



POSITION DESCRIPTION

North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

(#s 1-12a must match HRMS or left blank and include a Position Request/Change form)

1. Name of Employee: TBD		1a. EmplID #: TBD	
2. Position #: 00015780	2a. Dept. ID #: 8240	2b. Current or Recommended Salary: \$44,000 +/-annual DOE	
3. Band #/Title: 3000: Professional		3a. Job Family #/Title: 3405: Educational Services Professional	
4. Functional Title: Information Specialist			
5. Please check all that apply			
5a. Type of position:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time	IF Part-Time, FTE Percentage: _____%	
5b. Length of Position:	<input type="checkbox"/> 9 month <input type="checkbox"/> 10 month <input type="checkbox"/> 11 month <input checked="" type="checkbox"/> 12 month	<input type="checkbox"/> Other Month _____	
6. Institution: University of North Dakota		7. Division: School of Medicine	
8. Department: Center for Rural Health		9. Unit:	
10. Work Mailing Address: 1301 N Columbia Road, Stop 9037, Suite E231, Grand Forks, ND 58202		11. Work Phone: TBD	
12. Name & Title of Supervisor: Naomi Lelm, Senior Project Coordinator		12a. Supervisor Posn # : 00015320	
13. What is the function/mission of your department?			
<p>The Center for Rural Health connects resources and knowledge to strengthen the health of people in rural communities. For 37 years, we have worked with the public and private sectors expanding a circle of partners to develop creative solutions to critical health issues. The Center is located at the University of North Dakota School of Medicine and Health Sciences in Grand Forks. Our approach is multi-disciplinary, as we create solutions to complex challenges. The Center for Rural Health works with communities, healthcare organizations, healthcare providers, policy-makers, researchers, tribal nations, and rural health stakeholders.</p> <p>Additional information can be viewed at: http://ruralhealth.und.edu/</p>			
14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)			
<p>This position is with the Rural Health Information Hub, a federally-funded national information center focusing on rural health issues. The position is fully supported by grant funds. This position will be responsible for collecting and creating content related to rural health issues for the RHlhub website, www.ruralhealthinfo.org. The Information Specialist will search out, identify, and synthesize information related to rural health; create rural health related topic guides and other web-based products; ensure the accuracy and currency of information found on the RHlhub website; retrieve and disseminate information for users; assist users in retrieving information and navigating the complex web of federal agencies and other relevant organizations; and publicize the activities of the grant program.</p>			
15. Is this position essential during emergencies/closures? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
(Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)			

PART A - 16. Duties/Responsibilities

⇒ **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

- Is the duty/responsibility the reason the job exists?
- Is this a highly specialized task or one that requires special education, training, licensure?

If the answer is yes, the duty is “essential”.

- What is the percentage of time spent on the function?

If the answer indicates a great % of time, the duty is probably “essential”.

- What are the consequences to others or the institution of a failure to perform the function?

If the answer indicates a high level of accountability, the duty is “essential”.

NOTE: See Position Description Instructions and examples.

Duty/Responsibility No. 1	Percent of Time 30%	Statement of duty/responsibility (used for evaluation/review of performance): Create, update, and maintain topic guides and other web-based products on the RHlhub website
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ul style="list-style-type: none"> • Develop knowledge base and keep current on the latest developments in rural health issues and policy • Produce web-based updates, documents, and tools that highlight and synthesize issues and developments for RHlhub users in an un-biased manner. • Work with editor and editorial group in the creation and maintenance of topic and state guides. • Determine information needs of users and analyze content needs for assigned topics. • Identify and work with content experts from various organizations to identify and develop priority content. • Apply creativity and logic to create solutions, locate specific information, and research issues. • Identify key resources and concepts related to assigned topics. • Synthesize information and write original content for each topic guide’s introduction and frequently asked questions. • Format content for the web using basic HTML. 		

Duty/Responsibility No. 2	Percent of Time 30%	Statement of duty/responsibility (used for evaluation/review of performance): Identify, select, organize and index information
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ul style="list-style-type: none"> • Search daily for publications, tools, and other rural health resources using Google, WebSite Watcher, RSS feeds, newsletters, social media, and other appropriate tools • Use critical thinking skills to evaluate potential resources, determine which would be of interest to RHlhub’s users, and index them for inclusion on the website, using established selection guidelines and a Content Management System. • Synthesize information, write original abstracts, and assign relevant tags for resources to be included on the RHlhub website. • Identify resources that are especially relevant and timely to be featured on topic and state guides, the RHlhub home page, and through social media. • Regularly review existing records for continued accuracy, currency and applicability. • Develop and maintain expert search skills on an ongoing basis. 		

Duty/Responsibility No. 3	Percent of Time 10%	Statement of duty/responsibility (used for evaluation/review of performance): Work in a team environment and participate in collaborative activities, including content development and quality improvement
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
<p>Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)</p> <ul style="list-style-type: none"> • Act as a resource to other staff to ensure that rural health issues are accurately represented throughout the RHHub website. • Communicate effectively with program staff, providing input and ideas to colleagues related to content selection and quality improvement, as well as willingly accepting feedback from peers and management. • Collaborate with program staff on topic and state guides to ensure that all indexed content is targeted to the topic's scope. • Contribute to social media presence via recommendations for posts to Facebook, Twitter, Google+, and similar sites. • Assist in creation and evaluation of the program web site features including addition and organization of the various components, the search mechanism, and the client contact element. 		

Duty/Responsibility No. 4	Percent of Time 15%	Statement of duty/responsibility (used for evaluation/review of performance): Answer requests for information
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
<p>Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)</p> <ul style="list-style-type: none"> • Answer the 1-800 phone line during scheduled hours (8 am – 5 pm M-F) • Receive information requests through a variety of methods, such as e-mail, phone, social media, and in person. • Provide information to incoming queries by conducting searches of RHHub's website, the Internet, appropriate bibliographic and informational databases, and by contacting identified experts in the field and/or putting the information seeker in contact with these identified individuals. • Synthesize information for delivery to requestor, identifying key points and resources, explaining concepts in plain language, explaining where and how search was conducted, and removing extraneous information • Track client requests for information, along with responses, in a shared database • Assist users in navigating the complex web of federal agencies and other relevant organizations. 		

Duty/Responsibility No. 5	Percent of Time 10%	Statement of duty/responsibility (used for evaluation/review of performance): Communicate services
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> • Assist with publicizing the Rural Health Information Hub. • Network and build/maintain relationships with key rural health organizations. • Present at state and national conferences, as well as via webinar and recorded videos. Participate in meetings, conferences and workshops locally, regionally, and nationally, as appropriate. • Exhibit and demonstrate program services at state and national conferences. 		

Duty/Responsibility No. 6	Percent of Time 5%	Statement of duty/responsibility (used for evaluation/review of performance): Participate in professional activities
For ADA compliance, see instruction. Responsibility is: <input type="checkbox"/> Essential <input checked="" type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> • Accept opportunities to participate on committees, make presentations, and publish appropriate research or accomplishments. • Keep current on the latest developments in the field and areas of interest through proactively seeking out information, including following appropriate websites, blogs, social media, and newsletters. • Contribute to the advancement of the profession and status of the Center for Rural Health and the University. 		

Duty/Responsibility No.	Percent of Time	Statement of duty/responsibility (used for evaluation/review of performance):
For ADA compliance, see instruction. Responsibility is: <input type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		

**PART B – Required Experience,
Characteristics and Ability**

<p>1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)</p>	
<p>REQUIRED EDUCATION/TRAINING (choose one)</p> <p><input type="checkbox"/> less than high school diploma <input checked="" type="checkbox"/> high school diploma or GED</p> <p><u>COLLEGE LEVEL</u> (choose one) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input checked="" type="checkbox"/> 4 year <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's</p> <p><u>GRADUATE LEVEL</u> (choose one) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> post-graduate</p>	<p>Major field of study or degree emphasis (accounting, economics, etc...) Preferred degrees include library and information science, public administration, health policy, business, public policy, public health, communications, journalism, or other degree related to information dissemination, rural health, population health, or health policy. Will consider other degrees.</p> <hr/> <p>Specialized subject knowledge (cost accounting, MACRO economics, etc.) Expert searching skills including web-based searches. Excellent writing skills</p>
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree with 3 years of similar work experience, may be a combination of volunteer or paid. • Experience writing, with demonstrated ability to write for the web. Writing samples must be submitted at the time of the application. Details provided in job announcement. • Criminal history background check. <p><input type="checkbox"/> Valid Driver's License <input type="checkbox"/> Other License(s) or Certification(s) _____</p>	
<p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Prefer Master's degree (work experience requirement waived). • Familiarity with U.S. rural health issues. • Knowledge of U.S. health policy issues through education or work experience. • Experience or training related to organizing information, searching the Internet, and utilizing a website to disseminate information. • Experience providing customer service. • Experience working with state or national organizations. • Experience developing website content. • Experience or training in using HTML. • Experience with using a web-based interface for entering information into a database. 	
<p>Competencies required: (i.e. ability to..., demonstrated leadership skills, strong communication skills)</p> <ul style="list-style-type: none"> • Must have excellent interpersonal and communication skills. • Must have expert searching skills including web-based searches. • Strong analytical, problem-solving, and decision-making skills. • Requires strong aptitude with technology. Must show hands-on familiarity with Microsoft Office Suite and demonstrated ability to learn/use new computer software applications. • Ability to synthesize complicated information from multiple sources into cohesive and plain language that is free plagiarism. • Experience presenting to groups. • Demonstrated organizational skills and ability to be self-directed. • High level of attention-to-detail and the ability to generate high quality and timely work products. • Ability to prioritize, multi-task, take initiative, and to work as part of a team. • Be willing to travel occasionally to national, regional, or local events/meeting. 	

Work safety requirements:

- Follow safety rules and promote safe behavior
- Help identify unsafe working conditions and notify supervisor or Office of Safety
- Ensure the safety policies and procedures are being followed
- Report incidents and near misses to supervisor or Office of Safety within 24 hours
- Complete all required safety and other mandatory training requirements

Work habit requirements:

- Attendance and punctuality consistently maintained; follows correct procedures for notification
- Use work time appropriately for work activities; attend meetings promptly
- Demonstrate flexibility in scheduling and accepting work assignments
- Follow procedures for requesting leave and reporting absences; provide necessary documentation/releases
- Remain calm, professional, and collegial in all circumstances

2. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING CLASSIFIED POSITIONS		
Position Number	Job Family and Title of Persons Supervised	FTE
	TOTAL	
3. INDIRECT SUPERVISION:		Total number of classified positions indirectly supervised:
Total number of student employees or other non-classified employees indirectly supervised:		

4. HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties:
	Precautionary measures taken to avoid those unusual or hazardous working conditions:
	Frequency of occurrence of unusual or hazardous working conditions:

5. This position is classified as:		
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (eligible for overtime)		
<u>Executive</u>	<u>Administrative</u>	<u>Professional</u>
<input type="checkbox"/> Meets FLSA Salary Requirements	<input checked="" type="checkbox"/> Meets FLSA Salary Requirements	<input type="checkbox"/> Meets FLSA Salary Requirements
<input type="checkbox"/> Primary duty is management of the enterprise or recognized department/subdivision <input type="checkbox"/> Does the employee have the authority to hire or fire or provide suggestions/recommendations to hire, fire, promote or change status of other employees	<input checked="" type="checkbox"/> Primary duty is office/non-manual work related to management policies/general business operations <input type="checkbox"/> Work directly related to academic instruction or training	<input type="checkbox"/> Primary duty is work requiring knowledge of advanced type in science or learning <input type="checkbox"/> Work is original and creative in a field of artistic endeavor <input type="checkbox"/> Work is teaching in educational institution <input type="checkbox"/> Work requires theoretical/practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and employee is employed and engaged in these activities
<input type="checkbox"/> Customarily and regularly directs the work of two or more other employees	<input checked="" type="checkbox"/> Customarily and regularly exercises discretion and independent judgment in matters of consequence	<input type="checkbox"/> Work requires consistent exercise of discretion and judgment

6. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Pulling/Tugging/Twisting	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lift & carry: up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			
Other (Please Explain):				

My signature below indicates I have read and understand the description of the duties and responsibilities assigned to the position. I also understand that my supervisor and the institution has the right to make changes to duties and work schedule to meet business needs.

Employee's Signature

Date

DocuSigned by:
Naomi L. Helm

Supervisor's Signature

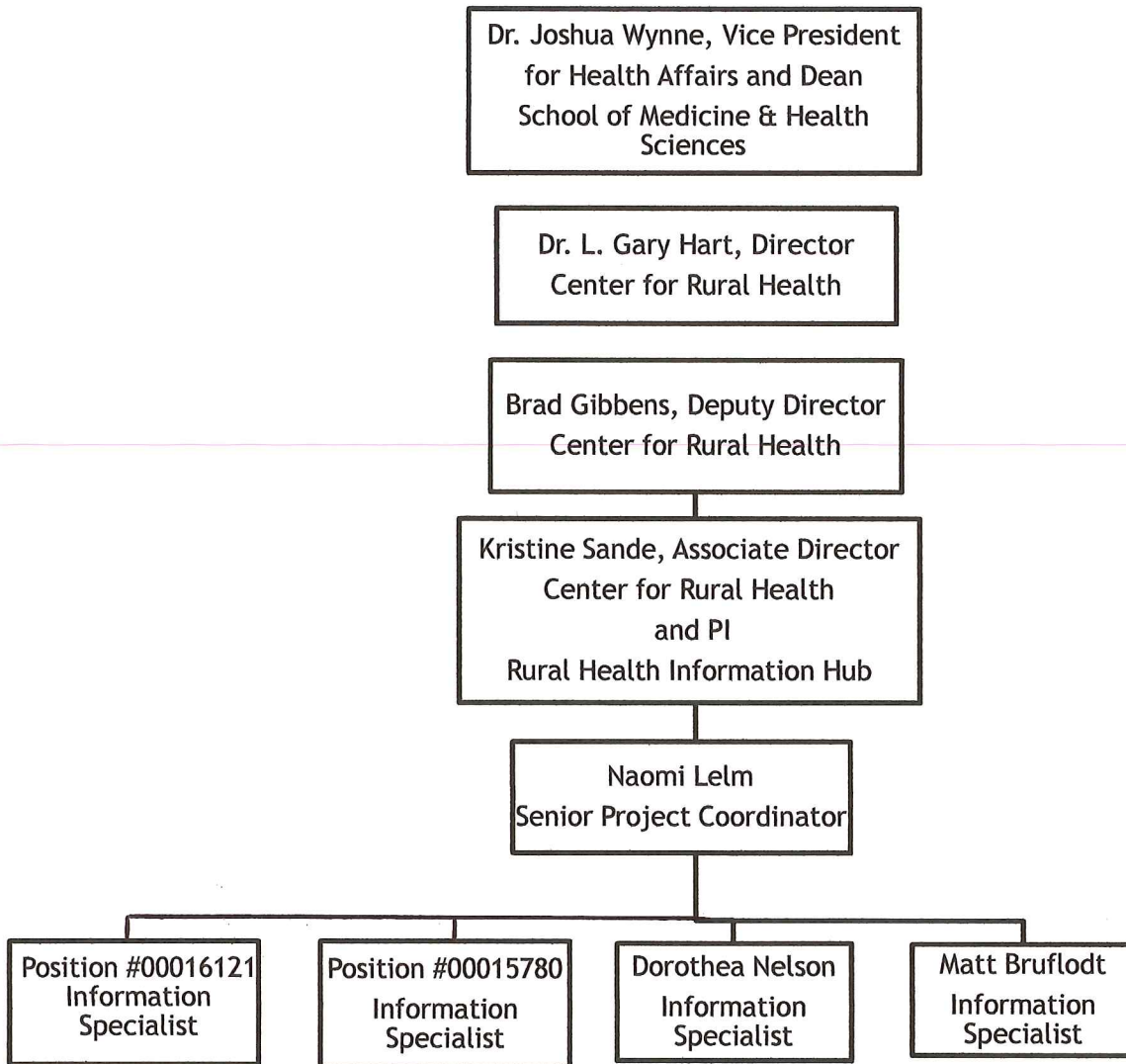
9/2/2019

Date

PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART

Center for Rural Health*

Information Specialist, Position #00015780, Organizational Chart



*This diagram is a subset of the UND Center for Rural Health organizational chart.