



**UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT**

Vacancy Announcement #: 14L02

POSITION: Content Management Librarian

LOCATION: Headquarters Library for the Tenth Circuit in Denver, Colorado

SALARY RANGE: CL 28/1 – CL 28/25 (\$59,057 - \$73,848). Salary is commensurate with experience, qualifications and education. Full Range of Benefits Available.

OPEN DATE: January 7, 2014

CLOSING DATE: Open Until Filled – Preference given to resumes received by January 31, 2014.

POSITION OVERVIEW: The Content Management Librarian is a newly-created position that reports to the Deputy Circuit Librarian. This position is responsible for the procurement of legal resources, both in print and in electronic format, and will assist in developing and marketing the library's e-book collection. Additionally, the Content Management Librarian will catalog, maintain and promote the court's archival collection, which is located in the library. The Content Management Librarian will work closely with the Emerging Technologies Librarian to select current and archival materials to be digitized, develop and promote digitization initiatives, and provide access to the library's current collection of digitized materials.

REQUIREMENTS: Masters Degree in Library Science from an ALA-accredited institution (archives management or digital media/digital library collections emphasis is preferred); at least one year of professional law library experience; online research skills (including Lexis, Westlaw and the Internet) and in-depth familiarity with both print and electronic resources; knowledge of or experience with PastPerfect archiving software; advanced knowledge of archival systems and current trends in information preservation and curation; experience working with web design and electronic publishing software; ability to develop and foster partnerships with both internal and external entities; excellent organizational, interpersonal and communication skills, including ability to make presentations, conduct training sessions, and work in a team environment. Some travel may be required.

APPLICATION PROCEDURE: Please indicate the position/vacancy number you are applying for and submit cover letter and resume (if mailed provide two copies of each document) to:

Human Resources
Byron White U.S. Courthouse
1823 Stout Street, Denver, CO 80257-1823

or as a single attachment email sent to:
hr@ca10.uscourts.gov

Applicant must be eligible to work in the United States. Appointment is contingent upon satisfactory completion of a background check.

THE FEDERAL COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER