

\*\*\*\*\***JOB OPPORTUNITY**\*\*\*\*\*  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO:** 12-004

**POSITION TITLE:** Library Technician, NF-02  
Regular Full-Time w/Benefits

**SALARY:** \$8.71 - \$9.71 per hour

**LOCATION:** Library  
Andersen Air Force Base Guam

**AREA OF CONSIDERATION:** Internal NAF employees at Andersen Air Force Base Guam only

**OPEN DATE:** 11 January 2012

**CLOSING DATE:** Open until filled

**FIRST CUT-OFF:** 18 January 2012

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**INTRODUCTION:** This position is located at the Andersen Library, Andersen AFB, Guam.

**MAJOR DUTIES AND RESPONSIBILITIES:** Is responsible for all circulation service operations. Assists in the training of new library aids and technicians on circulation tasks. Independently performs circulation and registration duties by implementing established procedures for circulation functions. Maintains automated and/or manual circulation files. Implements established procedures for overdue materials. Makes arrangements with customers for replacement of lost or damaged items, following relevant AFIs and local guidance. Maintains reserve and interlibrary loan services and does follow-up to ensure all requests are accurately fulfilled. Maintains and compiles up-to-date library statistics on circulation, attendance, reference questions, and other requested data. Provides ready reference services to library customers. Assists library users with library equipment. Assists the supervisory librarian in developing and implementing programs and the marketing and publicity of library services and events. Prepares displays. Recommends titles for possible inclusion in the collection. Utilizes the on-line public access catalog and on-line databases such as DIALOG and OCLC First Search to prepare subject bibliographies. Performs routine clerical tasks. Picks up, sorts, and distributes library mail. Uses varied and advanced functions of word processing software to prepare, format, modify, edit, and print a variety of letters, reports, memos, and other text documents. Receives and transmits electronic mail with attachments. Assists with the technical services process as needed. Assists in conducting tours and group orientations. Refers difficult questions/problems concerning work processes to the appropriate staff member. Performs other related duties as assigned.

**QUALIFICATIONS:** Must have 1 year specialized experience in a library that provided specific knowledge of library rules, policies, and procedures for circulation and technical service. Must be able to read, write, and speak English. Must have experience or training that demonstrates the ability to perform computer data processing. Must have experience in a library that provides the applicant with general knowledge of standard library rules, policies, and procedures in circulation services. Must have typing experience. Work requires some physical exertion such as long periods of standing; recurring activities such as bending, crouching, stooping, stretching, and reaching; pushing loaded book trucks; and recurring lifting of moderately heavy items. Must be physically able to frequently lift boxes of up to 40 pounds. Must be able to reach up to 72 inches with or without the assistance of a step stool. Must be able to satisfactorily complete a preemployment physical. Successful completion of a National Agency Check is required. Must possess skill in dealing with the public.

**HOW TO APPLY:** Current NAF employees may apply by submitting an "Internal Application" (NAFHRO FM-01) or resume to NAF Human Resources Office in Bldg 203 Halsey Drive, Nimitz Hill, Piti or storefront office in Bldg 23008, Andersen Air Force Base. Applications may also be submitted via email to [M-GU-CNRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-CNRM-NAFHRO-N9@fe.navy.mil). We reserve the right to close this position without further announcement. **All applications MUST be submitted to the NAF Human Resources Office by closing date on the announcement in order to be considered.**

Application packages may be obtained via our webpage at [www.36fss.com/naf.html](http://www.36fss.com/naf.html) or [www.mwrguam.com/content.php?keyword=jobs](http://www.mwrguam.com/content.php?keyword=jobs)

For those claiming hiring preferences, please contact our office or visit our website for required documents:  
**Military Spouse Preference:** Submit MSP form with sponsor's PCS orders.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

**PRIVACY ACT STATEMENT FOR NAF APPLICANTS:** "Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek."