

## US Army Fires Center of Excellence and Fort Sill (FCOEFS)

Morris Swett Library, Fort Sill, Oklahoma

### Hiring one GS-1410-07 (Target GS-09) Librarian (Catalog/Reference)

Salary ranges from \$43,251 - \$56,222 for GS-07 to \$52,905 - \$68,777 for GS-09

(Recruitment conducted under the Direct Hire Authority for Post-Secondary Students & Recent Graduates Hiring Authority, Public Law 114-328, NDAA FY2017, Section 1106)

#### Major Duties

- Performs original and modified cataloging of classified and unclassified library materials including books, documents, reports, theses, manuscripts, audiovisuals, microforms and other non-print media in English and various foreign languages.
- Utilizes OCLC (On-Line Computer Library Center) Bibliographic Input Standards and current consortium guidelines.
- Adheres to recognized environment of Resource Description and Access (RDA)/revised AACR II (Anglo-American Cataloging Rules), and the Library of Congress Classification scheme and subject headings.
- Able to both import and export master records between the Online Computer Library Center (OCLC) Worldcat database and a shared catalog, troubleshooting batch loads.
- In coordination with administration, develops and directs special cataloging and metadata projects such as post-system migration clean-up.
- Prepares reports and maintains statistics. Participates in the planning, selection and maintenance of the collection IAW current Army Regulations.

Requirements –Completion of one full academic year of graduate study in Library Science in an accredited college or university, in addition to completion of all work required for a bachelor's degree.

#### Conditions of Employment

- Must be able to obtain and maintain Secret Security Clearance
- Occasional Temporary Duty Travel (TDY) away from home station may be required for training purposes

#### Required Documents for Application Submission

- Resume- (If degree has not been completed, please provide projected graduation date)
- Transcripts
- DD 214 and VA Disability Letter (if applicable)

Information Required for Posting - Promotion potential while in the program

Please contact Katherine Murry (580) 442-3843, [Katherine.r.murry.civ@mail.mil](mailto:Katherine.r.murry.civ@mail.mil) or Shelia Duckworth, (580) 442-4525, [shelia.e.duckworth.civ@mail.mil](mailto:shelia.e.duckworth.civ@mail.mil)