**Job Title:** Librarian (Acquisitions, Licensing, and Copyright)  
**Department:** Department of the Navy  
**Agency:** Immediate Office of the Chief of Naval Operations  

**SALARY RANGE:** $57,302.00 to $90,129.00 / Per Year  
**OPEN PERIOD:** Thursday, May 28, 2015 to Thursday, June 4, 2015  
**SERIES & GRADE:** GS-1410-09/11  
**POSITION INFORMATION:** Full Time – Permanent  
**PROMOTION POTENTIAL:** 12  
**DUTY LOCATIONS:** 1 vacancy in the following location: Naval Post Graduate School, Monterey, CA  
**WHO MAY APPLY:** United States Citizens  
**SECURITY CLEARANCE:** Not Applicable  
**SUPERVISORY STATUS:** No  

**JOB SUMMARY:**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses—the careers and opportunities to make a difference are endless. Civilian careers—where purpose and patriotism unite!

This position is located within the Metadata Services department of the Naval Postgraduate School's (NPS) Dudley Knox Library (DKL). The incumbent is responsible for providing administrative and contracting support in the acquisition and licensing of a wide-range of resources and services the library provides to its customers. The incumbent works collaboratively with: library administration; library collection development and electronic services staff; campus acquisitions, contracting, and general counsel offices; and vendors. The incumbent is responsible for negotiating licensing terms and conditions and managing vendor/NPS licensing agreements to ensure compliance with federal regulations and that terms and conditions appropriately meet user requirements. The incumbent is responsible for accurately communicating as well as interpreting licenses, terms and conditions to NPS library staff and patrons.

GS-9 - The Librarian position is a developmental position which will allow for structured growth and development.

GS-11 - The Librarian position is journey level and the incumbent is expected to have knowledge and experience in all areas of responsibility.

**KEY REQUIREMENTS**

- You must be a US Citizen.
• Males must be registered or exempt from Selective Service. www.sss.gov
• Selectee must be determined suitable for federal employment.
• Selectee may be required to successfully complete a probationary period.
• Selectee is required to participate in the direct deposit pay program.
• See special requirements section for additional requirements.

DUTIES:

1. Organizing the preparation of requisition packages and documentation to include market research, contracts, and licenses.

2. Reviewing standard terms and conditions for digital resources licenses and user agreements.

3. Providing technical oversight of fair use or permissions determinations.

QUALIFICATIONS REQUIRED:

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Basic Requirement for a Librarian:

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 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.

Your resume must demonstrate at least one year of specialized experience at or equivalent to the next lower grade level or pay band in the Federal service or equivalent experience in the private or public sector.

MINIMUM QUALIFICATIONS: GS-9

This position requires at least one year of specialized experience equivalent to the GS-07 grade level in the Federal Service or equivalent experience in the public sector performing the following duties: 1) Assisting with the development and acquisition of library services and library resources; 2) Evaluating vendor licenses, terms and conditions for compliance with both federal laws and regulations and best practices in academic/research libraries; and 3) Evaluating laws as they pertain to intellectual property and copyright to effectively communicate necessary information. OR Have 2 full years of progressively higher level graduate education or master's in
library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position. OR Have a combination of specialized experience as described above and graduate education as described in B above, which when combined the total percentage equals 100%.

MINIMUM QUALIFICATIONS: GS-11

This position requires at least one year of specialized experience equivalent to the GS-09 grade level in the Federal Service or equivalent experience in the public sector performing the following duties: 1) Overseeing the development and acquisition of library services and library resources; 2) Guiding the evaluation of vendor licenses, terms and conditions for compliance with both federal laws and regulations and best practices in academic/research libraries; 3) Communicating complex legal and policy concepts as they pertain to intellectual property and copyright; and 4) Utilizing knowledge of academic library collections and resources to identify potential Consortia partners and linkages. OR Have 3 full years of progressively higher level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position. OR Have a combination of specialized experience as described above and graduate education as described in B above, which when combined the total percentage equals 100%.

You will receive credit for all qualifying experience, including volunteer and part time experience. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment.

As part of the application process, you must complete and submit an occupational questionnaire.

REQUIREMENTS

Incumbent must receive favorable ANACI background investigation.

HOW YOU WILL BE EVALUATED:

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the Occupational Questionnaire, along with your supporting documentation to determine your ability to demonstrate the following competencies:

1. Library Acquisitions
2. Licensing
3. Copyright
You will be evaluated and rated under Category Rating selection procedures. Additional points are not added for veterans’ preference; however, preference is still applied. Applicants eligible for veteran's preference will receive selection priority over non-veterans.

**BENEFITS:**

Department of the Navy offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, a 401K-type retirement plan, and an Employee Assistance Program. More information can be found at:  

**REQUIRED DOCUMENTS:**

The documents you are required to submit vary based on what you are claiming (i.e., applying as a veteran or disabled veteran, applying as a military spouse, etc). Please review the following link to see if there are any documents you need to provide:  

**AGENCY CONTACT INFO:**

*DON Employment Info Center EIC*
*Phone: (800)378-4559*
*TDD: 858-577-5723*
*Email: DONEIC@NAVY.MIL*

Agency Information:

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