



# Librarian

DEPARTMENT OF THE INTERIOR

Bureau of Indian Education

Southwestern Indian Polytechnic Institute (SIPI), Academic Affairs, Library

## Summary

This position is part of the Southwestern Indian Polytechnic Institute, Bureau of Indian Education (BIE), Department of the Interior (DOI). As a Librarian you will be responsible for providing essential librarian and circulation functions for the college.

[Learn more about this agency](#)

## Overview

Accepting applications

🕒 Open 07/24/2026 to 08/07/2026

## Location

1 vacancy in the following location:

📍 Albuquerque, NM

## Work site options

### Telework eligible

No

### Remote job

No

## Relocation expenses reimbursed

Yes — You may qualify for reimbursement of relocation expenses in accordance with agency policy.

## Salary

\$75,489 - \$98,141 per year

## Pay scale & grade

GS 11

**Promotion potential**

None

? [Learn more about pay scale and grade](#)

Pay scale and grade determines the salary of the job.

**Work schedule**

Full-time

**Travel Required**

Occasional travel - You may be expected to travel for this position.

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**Appointment type**

Permanent

**Occupations and job series**

- [1410 Librarian](#)

**Supervisory status**

No

**Federal service type**

This job is in the Competitive Service

**Represented by a union**

Yes - Position is covered by Bargaining Unit/Union.

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**Drug test**

No

**Security clearance**

Not Required

**Position sensitivity and risk**

[Non-sensitive \(NS\)/Low Risk](#)

? Jobs require a [background check](#) and some require a [security clearance](#). The type depends on the job.

**Background check type**

- [Suitability/Fitness](#)

**Financial disclosure required**

No

? Some jobs require [financial disclosure](#) to identify conflicts of interests.

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**Announcement number**

BIE-13020499-26-MT

**Control number**

877974600

## This job is open to



### Federal employees - Competitive service

Current federal employees whose agencies follow the U.S. Office of Personnel Management's hiring rules and pay scales.



### Career transition (CTAP, ICTAP, RPL)

Federal employees whose job, agency or department was eliminated and are eligible for priority over other applicants.



### Veterans

Veterans of the U.S. Armed Forces or a spouse, widow, widower or parent of a veteran, who may be eligible for derived preference



### Military spouses

Military spouses of active duty service members or whose spouse is 100 percent disabled or died on active duty.



### Individuals with disabilities

Individuals who are eligible under Schedule A.



### Native Americans

Native Americans or Alaskan Natives with a tribal affiliation.

## Clarification from the agency

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (25 U.S.C. 5116 (reclassified from 472)). Verification Form BIA 4432 must be submitted with the application if claiming Indian Preference. Indian preference eligibles may be appointed under the Excepted Service Appointment Authority Schedule A, 213.3112(A)(7).

## Duties

As a **Librarian, GS-1410-11**, your typical work assignments will include the following under supervision:

- Plan and teach classes on topics such as information literacy, library instruction, and technology use.
- Confer with colleagues, faculty, and community members and organizations to conduct informational programs, make collection decisions, and determine library services to offer.
- Review and evaluate materials, using book reviews, catalogs, faculty recommendations, and current holdings to select and order print, audio-visual, and electronic resources.

- Promote and sponsor professional development activities, such as continuing education classes and or participate in conferences, workshops, professional meetings, and associations.
- Plan and coordinate training for library staff, on topics such as receiving, shelving, researching, cataloging, and equipment use.

## Requirements

### Conditions of employment

- Be sure to read the 'How to Apply' and 'Required Documents' Sections.
- U.S. Citizenship is required.
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- As a condition of employment, you will be required to serve a 2-year trial or 1-year probationary period during which your fitness and whether your continued employment advances the public interest will be evaluated.
- If you are a male applicant born after 12-31-1959, you are required to register under the Military Selective Service Act and the Defense Authorization Act of 1986 (<https://www.sss.gov>), in order to be eligible for appointment to this agency.
- Driving Requirement (Required only at time of appointment): Incumbent may be required, as an incidental duty, to operate a government-owned or leased motor vehicle, in the performance of duties, therefore, a valid driver's license is required.

### Qualifications

Applicants must meet the qualification requirements contained in the [OPM Standards](#). For this position, they are listed below.

#### BASIC REQUIREMENTS:

**GS-1410:** Completed 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree.

**-OR-**

Have a total of at least 5 years of combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

**In addition to meeting the Basic Requirement, you must also meet the Minimum Qualifications requirements below.**

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**GS-11:** Possess one (1) year of specialized experience equivalent to at least the GS-09 level in the Federal service that includes: Applied advanced library science skills by instructing students and faculty in the use of library technologies and research tools; managing and cataloging library and archival collections; developing and maintaining library databases; curating specialized bibliographies to support academic programs; operating and troubleshooting audiovisual equipment; and actively contributing to institutional committees and collaborative initiatives.

**-OR-**

Have 3 full years of progressively higher-level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position.

**-OR-**

Possess a combination of successfully completed graduate level education beyond the second year of progressive graduate study and specialized experience that together meets 100% of the qualification requirements for the position.

**Time-In-Grade Requirements:** Merit Promotion (status) candidates must have completed one year (52 weeks) of service at the next lower grade level. [Learn more about what is time-in grade.](#)

**All qualification requirements must be met by the closing date of this announcement.**

## Education

**EDUCATION:** Transcripts **MUST** be uploaded and electronically linked from USAJOBS at the time you apply and **MUST** include identifying information to include School Name, Student Name, credit hours, major, and grade-point average or class ranking, degree and date awarded. All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education (DOE).

Applicants are responsible for providing documentation that the educational requirements have been met. To qualify based on education you must submit a legible copy of your transcripts. **Official transcripts** are required upon selection if you qualified based on education. Education must have been obtained from an accredited or pre-accredited institution recognized by the U.S. DOE (click [here](#)) in order for it to be credited towards qualifications.

Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the U.S. (click [here](#)).

## Additional information

**The pay flexibilities** of a recruitment bonus, relocation bonus may be authorized, pending availability of funds and management approval.

**Initial appointments to the competitive or excepted service:** The probationary or trial period is an extension of the appointment process and therefore requires the agency to determine if continued employment would advance the public interest, meet the organization goals and mission of the agency, and/or otherwise promote the efficiency of the service. In determining if your employment advances the public interest, the agency will consider:

- Your performance and conduct;
- The needs and interests of the agency;

- Whether your continued employment would advance organizational goals of the agency or the Government; and
- Whether your continued employment would advance the efficiency of the Federal service.

Under applicable law, the employment of an individual serving a probationary or trial period automatically terminates when that period ends unless the agency affirmatively certifies, in writing, that the individual's employment should continue and that their appointment should be finalized. In the absence of agency action to affirmatively certify continued employment beyond the probationary or trial period, such appointments are terminated. Upon completion of your probationary or trial period your employment will be terminated unless you receive certification, in writing, that your continued employment advances the public interest.

**Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) Documentation:** The CTAP/ICTAP provides placement assistance (click [here](#) for more details, [here](#) for DOI's policy) to permanent Federal civilian employees who are surplus, displaced, or involuntarily separated. Applicants claiming eligibility **must** submit a 1) copy of their most recent performance appraisal, 2) proof of eligibility, 3) most current SF-50 noting position, grade level, and duty location with their application. To be considered, applicants must be well-qualified (i.e., meet the minimum qualification requirements, including any selective placement factors; education, and experience requirements), score **at least 85** on the assessment questionnaire, and be able to perform the duties of the position upon entry.

**Status Candidates:** Consideration will be given to Non-Indian applicants ([Status](#) or [Reinstatement](#) eligibles) in the absence of a qualified Indian preference eligible. Applicants not entitled to Indian Preference or Veteran's Preference must be Federal civilian employees with competitive status or former Federal civilian employees with reinstatement eligibility and must submit latest Notification of Personnel Action, SF-50, as proof.

**Veterans Employment Opportunities Act (VEOA):** Preference eligibles may apply for permanent positions (career or career-conditional appointments) under merit promotion procedures for VEOA appointments; however, veteran's preference is not a factor in these appointments. To be eligible for a VEOA appointment, a veteran must be a preference eligible OR veteran separated after 3 or more years of continuous active service performed under honorable conditions. Applicants must submit a copy of their DD-214 (Member Copy 4) for verification of eligibility. For more information about this program and to determine whether you are eligible, [click here](#).

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

## Benefits



A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the

specific benefits offered.

## How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. To determine if you are minimally qualified, your resume and supporting documentation will be compared to your application to determine your level of experience.

Please follow all instructions carefully, you must complete all required steps in the process. In addition to the application and application questionnaire, this position requires successful completion of additional assessments, which may include a medical examination, drug test, physical readiness test, written examination, and structured interview. These assessments measure the critical competencies required to successfully perform the job.

This position requires successful completion of the following assessment: Structured Resume Review. This assessment measures the critical [competencies](#) that are required to successfully perform the job in the following areas:

Computer Skills, Information Management, Technical Competence, and Technology Awareness

Note: If, after reviewing your resume and/or supporting documentation, a determination is made that you inflated your qualifications and or experience, you may lose consideration. Errors or omissions may affect your qualification. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action. To preview the assessment questionnaire, click here: <https://apply.usastaffing.gov/ViewQuestionnaire/13020499>

## Required Documents

To apply for this position, you must submit a complete Application Package which includes:

**1. Resume** which includes a list of all significant jobs held and duties performed, dates specified in month and year format, and the resume must reflect full and/or part-time or total number of hours worked (i.e., work 40+ hours a week, rather than indicating full-time). If part-time, the hours must be annotated to be able to pro-rate the amount of qualified specialized experience. If military or civilian, please include your rank and/or grade. **For more information see** [How do I write a resume for a federal job?](#)

- **Resumes must not exceed two single-sided pages and resumes longer than two pages will not be accepted.** The minimum font size is 10-point for all body text. Headers may be slightly larger but must remain legible. All resumes must maintain a minimum 0.5-inch margins on all sides to ensure readability and prevent excessive content compression. Including supplemental pages or attachments disguised as resume extensions are prohibited and will not be reviewed to determine your eligibility/qualifications.

**2. Complete all required assessments.****3. All other supporting documents (if applicable) such as:****• Current & Former Federal Employees:**

- **Most recent SF-50, Notification of Personnel Action**, if applying as a status candidate with current or former Federal Service. An SF-50 showing your time-in-grade eligibility must be submitted and should include your position title, pay plan/series/grade, tenure and the type of appointment (i.e. Competitive or Excepted). Please be aware that award SF-50's do not provide sufficient information and will not be accepted for the purpose of verifying time-in-grade.
- **Due Weight for Performance Appraisals and Awards**, please submit 1) a copy of your most recent performance appraisal/evaluation and 2) a list of any awards (e.g. superior performance awards, special act or achievement awards, quality step increase, etc.) you received in the last 5 years. Any performance appraisal/evaluation and award documentation you provide will be forwarded to the selecting official. The selecting official will review this documentation and give it due weight consideration during the overall selection process. If you do not have your most recent performance appraisal/evaluation, please submit a statement as to why it is not available. Please indicate if any prior performance appraisals/evaluations were at an acceptable level.
- **If claiming Indian Preference, [Form BIA 4432](#)**. The form must be completed by the appropriate official with the Federally recognized tribe where the applicant is enrolled as a member. **No other form will be accepted.**
- **If claiming Veterans Preference**, you must submit your [preference eligibility](#) documents or certification of expected discharge or release from active duty.
  - If you are claiming 5-points veterans' preference, you must submit a copy of your **DD-214** (member 4 copy) or other proof of eligibility.
  - If you are claiming 10-point veterans' preference, you must also submit an [SF-15](#) plus the proof required by that form including your **DD-214** (member 4 copy), [SF-15](#) and **VA letter**, or other proof of eligibility.
- **CTAP/ICTAP Documentation**, if applicable. 1) Proof of eligibility (e.g., Certification of Expected Separation, Reduction-In-Force (RIF) Separation Notice, or Notice of Proposed Removal); 2) SF-50 that documents the RIF separation action; **and** 3) most recent performance appraisal.
- **College transcript(s)**. Copy of education transcripts. Unofficial college transcripts are acceptable but official college transcripts will be required before entrance on duty.

**FORMER FEDERAL EMPLOYEES:** Are required to indicate whether they received a Voluntary Separation Incentive Payment (VSIP) buyout in their previous employment with the Federal government and are required to submit a copy of the applicable SF-50 regarding the VSIP. The majority of individuals, who accept reemployment with the Federal government within 5 years of receiving the VSIP amount, must repay the gross amount of the separation pay prior to reemployment. [Learn more about buyouts.](#)

**NOTE:** Persons submitting incomplete applications will be given credit only for the information they provide. The applicant is responsible for submitting all required documentation in support of their application in order to receive full credit for their Indian preference, veteran preference, experience, training, and/or education as applicable. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED FROM THIS OFFICE.**

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

A complete application package must be submitted by **11:59 PM (EST)** on the closing date of the announcement to receive consideration.

- To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.
- **IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE MAY NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE AND/OR EMPLOYMENT STATUS.**

To verify the status of your application, [log into your USAJOBS account](#), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

If you are unable to apply online, require reasonable accommodation in the application process, or an applicant with a disability, please contact Marsha Tanner at 505-431-3574 or [marsha.tanner@bie.edu](mailto:marsha.tanner@bie.edu) for alternate application instructions.

**Notification to Applicants:**

- Applicants who apply under this job opportunity announcement agree to have their application, associated documents and applicable personal information shared with other Bureaus/Offices within the Department of the Interior (DOI) who have vacancies within the same occupational series, grade, full performance level and in the same geographic location(s), including within the same metro/commuting area. Applying to this announcement does not replace the need to apply to other job opportunity announcements for which you wish to receive consideration.

- Additional selections may be made from this announcement if identical vacancies occur within 90 days from the closing date.

### Agency contact information

 **Marsha Tanner**

**Phone**

[505-431-3574](tel:505-431-3574)

**Email**

[marsha.tanner@bie.edu](mailto:marsha.tanner@bie.edu)

**Address**

Southwestern Indian Polytechnic Institute  
9169 Coors Blvd. NW  
Albuquerque, NM 87120  
US

### Next steps

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified by email of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

### Fair and transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)



USAJOBS is a [United States Office of Personnel Management](#) website.