

Position Description Bank Demonstration

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ARL Position Description Bank Project

Developed and hosted by the [George A. Smathers Libraries](#) at the [University of Florida](#).

The [Association of Research Libraries](#) Position Description Bank (ARL PD Bank) is a collection of position descriptions (PDs) from major academic and research libraries. The ARL PD Bank fosters the sharing of information through a browseable and searchable database that provides access to a national collection (or bank) of PDs. The ARL PD Bank supports the management of PDs for individual institutions, providing an effective organizational method and system that supports findability as well as archiving for long-term digital preservation.

Background:

The ARL PD Bank is being developed based on specifications determined by Library Personnel Officers through focus groups and other feedback channels. The intent is for the ARL PD Bank to be maintained as the individual institutions use it to manage their documentation in instances such as when positions change, new positions are developed or positions are eliminated. The ARL PD Bank will thus provide a useful source for current PDs and will depict the evolution of positions, and library functions and services as reflected over time in the PDs.

The opportunity:

Perhaps the most common collaboration between personnel officers from different academic libraries is the sharing of position descriptions. This is usually initiated by a request for samples over an electronic mailing list. The responses are 'hit or miss' and not often distributed to the whole list, and neither the responses nor the requests are archived. Additionally, library human resources management staff spends a considerable amount of effort managing (archiving, locating, and retrieving) and distributing position descriptions. These documents serve as important elements of effective human resources management and are only useful if maintained, organized and accessible. Techniques for and effectiveness in managing these documents vary from institution to institution.

Access:

ARL Directors have been contacted and asked to identify a lead for their institution's orientation to the ARL PD Bank and as a point of contact for the project team. These individuals will help identify or may serve as institutional administrator for the ARL PD Bank and have the ability to approve other users and assign rights to individuals at their institution. Access to the ARL PD Bank is currently limited to those individuals identified as the lead for their institution.

[Contact Us](#)

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Log On

Enter your username or email and your password below to log onto this system:

Username or Email:

Password:

Cancel

Log On

[New User? Click here to Register](#)

[Lost Password?](#)

After completing an initial training webinar with UF staff, the contact lead receives authorization and can authorize access for other users at their institution.

After logging on, you come to the initial screen that offers four options: Basic Search; Advanced Search; Add a New Position; and My Positions

Basic Search searches a string of text in any field or a specific field, within your own institution or within all institutions.

The screenshot shows the 'University of North Carolina at Chapel Hill' ARL Position Description Bank interface. At the top, there are navigation links for 'Home', 'About', and 'Help', and a user greeting 'Welcome, Tiffany' with a 'Log Out' link. The main heading is 'Welcome to the ARL Position Description Bank'. Below this, there are four buttons: 'Basic Search', 'Advanced Search', 'Add New Position', and 'My Positions'. The 'Basic Search' button is selected. The search form includes a text input field for the search term, a dropdown menu for the search location (currently set to 'Anywhere'), and radio buttons for the search scope (currently set to 'All Institutions'). A 'SEARCH' button is located to the right of the scope options. Below the search form, there is a 'Quick Tips' section with three items: 'Stemming' (explaining that asterisks will stem words), 'Phrase Searching' (explaining that phrases are searched as-is), and 'Capitalization' (explaining that searches are not case-sensitive). At the bottom of the page, there is a 'Provide Feedback' link.

The **Advanced Search** option allows you to tailor your search needs to multiple specific fields and parameters, including title, type of position, geographic location...

And although we don't yet allow non-ARL members to participate, the system has been configured to allow that as a search term for future development.

The screenshot shows the 'Advanced Search' interface of the ARL Position Description Bank. At the top, the header includes 'University of North Carolina at Chapel Hill' and 'ARL Position Description Bank'. Below the header, there are navigation links for 'Home', 'About', and 'Help', and a user greeting 'Welcome, Tiffany' with a 'Log Out' link. The main heading is 'Welcome to the ARL Position Description Bank'. The interface features four tabs: 'Basic Search', 'Advanced Search' (which is active), 'Add New Position', and 'My Positions'. The search area contains five rows of search criteria, each with a text input field, a dropdown menu for logical operators (all set to 'and'), and a dropdown menu for search fields (set to 'Anywhere', 'Working Title', 'Position Status', 'Position Type', and 'Appointment Type' respectively). Below the search fields, there are options for 'Scope' (radio buttons for 'All Institutions' and 'University of North Carolina at Chapel Hill'), 'Limit by Location' (radio buttons for 'Limit by Region' and 'Limit by State/Province' with dropdown menus), and 'Limit by Affiliation' (radio buttons for 'All', 'ARL Only', and 'Non-ARL Only'). A 'SEARCH' button is located to the right of the 'Scope' options. At the bottom of the page, there is a 'Provide Feedback' link.

The third tab on the initial page takes you directly to **Add a New Position**.

University of North Carolina at Chapel Hill ARL Position Description Bank

Home | About | Help Welcome, Tiffany | Log Out

Add New Position

(Fields with asterisks are mandatory)

* 1. Working Title:

* 2. FTE (Full Time Equivalent): (Please note 1.0 reflects a full time position)

? * 3. Position Status:

? * 4. Position Type (select one):

- Professional Librarian
- Other Professional
- Support or Paraprofessional (exempt only)
- Support or Paraprofessional (non-exempt)
- None of the above

? * 5. Appointment Type (select one):

- Tenure Accruing or Permanent Status Eligible
- Regular
- Temporary / Time Limited
- Residency / Fellowship / Internship

* 6. Library Type (select one):

- Law Library, University
- Medical Library, University
- All Other, University
- Non-University Library

? * 7. Functional Areas (check all that apply):

| | |
|--|---|
| <input type="checkbox"/> Senior Management | <input type="checkbox"/> GIS Systems/Data |
| <input type="checkbox"/> Branch/Unit/Department Management | <input type="checkbox"/> Government Documents |
| <input type="checkbox"/> Access Services | <input type="checkbox"/> Grants Management |
| <input type="checkbox"/> Acquisitions | <input type="checkbox"/> Human Resources/Organizational Development |
| <input type="checkbox"/> Archiving/Curatorial/Rare Books | <input type="checkbox"/> Information Technology/Systems |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Instruction |
| <input type="checkbox"/> Cataloging/Bibliographic Control/Metadata | <input type="checkbox"/> Integrated Library System |
| <input type="checkbox"/> Circulation | <input type="checkbox"/> InterLibrary Loan |
| <input type="checkbox"/> Clerical/Administrative Support | <input type="checkbox"/> Liaison |
| <input type="checkbox"/> Collection Development/Management | <input type="checkbox"/> Media/Multi-Media Specialist |

Provide Feedback

University of North Carolina at Chapel Hill : All Positions

NARROW RESULTS BY:

- FTE**
1.0 (20)
- Position Status**
Filled (15)
Open (4)
Discontinued (1)
- Position Type**
Professional Librarian (20)
- Appointment Type**
Regular (18)
Temporary / Time Limited (2)
- Library Type**
All Other, University (17)
Medical Library, University (3)
- Functional Areas**
Instruction (7)
Reference/Research (7)
Subject Specialist (0)
Archiving/Curatorial/Rare Books (5)
Branch/Unit/Department Management (5)
[Show More >>](#)

Showing 1 to 20 of 20 entries

First Previous 1 Next Last

| <input type="checkbox"/> | Working Title | Employee | Employee Number | FTE | Position Status | Position Type | Appointment Type | Library |
|--------------------------|---|----------|-----------------|-----|-----------------|------------------------|------------------|-------------------|
| <input type="checkbox"/> | Art Librarian | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Assistant Conservator for Special Collections | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Associate University Librarian for Collections and Services | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Cancer Information Librarian | | | 1.0 | Open | Professional Librarian | Regular | Medical Library, |
| <input type="checkbox"/> | Director of Library Development | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Director of Library Personnel | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Director of Public Services | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Director of the Southern Historical Collection | | | 1.0 | Open | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | E-Books and Specialized Acquisitions Librarian | | | 1.0 | Discontinued | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | E-Resources and Serials Acquisitions Librarian | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | GIS Librarian | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Head of Kenan Science Information Services | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Head of Library Systems | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Head of Special Collections Research and Instructional Services | | | 1.0 | Filled | Professional Librarian | Regular | All Other, Univer |
| <input type="checkbox"/> | Health Sciences Library Special Collections Librarian | | | 1.0 | Open | Professional Librarian | Regular | Medical Library, |

ACTIONS: [Open Selected Positions](#) [Export Data](#)

[Provide Feedback](#)

And the fourth tab allows you to see all the positions you have entered for your own institution.

Add New Position

Standard Data

Attach Documents

(Fields with asterisks are mandatory)

* 1. Working Title:

* 2. FTE (Full Time Equivalent): (Please note 1.0 reflects a full time position)

? * 3. Position Status:

? * 4. Position Type (select one):

- Professional Librarian
 Other Professional
 Support or Paraprofessional (exempt only)
 Support or Paraprofessional (non-exempt)
 None of the above

? * 5. Appointment Type (select one):

- Tenure Accruing or Permanent Status Eligible
 Regular
 Temporary / Time Limited
 Residency / Fellowship / Internship

* 6. Library Type (select one):

- Law Library, University
 Medical Library, University
 All Other, University
 Non-University Library

? * 7. Functional Areas (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Senior Management | <input type="checkbox"/> GIS Systems/Data |
| <input type="checkbox"/> Branch/Unit/Department Management | <input type="checkbox"/> Government Documents |
| <input type="checkbox"/> Access Services | <input type="checkbox"/> Grants Management |
| <input type="checkbox"/> Acquisitions | <input type="checkbox"/> Human Resources/Organizational Development |
| <input checked="" type="checkbox"/> Archiving/Curatorial/Rare Books | <input type="checkbox"/> Information Technology/Systems |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Instruction |
| <input type="checkbox"/> Cataloging/Bibliographic Control/Metadata | <input type="checkbox"/> Integrated Library System |
| <input type="checkbox"/> Circulation | <input type="checkbox"/> InterLibrary Loan |
| <input type="checkbox"/> Clerical/Administrative Support | <input type="checkbox"/> Liaison |
| <input type="checkbox"/> Collection Development/Management | <input type="checkbox"/> Media/Multi-Media Specialist |

Previous

Next

Cancel

Submit

Provide Feedback

This is how easy it is to add a new position:

- Complete the first page by entering 7 basic metadata fields
- Click submit

On page two, upload your document(s) and click Submit

You can include:

- Position Description
- Vacancy Announcement
- Or both

University of North Carolina at Chapel Hill

ARL Position Description Bank

Home | About | Help

Welcome, Tiffany | Log Out

Add New Position

Standard Data | Attach Documents

Upload related documents for this position

Public Documents

Upload a Position Description

Position Vacancy Announcement: [E-Records Archivist \(2012\).docx](#) (delete)

Upload a Position Vacancy Announcement

Previous Next Cancel Submit

Provide Feedback

Enter an effective date on the final page, and any other comments you would like to add, and Click Submit

University of North Carolina at Chapel Hill ARL Position Description Bank

Home | About | Help Welcome, Tiffany | Log Out

Transaction Details

Select the comments and effective dates for your new position 'Electronic Records Archivist'.

Effective Date: ([click here to use today as the effective date](#))

Comments:

[Provide Feedback](#)

Electronic Records Archivist**ACTIONS:**[View Position](#)[View Position History](#)

Standard Data

Effective Date: 4/29/2013
 Institution: University of North Carolina at Chapel Hill
 Working Title: Electronic Records Archivist
 FTE: 1.0
 Position Status: Filled
 Position Type: Professional Librarian
 Appointment Type: Regular
 Library Type: All Other, University
 Functional Areas: Archiving/Curatorial/Rare Books

Public Documents

| Document | Document Type | Date Uploaded | Actions |
|----------|---------------|---------------|-----------------------------|
| PVA | Word Document | 4/29/2013 | (forward) |

This is the record generated by the information you submitted.

At our first pass, we were able to upload 18 positions in about 30 minutes.

There are also a lot of HELP features built into the system

HOME will take you to the home screen

ABOUT provides a link to the User Guide (with screen shots)

The **QUESTION MARK** will provide additional information or definition

PROVIDE FEEDBACK allows the user to send questions or suggestions

University of North Carolina at Chapel Hill | ARL Position Description Bank

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 - Support or Paraprofessional (exempt only)
 - Support or Paraprofessional (non-exempt)
 - None of the above
5. Appointment Type (select one):
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7. Functional Areas (check all that apply):

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|--|---|
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| <input type="checkbox"/> Cataloging/Bibliographic Control/Metadata | <input type="checkbox"/> Integrated Library System |
| <input type="checkbox"/> Circulation | <input type="checkbox"/> InterLibrary Loan |
| <input type="checkbox"/> Clerical/Administrative Support | <input type="checkbox"/> Liaison |
| <input type="checkbox"/> Collection Development/Management | <input type="checkbox"/> Media/Multi-Media Specialist |

Previous | Next | Cancel | Submit

Provide Feedback

What's Next?

- ARL PD Bank Working Group—work is underway
 - Looking at system functionality
 - Exploring policy questions including possible expansion to non-ARL libraries
- For Directors
 - Make sure you have identified a contact lead for your organization
 - Encourage your lead to register and contribute to the system