

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9294

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
0002

14. Agency Use

2. Reason for Submission
 Redescription Reestablishment
 New Other

3. Service
 Hdqtrs. Field

4. Employing Office Location
Arlington, VA

5. Duty Station
Various

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interests

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

11. Position is:
 Supervisory Managerial Neither

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

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Library Technician (Office Automation)	YB GS	1411	01 04	sj	
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Defense Education Activity

a. First Subdivision
Area

b. Second Subdivision
District

c. Third Subdivision
School

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

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

Signature _____ Date _____

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.

22. Position Classification Standards Used in Classifying/Grading Position
DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920

Typed Name and Title of Official Taking Action
LAURA J. PERKINS
Chief, Classification and Compensation Section

Signature *Laura J. Perkins* Date *2/1/05*

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 This standardized position description for Library Tech (OA), YB-1411-01 is appropriate for use in any DoDEA school library, media center, or information center.
 PD #S9295 is abolished as it is accommodated within the YB-01 pay band.

INTRODUCTION

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries, seven states, Guam, and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 223 schools which employ approximately 14,500 professional educators and support staff serving over 101,500 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. DoDEA schools are fully accredited by U.S. regional accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other U.S. school systems.

This standardized position description for Library Tech (OA), YB-1411-01 is appropriate use in any DoDEA school library. Its purpose is to provide technical support to a Librarian or other Information Specialist by performing a wide variety direct library services to the students, teachers, and patrons, as well as indirect technical services in support of the library.

MAJOR DUTIES

Assists students and teachers in locating desired materials. Monitors students in the absence of teachers. Gathers materials for specific classroom units of study upon the request of a teacher and sets up special checkouts. Reviews record file of students who are withdrawing to assure they have returned all school library materials.

Instructs students and parent volunteers in the use of Information Center resources and use of the copy machine, laminator, lettering machine, binding machine, audio-visual (AV) equipment, and other library equipment. Assists the Information Specialist and/or staff in development and display of bulletin boards and other media center displays. Oversees the work of assigned part-time student aids.

Assists in procuring and/or copying DVDs, videos, compact disks, and other AV media for circulation; if available, orders from the District/Regional AV film library and schedules use. Sets up AV equipment and computer hardware/software as required for library training sessions. Performs equipment repairs and routine maintenance functions as necessary.

Prepares material orders on proper DoDEA forms for submission to supply or the area Information Management Center (IMC). Assists in processing new materials (i.e., assigns and input catalog numbers and prepares and applies labels), date-stamps receipt documents and annotates records. Maintains a list of new acquisitions and an updated listing of outstanding requests. Monitors Dependent School Automated Material Management System (DSAMMS) supply listings and expenditures.

Assists in cataloging incoming materials and inputs into the Columbia Library System (CLS) school program. Maintains the CLS circulation file on books and materials borrowed by students and teachers. Monitors file and notifies overdue users.

Shelves all types of Information Center materials including books, AV information sources (tapes/compact disks, etc.), and computer software. Maintains non-cataloged items in proper location and order. Maintains Information Center regulations and operating instructions in appropriate files. Maintains and updates automated class lists and bulletins.

Assists students and other users in the use of Information Center computers and peripheral equipment. Prepares computer software for circulation, and maintains backup copy files. Uses computer software to prepare bibliographies, lists, and other library records. Maintains an automated inventory of assigned computer software and hardware. Follows guidelines for regular computer maintenance and backup.

Other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position

FL 1-3, 350 points

Practical knowledge of Information Center functions, services, practices, procedures, terminology, content, and classification scheme sufficient to perform a full range of library support functions and to provide quality everyday services to users.

Knowledge of circulation procedures to charge library materials in and out and to record status changes. Knowledge of material reserve procedures to notify customers when a publication becomes available.

Knowledge of CLS cataloging and circulation programs to assist in cataloging items, to maintain records of transactions, to notify overdue library patrons, and to train users.

Knowledge of library operating policies and procedures and routine reference sources to answer recurring questions from users on such matters as borrowing and access privileges, library programs, simple ready reference questions, and recurring questions on procedural matters.

Ability to operate a personal computer to perform CLS cataloging and circulation functions, and to prepare memoranda and reports. Knowledge of several software types, including those specific to library operations. The employee must be able to perform a substantial range of functions within each software type. A qualified typist is required.

The employee must be physically fit and capable of lifting 40 pounds unassisted. Weight-handling equipment is available for heavier loads.

Factor 2, Supervisory Controls

FL 2-2, 125 points

Works under the general technical and administrative supervision of the Information Specialist. Receives work assignments with general or specific instructions depending on the difficulty and complexity of each assignment. The supervisor is available to provide advice and guidance on non-routine actions. Assignments are ongoing, and the work is spot-checked in progress and/or reviewed upon completion for compliance with instructions, regulations, and procedures.

Factor 3, Guidelines

FL 3-2, 125 points

Procedures for completing clerical and technical work have been established and guidelines and precedent cases are available. The employee uses judgment in locating and selecting guidelines, choosing from among several established alternatives or deciding which precedent actions should be followed as a model. Makes minor deviations to best complete each assignment; however, situations requiring significant judgment are referred to the supervisor for guidance.

Factor 4, Complexity

FL 4-2, 75 points

The incumbent assists the Information Specialist in operating the school Information Center. Work consists of a variety of tasks which involve the performance of related steps, processes, and methods to provide library informational services to users, and to assist the Information Specialist in the more technical acquisition, cataloging, and reference functions. The incumbent is expected to identify what needs to be done and to take steps to accomplish the task or project.

Factor 5, Scope and Effect

FL 5-2, 75 points

The purpose of this position is to assist the Information Specialist in operating and maintaining the school's Information Center. The incumbent is responsible for the daily operations of the Information Center. The work enables the Information Specialist to devote more time to collaboration with the teaching staff to plan and implement appropriate Information Center learning experiences for students across the curriculum.

Factor 6, Personal Contacts, and
Factor 7, Purpose of Contacts

FL 6-2/7-B, 75 points

Contacts are with teachers, students, administrators, parents, visitors to the school, other school support personnel, and occasionally other staff members within the school district.

The purpose of the contacts is to obtain, clarify, and provide information related to Information Center functions, assist library users in the proper use of learning center equipment, to acquire library materials and equipment, and to coordinate minor equipment repair.

Factor 8, Physical Demands

FL 8-2, 20 points

The work requires varied physical activities, including long periods of standing, stooping, and stretching to shelve or retrieve books, move furniture, assist in assembly of furniture, and carry boxes, books, and pieces of computer or AV equipment that can weigh up to 40 pounds. Weight-handling equipment is available for moving heavier loads.

Factor 9, Work Environment

FL 9-1, 5 points

The work environment involves everyday risks or discomforts typically associated with libraries, offices, and meeting and training rooms. Work areas are adequately lighted, heated, and ventilated. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.