

	Prior 7/1/2004	After 7/1/2004
Class Code:	4306	4306
Title:	Library Technical Assistant Supervisor	Information Administrator
Pay Grade:	19	NA
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Information Administrator

Work Statement:

This is work supervising paraprofessional library staff.

Example description of duties (not all inclusive):

Supervises, trains, evaluates and/or schedules designated staff for a library department.

Acts for the department head in his/her absence, including overseeing daily operations.

Explains use of library facilities, resources, equipment, and services, and provides information about library policies.

Analyzes patrons' requests to determine needed information, and assists in furnishing or locating that information.

Makes recommendations for changes and additions to departmental policies and procedures

Implements changes to departmental policies and procedures as authorized

Resolves workflow, complex cataloging issues, and other complex problems related to departmental operations, and determines when to refer problems to the department head

Exercises conflict resolution strategies related to customer relations and to staff interactions.

Assists in the design of internal information storage and retrieval systems, and develops procedures for collecting, organizing, interpreting, and classifying information.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational/technical training may substitute on an equivalent basis for the required experience.