

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	CIRCUIT LIBRARIAN
Opening Date:	November 08, 2021
Closing Date:	December 06, 2021 (or until filled)
Annual Starting Salary Range (JSP-15): Maximum Salary Potential (JSP-16):	\$134,938 - \$175,419 \$205,731 Starting salary may be at the JSP-15 or JSP-16 level dependent upon qualifications and experience.

The U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Circuit Librarian**. Applications are being accepted through **December 06, 2021**, or until the position is filled.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, and resume detailing background, experience, and qualifications should be emailed **in one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate "Circuit Librarian" in the subject line.

The selected candidate will be subject to a background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY:

The Circuit Librarian is an executive position responsible for the administration of the Circuit Library, which includes, 1) managing and supervising library staff, 2) leading the evaluation, adoption and delivery of new library technology and digital research tools, 3) managing the provision of legal research for judges, chambers, and court staff, 4) budget oversight, and 5) managing library space and facilities.

DUTIES AND RESPONSIBILITIES:

- Oversee and manage the daily operation and activities of the Circuit Library, including the Atlanta headquarters library and five branch libraries located throughout the Circuit.
- Manage and supervise library staff. Set requirements, assign work, evaluate performance of staff, and recommend personnel actions.
- Lead and implement a service-oriented library program undergoing significant change, including changes to services provided, space, collections, and migration of print collections to digital collections.
- Integrate current and future technologies into the Library program. Direct and require research and technical training for library staff on emerging technologies and enhanced library applications. Coordinate with the IT department.
- Train and instruct court staff on automated systems, new technologies, and technical legal services.
- Keep abreast of new developments in all areas of information resources and services.
- Perform legal and non-legal research for judges, law clerks, and court personnel.
- Communicate and regularly coordinate with other court units and chambers to understand their work processes and evolving research needs and adapt library services to meet those needs.
- Establish and maintain chambers libraries.
- Develop and administer the libraries' budget, including development of long-range strategic planning.

- Work with space and facilities, the General Services Administration (GSA), and other services to address library space issues.
- Oversee library archival activities.
- Travel to library locations within the Eleventh Circuit.
- Perform other functions and special projects within the Eleventh Circuit as assigned.

REQUIRED QUALIFICATIONS:

- Master’s degree in Library or Information Science. However, a law degree is an acceptable substitute if one possesses law library experience at the next lower level at which the appointment is sought.
- A minimum of five years of supervisory and management experience.
- Experience with new digital products, practices, procedures and standards in library, legal research or other data collections, technology, and technical services.
- Demonstrated skills in having integrated current digital technologies and in having implemented migration from a print to a digital environment.
- Demonstrated skills in managing a complex and changing organization that includes the ability to lead with a vision, develop and execute strategic plans, and foster effective working relationships.

PREFERRED QUALIFICATIONS:

- A Juris Doctor from a law school accredited by the American Bar Association.
- Previous management experience and technical experience in a fully (or almost fully) virtual library, legal research or other virtual environment.
- A professional demeanor and exceptional interpersonal and organizational skills.
- Strong written and oral communications and analytical skills.
- Proficiency in utilizing digital and print resources for research projects.
- Comprehensive understanding of library operations and systems in digital and print format.
- Ability to make decisions based on thorough knowledge of the policies, practices, and guidelines related to library management.
- Familiarity with an Integrated Library System (such as OCLC, SIRSI, Dynix or a similar system).
- Working knowledge of HTML, Drupal, SharePoint, SQL databases, scripting and graphic design.
- Working knowledge of library database systems and software applications, including website development.
- Working knowledge of Office 365 and video conferencing applications.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. Selectees to high-sensitive positions such as this must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	11 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to “401(k)” plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.
PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>