



FEDERAL JOB OPPORTUNITY BULLETIN
RAMSTEIN AB CIVILIAN PERSONNEL OFFICE

POSITION: Library Technician, GS-1411-04 Permanent Part-Time (32 hpw) NTE 31 December 2005	ANNOUNCEMENT NUMBER: BM-04JUN928150
AGENCY: Department Of The Air Force	OPENING DATE: 5 August 2004
ORGANIZATION: 469 ABG/SVMG	CLOSING DATE: Open Until Filled. Cutoff Every Thursday By COB. 1st Cutoff 19 August 2004.
DUTY LOCATION: Rhein-Main AB, Germany	RECRUITMENT CATEGORIES: 1, 2, 3A, 3B, 3D
AREA OF CONSIDERATION: Federal Wide	SALARY: \$10.19 PH (Step 1)-\$13.25 PH (Step 10)

DESCRIPTION OF DUTIES: The primary purpose of this position is to provide technical support to a librarian by performing a variety of public and technical services. Performs circulation and registration duties. Shelves books, magazines, and other library materials in accordance with various systems used in the library. Performs information searches using electronic databases, CD-ROM databases, and traditional library indexes. Performs routine clerical tasks. Assists librarian in planning and developing programs and publicity and marketing of events.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):

- (1) Knowledge of a body of standardized library rules, procedures, and operations related to one or more library functions.
- (2) Knowledge of circulation procedures to perform all regular duties including issuance and cancellation of borrower cards and resolving recurring problems, such as lost or damaged books or magazines.
- (3) Knowledge of several interlibrary loan sources and standard verification and request procedures to locate and borrow items where frequently incomplete or contain incorrect citations.
- (4) Knowledge of programs in a general library to conduct special events, locate materials for exhibits on a given theme, and prepare announcements of events and programs for bulleting boards and employee newsletters
- (5) Knowledge of general clerical office procedures.
- (6) Knowledge of one or more automated databases associated with a specific library function to support office and library operations and produce a variety of documents and reports.
- (7) Ability to communicate effectively, both orally and in writing, with a diverse group of individuals, using a high degree of tact and diplomacy.

OTHER SIGNIFICANT FACTS: The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Typing and computer operation is performed, however, a qualified typist is not required.

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification Standard for General Schedule. One (1) year of general experience. Progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

EDUCATION SUBSTITUTION: Two (2) years above high school

COMBINING EDUCATION AND EXPERIENCE: Office of Personnel Management Qualification standards provides for combinations of successfully completed education and experience to meet total qualification requirements for this position.

"NORMALLY INDIVIDUALS HIRED LOCALLY WILL NOT BE AUTHORIZED LIVING QUARTERS ALLOWANCE (LQA). HOWEVER, IF YOU CURRENTLY RECEIVE OVERSEAS BENEFITS TO INCLUDE LQA, A FINAL DETERMINATION OF CONTINUATION OF THOSE BENEFITS WILL BE MADE AT TIME OF TENTATIVE SELECTION BASED ON BOTH POSITION AND PERSONAL ELIGIBILITY".

REQUIRED APPLICATION FORMS: Please refer to the Ramstein Application Packet provided in the Civilian Personnel Office room 123 or to the web site at www.ramstein.af.mil/435mss/cpo

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

HOW TO APPLY: Applications must be turned in to the Ramstein CPO, Bldg 2120, Room 123 Between 0800 and 1600, Monday-Friday by the closing date of the announcement OR mailed to 435 MSS/ DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and RECEIVED by the closing date of the announcement.

POINT OF CONTACT: Customer Service Counter, DSN 480-7092 or commercial 06371-47-7092.

PLEASE SEE REVERSE