



United States Court of Appeals for the Fourth Circuit Notice of Vacancy

Announcement #: 05-2014-CL
Position: Circuit Librarian
Salary Range: JSP 15-16: \$117,197-\$167,000, depending on experience and qualifications.
Closing Date: Open until filled - To ensure consideration, submit required application documents by June 8, 2014.
Appointment: Permanent/Fulltime
Location: Richmond, VA

The United States Court of Appeals for the Fourth Circuit is seeking an innovative and technologically-oriented leader to serve as the **Circuit Librarian**.

Position Description

The Circuit Librarian position is an executive position that is responsible for the administration of the library program and related services for the United States Court of Appeals for the Fourth Circuit. The Fourth Circuit library program serves the judges and all court personnel in the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia with headquarters in Richmond, Virginia. In addition to the Library Headquarters, there are five staffed branch libraries throughout the Circuit.

Representative Duties

Responsibilities include managing staff at multiple locations; long-range strategic planning; outreach, development, and implementation of services that meet the needs of today's researcher; policy development and implementation; budget oversight; library automation; development and delivery of electronic tools and resources; acquisition of legal subscriptions and publications; planning and managing library space and facilities; overseeing the provision of legal research in all information formats; and training library users in all research sources.

Required Qualifications

- Applicants must have an MLS/MLIS from an ALA accredited library school. A JD from an ABA accredited law school is preferred.
- A minimum of seven years of progressively responsible and successful law library experience, with demonstrated skills in managing a complex and changing organization that includes the ability to lead with a vision, develop and execute strategic plans, foster effective working relationships, and integrate current and future technologies.
- A comprehensive understanding of library operations and systems, including the SirsiDynix ILS or a similar system.
- Knowledge of legal resources and proficiency in legal research utilizing print, Westlaw, Lexis, and other digital resources.
- Excellent analytical skills, oral and written communication skills, and customer-service orientation.

Additional desirable qualifications include skill managing a library program during a period of budget decline, creativity, and initiative.

Employee Benefits

Employees of the U.S. Courts are not classified under civil service; however, they are entitled to the same benefits as other Federal employees such as paid vacation and holidays, medical, dental, life, vision, long term care insurance, retirement, and Thrift Savings Plan.

Application Procedure

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf> to the HR Administrator at **ce04_vacancy@ca4.uscourts.gov**. Please include the title of the position in the subject line and the source of the announcement in the cover letter. Receipt of applications will be acknowledged.

Conditions of Employment

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court based on the results of an initial ten-year FBI background investigation that is updated every five years. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.