

UNITED STATES COURT OF APPEALS FIFTH JUDICIAL CIRCUIT



Announcement 2024-01

Position Title:	Technical Services Librarian
Position Type:	Full-time, 40 hours per week
Location:	Circuit Library, Fifth Circuit - New Orleans, Louisiana (Headquarters Location)
Salary Range/Grade:	Court Personnel System Classification CL 29 (\$82,718 - \$134,446 per annum). Starting salary is commensurate with qualifications and experience.
Closing Date:	Open until filled – Preference given to applications received by February 29, 2024

POSITION OVERVIEW:

This supervisory librarian position oversees technical services staff responsible for acquisitions, serials management, cataloging, collection development, and e-resource management for legal materials procured for the Headquarters library, the eight branch libraries, and all federal judges located throughout the circuit. In addition, this position will oversee all procurement of non-legal resources for the nine libraries. This position may assist with setting library policies and administration-related projects.

REPRESENTATIVE DUTIES:

- Provide leadership, coordination, and guidance to unit procurement staff. Assure compliance with procurement guidelines, policies, and internal controls.
- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer. As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Ensure purchase is authorized, funding is available, appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Track expenditures.

- Oversee staff executing the purchase of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience in managing procurement, acquisitions, and related systems of legal resources; the ability to oversee and implement purchasing, licensing, and facilitating access to e-resources; ability to work with a variety of court personnel, including judges, law clerks, attorneys, and others outside the library environment; and ability to display excellent organizational, problem-solving, interpersonal, and communication skills. Candidates must excel in a team environment and will be expected to abide by government procurement and audit protocols. Additional duties as assigned.

REQUIRED QUALIFICATIONS:

- Master of Library Science (MLS, MLIS) degree from an accredited college or university.
- A comprehensive understanding of library operations and systems, including OCLC and SirsiDynix ILS or a similar integrated library system.
- Minimum of two years of library experience, in the area of technical services.
- Minimum of two years of supervisory experience in a library environment.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Excellent analytical skills.
- Self-motivated individual with ability to prioritize delegated tasks.
- Proficiency with Windows-based applications, such as, Word, Excel, Outlook, and Teams. Working knowledge of Adobe Acrobat helpful.
- Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
- Applicant must be a United States citizen or eligible to work for the federal government.
- Experience working with people at all levels; effective oral and written communication skills.

PREFERRED SKILLS:

- Three years of law library experience, in the area of technical services.
- Experience in working with library and governmental procurement processes.

APPLICATION PROCESS:

Submit cover letter, resume, and Application for Judicial Employment ([AO78](#)) as a single PDF attachment to:

Email: libraryvacancy@ca5.uscourts.gov

The subject line should reference Vacancy Announcement – Technical Services Librarian 2024-01

BENEFITS AND OTHER INFORMATION:

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits programs, long-term care, retirement benefits, and a tax-deferred savings plan. Further details regarding benefits can be found here: [Federal Benefits](#)

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.

Funding is not available to support interviewee travel or relocation expenses.

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