

# INTEREST ANNOUNCEMENTS



**BONNEVILLE POWER ADMINISTRATION**  
**DETAIL – NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY**  
**INTEREST ANNOUNCEMENT FY25-DKSL-001- Library Technician- GS-1411-08-**  
**Detail-Temporary Promotion**

## **Library Technician Detail**

*For Classified position J07249 GS-1411-08*

*Pay Range: \$ 58,400 - \$ 75,919 per year*

*Full-time for 120 days)*

*Number of Vacancies: 1*

**OPENS:** 12/17/2024

**CLOSES:** 12/27/2024

**POSITION LOCATION:** Portland, Oregon

**WHO MAY APPLY:** Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-8 grade level. This is a non-competitive temporary promotion or detail NTE 120 days. Employees will need to confirm they have their supervisor's approval when applying for the non-competitive temporary promotion or detail.

Employees who have non-competitively served a total of 120 days in a temporary promotion or detail to a higher grade within the preceding 12 months are not eligible for a higher-graded opportunity. Contact HR Specialist Wilson Bowlby at [wjbowlby@bpa.gov](mailto:wjbowlby@bpa.gov) 503-230-3117 if you have questions regarding your eligibility.

**NOTES:** The successful candidate will be detailed or non-competitively temporarily promoted to the position of Library Technician. Selection from this interest announcement is subject to the requirements of applicable employment practices. Any promotion associated with this announcement will be subject to the following:

- When an employee already holds the same grade or higher as the position of interest on a permanent basis, then the action will be processed as a detail and may be made for a period up to one year, in 120-day increments. When appropriate, details may be extended for an additional year, in 120-day increments.
- When an employee holds a lower graded position or is in a position with lower-graded promotion potential than the position of interest, s/he is prohibited from serving in a higher-graded position for more than 120-days in a 52-week period. The action may be processed as a detail or non-competitive temporary promotion at management's discretion. Employees selected for a non-competitive temporary promotion must meet time in grade, experience, and any minimum education requirements specified under Special Skills & Abilities below. Those who do not meet the time in grade or qualifications requirement(s) may be eligible to accrue experience during a detail. Non-competitive temporary promotions or details to a higher grade may not be extended or made permanent.
- The employee will be returned to his/her permanent position of record (i.e., position prior to detail) upon completion of the non-competitive temporary promotion or detail opportunity.
- Temporary promotions and details may be terminated at any time based on the needs of management.
- Multiple selections may be made from this interest announcement to fill the position on a rotational basis.

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## **GENERAL INFORMATION:**

The incumbent will report to *the Strategic Communications and Stakeholder Engagement manager, HQs.*

The Strategic Communications and Stakeholder Engagement (DKS) organization within the Communications (DK) organization is seeking a motivated and detail-oriented individual for a 120-day detail at the GS-8 level in its BPA Library and Visitor Center.

The primary responsibility will be serials management, with additional duties in collection maintenance and circulation. The ideal candidate will have strong organizational skills, some experience with library systems, and an ability to manage and track serial publications efficiently.

## **DUTIES:**

Oversee serials management processes, including receiving, processing and cataloging new issues  
Support collection maintenance, ensuring materials are properly organized and in good condition. Assist with circulation duties, including checking materials in and out, and managing user accounts. This is an excellent opportunity to gain experience in a dynamic federal library setting. hiring for a library technician to work in the Library and Visitor Center (DKSL). The primary purpose of this position is to manage the BPA Library's serials program. This would be a 120-day detail. The BPA Library & Visitor Center serves to educate the workforce and BPA's customers about our important role in the development of the Pacific Northwest. Interactive exhibits provide information about BPA's history, current business and geography. The purpose of the work is to manage the BPA Library's serials program and to serve as a point of contact for most technical aspects of that support function. The person hired for this temporary opportunity would answer phone calls and emails from library patrons, purchase or coordinate the purchase of books and training materials, manage or monitor requests through the Interlibrary Loan Program, manage BPA's serials program and learn how to open and close the library.

## **Essential Duties and Responsibilities:**

- Answer phone calls and emails; help with research and reference questions.
- Respond to in-person patron questions.
- Oversee serials management processes, including receiving, processing and cataloging new issues
- Support collection maintenance, ensuring materials are properly organized and in good condition
- Assist with circulation duties, including checking materials in and out, and managing user accounts
- Manage Interlibrary Loan Program by processing requests, tracking materials and updating patron statuses
- Purchase books, publications or training materials for other organizations.

## **Qualifications, Education and Experience**

- Experience in administrative, clerical, or data management roles
- Experience in a library setting a plus
- Ability to effectively communicate with other libraries, patrons, other Communications/library staff.

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- Develop skills in handling requests, following up on overdue items, and troubleshoot issues between libraries
- Experience or willingness to learn systems such as Dewey Decimal or Library of Congress classification
- Experience or willingness to learn using software systems such as OCLC, ILLiad or WordShare
- Possess strong organizational skills and have an attention to detail
- Ability to adapt quickly to new systems and processes
- Must be able to lift or push 50 pounds (some library materials are shipped in boxes)
- Purchase card holder a plus

## **HOW TO APPLY:**

Complete a brief memo of interest describing your interest in this detail – temporary promotion assignment and your relevant experience. Submit your memo and a signed Supervisory Acknowledgement statement (below) by close of business on **12/27/2024** to Heidi Helwig, [hyhelwig@bpa.gov](mailto:hyhelwig@bpa.gov). Do NOT submit a resume.

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## *SUPERVISOR'S ACKNOWLEDGEMENT*

### INTEREST ANNOUNCEMENT (FY-ORG-###)

I acknowledge that \_\_\_\_\_ has requested consideration for this position. I understand this temporary assignment is a detail or temporary promotion NTE 120 days.

I am willing to consider approving the detail and understand the salary, travel, lodging, M&IE costs and/or FTE for the duration of the detail will be funded by **ORG**.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Routing: \_\_\_\_\_