

Information Specialist

Exempt (Pay Grade 9: \$39,120 - \$58,296)

Minimum Education/Experience

- Bachelor's degree in relevant field
- 3 years relevant experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Sometimes leads one or more activities related to information services, including developing organizational tools, systems, and practices for acquiring and retrieving relevant information. • Normally receives general directions on routine work, and detailed directions on new assignments. • Ensures assigned information related activities are carried out in a timely manner and completed at a high level of quality. 	<ul style="list-style-type: none"> • Decisions moderately impact timeliness and quality of assigned scope of work.
Budget/Financial accountability	<ul style="list-style-type: none"> • Sometimes has budget responsibility for defined activities within the scope of work. 	<ul style="list-style-type: none"> • Decisions moderately impact cost-effectiveness of assigned scope of work.
Institutional resources and relationships	<ul style="list-style-type: none"> • Serves as spokesperson for selected activities that he/she leads. • Sometimes serves as primary liaison to clients, recommending avenues for developing institutional resources. • Participates in the solicitation of funding to support current or new information-related activities. 	<ul style="list-style-type: none"> • Decisions moderately impact program or institution's image and relationship to clients and funding agents.
Staff leadership	<ul style="list-style-type: none"> • Participates in a team of exempt and non-exempt staff. • Provides leadership, mentoring, coaching, and assessment for appropriate staff to ensure the successful completion of assigned tasks. 	<ul style="list-style-type: none"> • Decisions moderately impact the quality and productivity of the work environment.