

Information Specialist Job Responsibilities:

Provides clients with information by collecting and retrieving data in a pleasant, professional manner.

Information Specialist Job Duties:

- Identifies client requirements by establishing personal rapport with potential and actual clients and other persons in a position to understand service requirements.
- Collects data by identifying sources of information: both book and digital.
- Organizes information and collection by studying, analyzing, interpreting, and classifying data.
- Resolves retrieval problems to meet requirements.
- Prepares reports by collecting, analyzing, and summarizing information.
- Prepares reference for users.
- Maintains historical records by documenting system changes, additions and revisions.
- Maintains client confidence and protects operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Maintains database by entering data as required.
- Assists in maintaining physical collection.
- Conducts instructional public computer training in word processing, internet searching and use of online databases.
- Performs circulation tasks as instructed.
- Follows established policies and procedures as directed by supervisor.

Physical Demands

- Ability to sit and work at a computer, visual acuity to see and read computer screen and read and prepare reports, manual dexterity to use a computer keyboard, and physical movement to be able to stand, climb, reach, and lift objects weighing up to 50 pounds. Must be able to shelve books both on lowest and highest shelving units.

Knowledge, Skills and Abilities

- Ability to work without direct supervision.
- Initiative to determine and complete needed tasks in a timely manner.
- Ability to meet and relate to public and staff members in a positive and constructive manner.
- Considerable knowledge of computers, automated search methods and ability to effectively use the various information access methods available in the library.
- Must be able to effectively communicate both orally and written in English.

Minimum Requirements

- Ability to read with proficiency.
- High School diploma, preferably with a four-year degree from an accredited college or university.
- Excellent inter-personal and communications skills, both written and oral.
- Pleasant public relations skills.
- Good understanding of automated library systems and computer proficiency.
- Ability and willingness to learn library routines, methods and materials.
- Must submit to a drug and alcohol-screening test prior to and during employment.

Desired Abilities, Skills and Knowledge

- Ability to exercise initiative, tact, leadership, and independent judgment.
- Ability to understand and carry out directions.
- Aptitude for detailed, accurate work.
- Ability to adapt to modern technology.
- Basic arithmetic.
- Typing ability.
- Good communication skills with both children and adults.
- Dependability.

This list is not intended to be all-inclusive, and the absence of a specific task or responsibility, if it is similar to, related to or a logical assignment of the position, does not exclude it from the position.

NOTICE:

The Americans with Disabilities Act (ADA) makes it unlawful for employers to discriminate against a qualified applicant with a known disability or on the basis of a disability. Under the provisions of the ADA employers are required to provide reasonable accommodations that would enable an individual to perform the job properly and safely and that would not create undue hardship for the employer. An employee must be able to perform the essential functions of the job as described in the job description with or without such accommodations. Essential functions of the job are determined by the employer based upon the job description.

All employees are to be familiar with policy and procedure as set forth in the [Pointe Coupee Parish Library Policy and Procedures Manual](#).