

**Office of the Circuit Librarian – Fifth Circuit Library
United States Court of Appeals**

Job Announcement 2015-6 USCA5LIB

Position:	Headquarters Librarian
Position Type:	Full-time 40 hours per week
Salary Range:	Court Personnel System Classification CL 29 Full salary range \$66,755 - \$108,538, depending on experience and qualifications.
Closing Date:	Applications will be considered as soon as received, and will continue to be considered until the position is filled.
Location:	New Orleans, Louisiana

REQUIRED QUALIFICATIONS

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Supervisory experience with responsibilities for directing, monitoring, developing and appraising direct reports.
- A minimum of three years of progressively responsible and successful law library experience, including at least one year equivalent to work at CL-28.
- Ability to travel as needed.
- Ability to handle occasional moderate to heavy physical activity.
- Applicant must be a United States citizen or eligible to work for the federal government.

REPRESENTATIVE DUTIES

- Supervise employees involved in the day to day operations of the headquarters library.
- Activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations.
- Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Support the administration of the circuit's library system through delivering legal research and library services within a court. Assist in establishing and implementing library program priorities and provide recommendations for the initiation of new services.
- Recommend and implement internal operating policies and procedures to meet the goals of the library program. Provide research and reference services to court personnel and other customers. Develop and conduct library user training and orientation programs, such as computer-assisted legal research training.
- Assist in the development of information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials. Maintain library collections. Review, evaluate, select, and acquire library materials, including print and electronic information resources to meet the needs of the judiciary. Use both print and computer-based research methods to compile legislative histories, bibliographies, and other specialized research tools.

- Works as a team member in coordinating services with other Fifth Circuit libraries.
- Performs interlibrary loan transactions for judges and their staff, and other court personnel in service area.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and judgment.
- Other duties and projects as assigned.

PREFERRED SKILLS

- Demonstrate knowledge of professional law librarianship concepts, principles, and practices. Display knowledge of library administration and management. Exhibit knowledge of Library of Congress classification system and cataloging procedures and practices. Display knowledge of legal resources available for research. Exhibit skill in developing training curricula and implementing training programs. Demonstrate the ability to analyze and solve problems.
- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem solving skills when managing conflicts in the workplace.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Display knowledge and skill in using and instructing others to use office automation software, library and court administration software, and online research tools. Exhibit skill in using word processing, spreadsheets, e-mail, and presentation software. Show skill in using an integrated library system and generating reports to use in making management decisions.
- Practical experience with technical services, including acquisitions and cataloging.
- Experience working with people at all levels; effective oral and written communication skills.

APPLICATION PROCESS

Please submit cover letter and resume to (email submission is preferred):

**U.S. Court of Appeals, Fifth Circuit
Attn: Sue Creech, Circuit Librarian
600 Camp Street, Room 106
New Orleans, Louisiana 70130**

**Phone: 504-310-7797
Fax: 504-310-7578**

Email: Sue_creech@ca5.uscourts.gov

BENEFITS AND OTHER INFORMATION

Federal court employees are not included in the government's civil service classification. However, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; and optional enrollment in health benefits, life insurance, tax-deferred savings, long-term care, and long-term disability programs. Court employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. New selectees are subject to a background check as a condition of employment. The Court does not provide reimbursement for interview-related travel expenses.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or fill the position, without any prior written or other notice.

Resumes will be screened and only selected applicants will be contacted for interviews.

The Fifth Circuit is an Equal Opportunity Employer.