

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO. CAFC-20-09

OPEN: July 7, 2020
CLOSE: Open Until Filled

POSITION TITLE AND SALARY: Circuit Librarian
JSP 14-16 (\$121,316 –181,500)
Salary in accordance with recruitment and promotion rules. Promotion up to the JSP 16 may occur without further posting or competition.

LOCATION OF POSITION: United States Court of Appeals for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

About the Court and the Library

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also considers appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

The Federal Circuit library was organized in 1967 when the United States Court of Claims and the United States Court of Customs and Patent Appeals moved to their newly constructed courthouse on Lafayette Square, in Washington, DC. With the enactment of the Federal Courts Improvement Act of 1982, the library was designated a Circuit Library, and now serves the research needs of the United States Court of Appeals for the Federal Circuit, the U.S. Court of Federal Claims and the Office of Special Masters. The Library collection consists of 20,000+ titles and 39,000 volumes in print and electronic formats, and a digital archive of historical materials consisting of 2,600 items. In addition, the library subscribes to BloombergBNA, BloombergLaw, Law360, HeinOnline, JSTOR, LexisNexis, ProQuest Congressional, ProQuest Legislative Insight, and Westlaw, among many other electronic resources.

Position Overview

The Circuit Librarian is a statutory position authorized by 28 U.S.C. § 713 and appointed by the Court. The Circuit Librarian is responsible for the administration of the Circuit Library, which serves the United States Court of Appeals, the United States Court of Federal Claims, and the Office of Special Masters. The Circuit Librarian is responsible for the oversight of the library collection and staff which includes setting goals and policies, leading the exploration and adoption of new technology, developing and monitoring the annual budget, approving and recommending procurement activities, and managing the retention and weeding of library materials.

Responsibilities of the Circuit Librarian may include, but are not limited to:

Maintains a thorough understanding of current information theory, library management, and judiciary management policies and procedures by attending professional conferences, training at the Administrative Office (AO) and Federal Judicial Center, and by reading professional literature in the field of law librarianship. Evaluates the library program, including reference and research, collection development, marketing activities, and outcomes. Communicates and presents the updates on the library's activities and the return on investment of library programs to court officials. Serves as a member of the Court's Senior Staff, and an ex-officio member of the AO's Circuit Librarian Advisory Group.

Directs library staff in performing research using the local collection and online databases such as Westlaw, Lexis and Proquest, creating current awareness newsletters and online library guides, providing assistance to public patrons, and compiling legislative histories. Establishes and applies policies for interlibrary-loans, services to public patrons, and the care and use of the collection. Manages interlibrary-loan relationships with outside organizations to ensure pertinent information and literature may be obtained. Collaborates with library staff in evaluating and monitoring customer satisfaction by designing and distributing surveys or conducting studies on customer needs. Serves as the Circuit Historian and directs the organization, maintenance, and digitization of files, photographs, books, and other materials related to the history of the Court of Appeals for the Federal Circuit, Court of Customs and Patent Appeals, Court of Claims and Court of Federal Claims. Ensures that the library staff follow standard practices of professional archivists. Provides direction to staff in securing annual acquisition, subscription and holdings updates for union listing of interlibrary loan of legal materials.

Oversees the management of the ILS, online resource cataloging, website maintenance, book serials, and the receipt of incoming materials which includes shelving processes, distribution to chambers, and proper placement in the collection. Manages, recommends, and sets policies on suitable subject cataloging of materials in the collection, online resources and databases, and court archives in consultation with the Technical Services Librarian. Provides guidance and direction on the structure, content, appearance, and architecture of the internally developed and staff maintained online library guides. Serves as an administrator and editor of the court's website in collaboration with IT. Reviews and monitors website content and the publishing of court information.

Directly selects new books, periodicals, and digital legal research databases based on their relevance to the practice of law, the Federal courts, the American legal system, library science and management, and the two courts' jurisprudence. Elicits and considers recommendations from staff for same. Manages collection growth, space requirements, and provides similar

services to chambers collections when requested. Monitors usage of the print and digital subscriptions to ensure they have value to the courts and queries judges on their preferences for subscriptions and treatises.

Assesses and determines the staffing and training needs of library. Defines the responsibilities and coordinates activities of all staff in order to meet the goals of the library program. Initiates and coordinates personnel actions and performance reviews as appropriate. Motivates and encourages staff in their performance of duties and identifies opportunities for staff development and recognition.

Prepares an annual budget for approval by the Circuit Executive and Chief Judge. Plans for changes in funding and policies, based on both internal and external operators, such as the creation of new judgeships, or legislation that impacts the appropriations, jurisdiction or operations of the court. Ensures funding is allocated to proper budgetary accounts in JIFMS, and monitors spending levels throughout the fiscal year. Oversees library acquisition processes including the procurement of materials and subscriptions, negotiation of licenses, and the review of purchase card statements.

Required Competencies

Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a library operation and motivate a diverse and complex organization; a performance history that demonstrates the ability to lead with vision, articulate priorities, and develop staff; skill in anticipating and overcoming operational and personnel conflicts to sustain a high level of organizational excellence; skill in process management and improvement; the ability to understand technology changes and assimilate processes; the demonstrated ability to foster strong and effective interorganizational relationships; skill in managing a budget; and a proven history of mentoring teams to meet and exceed professional goals.

Required Qualifications

Candidates must possess a Master's degree in Library or Information Science from an American Library Association (ALA) accredited program. A Juris Doctor (J.D.) degree is preferred.

Candidates must have a minimum of three (3) years of progressively responsible supervisory **and** other law library experience that demonstrates an ability to: manage multiple and conflicting priorities; lead with vision; develop and execute strategic plans; communicate effectively, both verbally and in writing and explain and clarify information provided to both high-level officials and support staff; analyze and solve problems; and integrate current and future technologies into the library program.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make her/him well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information
3. Completion of online AO-78, Federal Judicial Branch Application for Employment

Once you have the cover letter and resume files (items 1 and 2 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78:

<https://www.ondemandassessment.com/link/index/IB-CUM8YJ5EY?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.