

Library Support (CA) / Sandia National Laboratories /Livermore, CA

Provides technical support for both traditional and digital library systems and library operations. Researches and circulates library books, documents, periodicals, and films. Performs a variety of clerical duties in a library.

Supports line operations in maintaining document collections. Performs a variety of clerical duties in a library. Researches and circulates library books, documents, periodicals, and films. Searches for, recalls, and makes available library materials. Helps others use library facilities. Orders books, publications, and other materials, as required. Controls periodical subscriptions and renewals and utilizes outside libraries and bookstores to obtain information and materials. Catalogs and classifies material received by the library, as directed. May use computers to track, search, and retrieve information or abstracts.

Ensure proper controls and management of classified documentation

Mange and archive records

Scan, categorize, transmit, set location, track and store digital and hard copies of classified and unclassified assets

Provide research and document retrieval of material as requested by customers

Familiarity with Microsoft Office and related library tools

Familiarity with both traditional and digital library functions. General experience in dealing with customers. Demonstrated experience using computer applications and the internet. Ability to work as a team member.

Required:

- Understand controls and management of records
- Familiarity with Integrated Library Systems
- Proficient in MS Office Suite software applications
- Excellent customer service skills

Requires high school diploma plus three or more years of directly related experience; or equivalent combination of education and experience.

Desired:

- Knowledge of LCC or Dewey Decimal classification system
- Understanding of MARC 21 bibliographic record structure and AACR2/RDA standards
- Coursework in NARA's (National Archives & Records Administration) Records Management Training Program
- Experience with library policies and procedures

Department Description:

The CA App Dev & Tech Library is responsible for providing the CA site with custom web application development services and technical library resources.

About Sandia:

Sandia National Laboratories is the nation's premier science and engineering lab for national security and technology innovation, with teams of specialists focused on cutting-edge work in a broad array of areas. Some of the main reasons we love our jobs:

- Challenging work with amazing impact that contributes to security, peace, and freedom worldwide
- Extraordinary co-workers
- Some of the best tools, equipment, and research facilities in the world
- Career advancement and enrichment opportunities
- Flexible schedules, generous vacations, strong medical and other benefits, competitive 401k, learning opportunities, relocation assistance and amenities aimed at creating a solid work/life balance*

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*These benefits vary by job classification.

Security Clearance: Position requires a Department of Energy (DOE) granted Q-level security clearance.

Sandia is required by DOE directive to conduct a pre-employment drug testing, and a pre-employment background review that includes personal reference checks, law enforcement record and credit checks, and employment and education verifications. Applicants for employment must be able to obtain and maintain a DOE Q-level security clearance, which requires U.S. citizenship.

Applicants offered employment with Sandia are subject to a federal background investigation to meet the requirements for access to classified information or matter if the duties of the position require a DOE security clearance. Substance abuse or illegal drug use, falsification of information, criminal activity, serious misconduct or other indicators of untrustworthiness can cause a clearance to be denied or terminated by the DOE, rendering the inability to perform the duties assigned and resulting in termination of employment.

EEO Statement:

Equal opportunity employer/Disability/Vet/GLBT

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