

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: OCA-2008-1411**  
**(PLEASE INCLUDE THIS NUMBER ON ALL APPLICATION MATERIAL)**

**OPEN DATE: 3/1/2008**                      **CLOSING DATE: 12/31/2008**  
Applications must be received by the closing date. Late applications will not be considered.

**POSITIONS TO BE FILLED: LIBRARY TECH (OA)**

**PAY BAND, SERIES, AND GRADE OF POSITIONS TO BE FILLED: YB-1411-01**

**WHERE POSITION IS LOCATED:** Department of Defense Education Activity, Department of Defense Dependents Schools Europe, VARIOUS LOCATIONS

**SALARY RANGE:** \$16,880 to \$38,060 per annum. Salary will be set based on duties of the position.

**YOU MAY APPLY IF YOU ARE:**

- A U.S. Citizen Family Member residing in the local commuting area.
- A Military Spouse Eligible residing in the local commuting area.

Local commuting area is defined as the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work based on the generally held expectations of the local community. (5 CFR 575.203)

Management may elect to fill positions with non-competitive applicants such as VRA, 30% or more disabled veterans, and reinstatement eligibles or current career or career-conditional employees. Please contact your local Human Resources Office for more information.

**MAJOR DUTIES:**

This announcement is used to fill the following positions. These positions may be permanent, temporary, full-time, part-time, or seasonal.

**LIBRARY TECH (OA), YB-1411-01**  
**PD# S9294**

**MAJOR DUTIES AND RESPONSIBILITIES:** Employees in this position provide technical support to the school Librarian or other Information Specialist by performing a wide variety of direct library services to the students, teachers, and patrons, as well as indirect technical services in support of the library. Assists students and teachers in locating desired materials and gathers materials for specific classroom units of study upon request of a teacher and sets up special accounts. Assist in inventorying, maintaining, storing, and issuing library/media materials for the school. Monitors Dependents School Automated Materials Management System (DSAMMS) supply listings and expenditures. Assists in cataloging incoming materials and inputs into the Columbia Library System (CLS) school program. Assists students and other users in the use of Information Center computers and peripheral equipment.

**QUALIFICATION REQUIREMENTS:**

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Click on link below to view qualification standard.

[General Schedule](#)

Candidates must meet experience requirements, education substitution, or a combination of experience and education to qualify. Under NSPS, general or specialized experience required at the next lower "grade" by OPM Qualification Standards is defined as experience at the next lower pay band or equivalent under the General Schedule (GS) or other pay systems. In all cases, the quality of experience must clearly demonstrate the possession of the knowledge, skills and abilities and/or competencies necessary for successful job performance. Examples of general experience include: progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Applicants must demonstrate possession of the knowledge, skills, abilities and competencies required to perform the work identified in the duties description. Candidates should describe experience, education, and/or training that equipped them with skills necessary to provide technical support in a library, e.g. issuing, maintaining, researching, or inventorying reference materials and publications, maintaining files and suspense's, directing visitors. Include type of environment and type of customers serviced.

Quality of experience relates to how closely or to what extent an applicant's background and recency of experience, education, and training are relevant to the duties and responsibilities of the announced position. Candidates must have the knowledge, skills, abilities and competencies to successfully perform the work of the position at the appropriate level.

NSPS positions are excluded from time-in-grade restrictions. This does not eliminate the qualification requirement.

**TYPING PROFICIENCY:** Positions designated as Office Automation, designated by title containing parenthetical OA, will require the skills of a qualified typist. These positions require typing speed of at least 40 words per minute. Be sure your application reflects your typing skill (words per minute).

#### **METHOD OF REFERRAL**

Qualified candidates will be referred for employment consideration in accordance with governing laws, regulations, and procedures. Based on information submitted in your application, DoDDS Human Resources staff will determine your qualifications, status, eligibility, and employment category that includes Veterans' Preference eligibility as well as your eligibility for Military Spouse and Family Member preference.

Candidates who meet minimum experience and/or education requirements for the position(s) listed in this announcement will be further evaluated against established criteria which demonstrates how well they possess the specific knowledge, skills, and abilities determined to be necessary for successful job performance for each position. Candidates then referred for consideration will be placed into one of the three categories listed below:

1. **Best Qualified Candidates:** These are candidates that possess exceptional and directly related experience specific to the position being considered for.
2. **Highly Qualified Candidates.** These are candidates that possess good or some similar work experience related to the position being considered for.
3. **Qualified Candidates.** These are candidates that meet the basic qualification requirements of the position as indicated in the OPM's Operating Manual, Qualification Standards for General Schedule Positions.

#### **PAY, BENEFITS AND WORK SCHEDULE:**

**YOUR PAY WILL BE SET WITHIN THE RANGE SPECIFIED IN THIS VACANCY ANNOUNCEMENT AND WILL BE BASED ON THE REQUIREMENTS OF THE POSITION, YOUR QUALIFICATION, EDUCATION, EXPERIENCE, TRAINING, AND THE AVAILABILITY OF FUNDS.**

**This position is school year seasonal.**

Applications will be rated and registered as received. Applications will be referred when vacancies become available.

Certain local family member appointments are tied to the sponsor's rotation date on a Not-To-Exceed (NTE) basis. Family member appointments may not exceed two months after an employee is no longer considered a family member within the local commuting area due to PCS or divorce of sponsor or in the case of a child age 21 (or 23 if in college full-time).

Applicants appointed to a full time continuing position will have their current application inactivated. Applicants may re-submit a new application after their current application is inactivated if so desired. Applicants appointed to a temporary and/or part time position under this announcement will continue to receive consideration for full time continuing positions for which applied and qualified for under this announcement. For example, if selected for a temporary appointment, applicants will continue to be considered for full time continuing appointments provided they meet qualifications.

**WORK SCHEDULES** are Part time or Full time or School Year Seasonal. Some positions are part-time with seasonal work schedules. Most school year seasonal work schedules include periods in a **non-pay/non-duty** status during the holiday, spring and summer recess periods.

**Living Quarters Allowance (LQA) and payment of travel and transportation expenses are not authorized.**

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

**CONDITIONS OF EMPLOYMENT:**

All candidates must be U.S. Citizens and reside within the local commuting area of where the position is located.

Applicants must be U.S. citizens who are not considered Ordinarily Resident under the applicable Status of Forces Agreement (SOFA). An ordinarily resident is anyone who has lived in the host country longer than the allowed number of days without being a member of the forces assigned, civilian component or a family member of either the aforementioned or who has obtained a work permit for any duration. Ordinarily Resident Restrictions apply and vary depending upon the host nation.

Maps showing the geographical locations of the various schools throughout DoDDS-Europe can be found at:  
<http://www.eu.dodea.edu/maps.htm>

Applicants selected for full time continuing positions may be required to complete a 1-year probationary period.

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

Selectee must undergo Background Checks IAW DoDI 1402.5 (e.g. Local Files Check, State Criminal History Records Check, and National Agency Check Inquires). Employment in these positions is subject to successful completion of a background security investigation and favorable adjudication. Failure to successfully meet/maintain these requirements may be grounds for termination.

Selectee will be required to have an Italian Visa/Soggiorno if position is located in Italy and a Visa if position is located in the United Kingdom.

**TO APPLY, YOU MUST SUBMIT:**

Please visit [www.eu.dodea.edu/hr/](http://www.eu.dodea.edu/hr/) for a complete application package. The announcement number must be provided on all application materials.

Applicants are responsible for ensuring that contact information is accurate and clearly evident in the application. Contact information should include current address, telephone and/or cell phone numbers, and email addresses.

**Optional Application for Federal Employment (OF-612), résumé, OR any other written format, including the Standard Form 171, Application for Federal Employment THAT INCLUDES THE FOLLOWING INFORMATION:**

- Announcement number, title and grade of the position(s) for which you desire employment.
- Citizenship status and social security number.
- Your highest Federal civilian grade held, job series, and dates of employment, if you are a current or former Federal employee.
- Total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week. Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.
- Job-related training courses (title and year).
- Job-related skills.
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments (give dates-but do not send documents).

**YOU MUST ALSO SUBMIT:**

1. Education will be credited only when a copy of college transcripts is provided. To receive credit for education gained in a foreign institution, you must submit proof that it is equivalent to a United States education program. If you qualify based on education, and are selected, you will be required to provide official transcripts.
2. If you are not using the Standard Form 171, Application for Federal Employment, then a **Declaration for Federal Employment (OF-306)** should also be submitted.

3. If you are applying for family member employment, a copy of your sponsor's Permanent Change of Station (PCS) orders authorizing movement of family member to the overseas command, or other appropriate documentation (such as a statement of command sponsorship) to support family member status must be submitted to receive consideration.
4. If you are applying for military spouse preference, a completed [Questionnaire for Military Spouse Preference](#) and copy of your sponsor's permanent change of station (PCS) orders authorizing movement of spouse to the overseas command, or other appropriate documentation to support spousal preference must be submitted to receive consideration.
5. All applicants must submit a [Pre-Employment Questionnaire](#) to Determine Eligibility for Employment form.
6. Please use the [Application Checklist](#) to ensure you have all documents prior to submission.

ALL REQUIRED FORMS MAY BE FOUND AT [www.eu.dodea.edu/hr](http://www.eu.dodea.edu/hr).

**APPLICATIONS WILL NOT BE RETURNED. PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS. INCOMPLETE APPLICATIONS WILL NOT RECEIVE CONSIDERATION.**

Applications may be submitted by mail, fax or email to the appropriate District Human Resources Office as indicated below.

Applications must be scanned using Adobe Acrobat into a single file attachment in ".pdf" format. **APPLICATIONS SENT VIA EMAIL HAVING MORE THAN ONE ATTACHMENT OR ATTACHMENTS IN ANY OTHER FORMAT WILL NOT BE CONSIDERED.** You will receive verification within 48 hours of receipt of your electronically submitted application.

**BAVARIA DISTRICT HR OFFICE, ANSBACH, GERMANY**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-BAVARIA DISTRICT  
UNIT 28614  
ATTN: HUMAN RESOURCES OFFICE  
APO AE 09177

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-BAVARIA DISTRICT  
ATTN: HUMAN RESOURCES OFFICE  
BARTON BARRACKS  
MEINHARDSWINDENER STR. GEB 5254/2  
91522 ANSBACH, GE

Applications can be faxed to commercial (49) 981-183-440 (if calling from outside of Germany) or 0981-183-440 (if calling within Germany), or by DSN: 468-7440

Applications may be sent by email to [Bavaria.Applicants@eu.dodea.edu](mailto:Bavaria.Applicants@eu.dodea.edu).

For further information on the Bavaria District HR Office, please contact 0981-813-414/415

**HEIDELBERG DISTRICT HR OFFICE, HEIDELBERG, GERMANY**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-HEIDELBERG DISTRICT  
UNIT 29237  
ATTN: HUMAN RESOURCES OFFICE  
APO AE 09102-9237

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-HEIDELBERG DISTRICT  
ATTN: HUMAN RESOURCES OFFICE  
GETTYSBERG, GEB 4517  
PATRICK HENRY VILLAGE  
69124 HEIDELBERG, GE

Applications can be faxed to commercial (49) 6221-677331 (if calling from outside of Germany) or 06221-677331 (if calling within Germany)

Applications may be sent by email to [Heidelberg.Applicants@eu.dodea.edu](mailto:Heidelberg.Applicants@eu.dodea.edu).

For further information on the Heidelberg District HR Office, please contact 06221-677322

**ISLES DISTRICT HR OFFICE, FELTWELL, UNITED KINGDOM**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-ISLES DISTRICT  
ATTN: HUMAN RESOURCES  
UNIT 5185, BOX 470  
APO AE 09461-5470

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-ISLES DISTRICT  
ATTN: HUMAN RESOURCES  
BUILDING 30, RAF FELTWELL  
NR. THETFORD  
NORFOLK IP26 4HL  
UK

Applications can be faxed to commercial (44) 1638-527-037 (if calling from outside of UK) or 01638-527-037 (if calling within UK), or by DSN: 226-7037

Applications may be sent by email to [Isles.Applicants@eu.dodea.edu](mailto:Isles.Applicants@eu.dodea.edu).

For further information regarding the Isles District HR Office, please call 01638-52-7333

**KAISERSLAUTERN DISTRICT HR OFFICE, KAISERSLAUTERN, GERMANY**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-KAISERSLAUTERN DISTRICT  
UNIT 3405  
ATTN: HUMAN RESOURCES OFFICE  
APO AE 09021

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-KAISERSLAUTERN DISTRICT  
ATTN: HUMAN RESOURCES OFFICE  
KAPAUN AIR STATION, GEB. 2786  
67663 KAISERSLAUTERN, GE

Applications can be faxed to commercial (49) 631-98762 (if calling from outside of Germany) or 0631-98762 (if calling within Germany).

Applications may be sent by email to [Kaiserslautern.Applicants@eu.dodea.edu](mailto:Kaiserslautern.Applicants@eu.dodea.edu).

For further information regarding the Kaiserslautern District HR Office, please call 0631-536-7013 or DSN 489-7013

**MEDITERRANEAN DISTRICT HR OFFICE, VICENZA, ITALY**

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)  
DODDS-MEDITERRANEAN DISTRICT  
UNIT 31401, BOX 11  
ATTN: HUMAN RESOURCES OFFICE  
APO AE 09630-0011

OR TO:

(If Using Express Delivery I.E. FedEx, DHL, Etc)  
DODDS-MEDITERRANEAN DISTRICT  
ATTN: HUMAN RESOURCES OFFICE  
VIALE DELLA PACE, EDIFICIO 307  
36100 VICENZA, ITALIA

Applications can be faxed to commercial (39) 0444-71-8721 or by DSN: 634-8721

Applications may be sent by email to [Mediterranean.Applicants@eu.dodea.edu](mailto:Mediterranean.Applicants@eu.dodea.edu).

For further information regarding the Mediterranean District HR Office, please call (39) 0444-71-8038 or DSN 634-8038

**IF YOU ARE AN ELIGIBLE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) APPLICANT, YOU MUST SUBMIT THE NARRATIVE RESPONSE TO THE RANKING FACTORS, PROOF OF ELIGIBILITY, AND YOUR MOST RECENT PERFORMANCE APPRAISAL.**

**APPLICATIONS RECEIVED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT RECEIVE CONSIDERATION, AND APPLICANTS ARE REMINDED OF THE LEGAL PROHIBITION AGAINST THE USE OF SUCH ENVELOPES OR OTHER GOVERNMENT PROPERTY FOR OTHER THAN OFFICIALLY APPROVED ACTIVITIES. THESE PROHIBITIONS ARE CONTAINED IN 5 USC 735.205, 39 USC, AND 18 USC.**

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NON-AFFILIATION, MARITAL STATUS, RACE, COLOR, CREED, GENDER, AGE, SEXUAL ORIENTATION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY OR ANY OTHER NON-MERIT FACTOR. REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.**