

## **Notice of Two Upcoming Vacancies in Nimitz Library @ the United States Naval Academy**

1. Supervisory Library (Head of Access Services), GS-1410-12
2. Librarian (Collections & Acquisitions), GS-1410-11/12

Are you interested in working with an accomplished and motivated student body and collaborating with colleagues at a top-tier undergraduate institution with a unique culture? Please consider applying for the Head of Access Services or the Collections & Acquisitions Librarian positions at the United States Naval Academy's Nimitz Library!

The **Head of Access Services** will supervise all staff in the access services department (currently 5 full time staff and 3 part time students), provide leadership, and participate in all aspects of access services including circulation, shelving, shelf maintenance, resource sharing and interlibrary loan, reserves, public printing, library security, and service desk operation. The incumbent will also be an active participant in a variety of library-wide initiatives.

The **Collections & Acquisitions Librarian** will oversee all aspects of collection development and management as well as acquisitions of all scholarly materials, e.g., books, journals, databases, data sets. The Librarian position will be one of informal leadership, chairing the Collection Management Team, forming and directing policies and procedures, creating workflows, and training colleagues.

The Head of Access Services is a GS-12 position with a starting salary of \$94,199. The Collections & Acquisitions Librarian is a GS-11 or 12 depending on experience and a minimum starting salary of \$78,592. Both jobs are full-time and on-site. Both vacancies will appear soon on <https://www.usajobs.gov/> and interested candidates should set up an alert or check back on that site frequently for the posting and details about how to apply. The vacancies may only be open for a week once it is posted.

Please note:

An HR specialist - not a librarian - will be the first person to evaluate your resume. The library only receives a list of candidates the HR specialist forwards to us for consideration. For best results, follow the application tips below.

- Complete the online resume form provided in USAJOBS. You can send your existing resume or CV as supplemental material, but fill out the online resume form. Be sure to send all required documents.
- Do not approach the online resume as a CV. The HR specialist only considers the job duties you list under your job titles to determine if you meet the qualifications of the

position. The specialist does not look at other sections such as publications, continued training, classes taught, or committee memberships to evaluate your qualifications.

- Be explicit in listing your experience. Tell what you do in as much applicable detail as possible. Do not assume the HR specialist will be able to discern experience not specified in your resume.
- Use the verbiage from the job announcement in your resume, as applicable. The HR specialist may not know synonyms from the Library field or other ways of expressing concepts.
- Under the "Qualifications" heading, you will see a section on "Specialized Experienced." Please carefully review this section along with the other job requirements prior to submitting your application.

Additional USAJOBS application guidance can be found here:

- [OCHR Fact Sheet - USA Staffing Applicant Documentation](#)