

	Prior 7/1/2004	After 7/1/2004
Class Code:	4303,4304	4304
Title:	Library Technical Assistant, Sr. Library Technical Assistant.	Information Specialist
Pay Grade:	13,18	NA
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

## **Title: Information Specialist**

### **Work Statement:**

This is work performing specialized paraprofessional library tasks.

### **Example description of duties (not all inclusive):**

Provides library services to patrons at designated library service desks; e.g., circulating materials, assisting with the use of the online catalog and/or electronic databases, answering routine reference questions, retrieving materials from other libraries for use by UWF patrons.

Maintains specialized internal library databases; e.g., patron records, serials subscriptions.

Assists faculty by placing library materials on course reserve through print and/or electronic means, or by providing electronic links within classroom management software.

Manages activities and files related to delinquent library materials and coordinates related information with the Controller's Office and the Registrar's Office.

Coordinates collection management activities in the general collection, serials, reference, government documents, special collections, and/or branch libraries.

Identifies appropriate cataloging records from centralized national databases and performs complex copy cataloging of print and non-print materials, making adjustments and additions as necessary, for inclusion of cataloging records in the library's electronic database.

Handles processes related to ordering and/or receipt of library materials in all formats; e.g., determining availability, prices, possible duplication, and unique conditions requiring referral to a librarian.

Maintains appropriate fiscal records related to orders for library materials and subscriptions.

Collects, maintains, and provides reports on library statistics related to library departments.

Processes print and non-print library materials in preparation for use by library patrons.

Oversees specialized equipment available for use by library patrons; e.g., laptop computers, data projectors, microform equipment, media equipment, equipment for patrons with disabilities.

Assists with the development of information access aids such as indexes, annotated bibliographies, web pages, electronic pathfinders, and online tutorials.

Supervises designated student employees for library departments.

Opens and/or closes physical facilities, reporting problems to appropriate personnel.

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 two years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.