library serial receiving procedures both manual and online. Familiarity with standard library binding practices and procedures. Prior experience with complex integrated library systems, including online catalog, serials binding and circulation subsystems. Familiarity with basic library budget procedures. Knowledge of MARC, BibFrame, KBART and serial record standards. Ability to effectively organize and prioritize time to resolve multiple electronic access challenges. Supervisory experience preferred.

Education
M.L.S. degree from an ALA accredited institution, with at least two years of law library experience required.

Additional information
Working for the Supreme Court of the United States offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. Additional benefits include flexible spending accounts, long-term care insurance, and the SmartBenefits transit subsidy.

How You Will Be Evaluated
You will be evaluated for this job based on how well you meet the qualifications above. We will review and assess your application package in comparison with the posted qualifications for the position.

Apply at: https://www.usajobs.gov/GetJob/ViewDetails/541258100