

JOB SPECIFICATION
WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO 2
Code 01100

LIBRARY CLERK I

Basic Function

- Performs a variety of general clerical functions. Work is routine in nature; new assignments are accompanied by detailed instructions.

Examples of Duties

- Sorting and filing forms, records and correspondence.
- Sorting, addressing, and sending interoffice mailings.
- Stamping or numbering items, forms, correspondence, etc., by hand or machine.
- Operating office photoduplicating equipment and related machines for binding.
- Copying or transferring data from one format to another.
- Performing routine arithmetical computations.
- May perform light typing or data entry assignments.

Minimum Qualification Requirements

Ability to: Understand and follow written and oral instructions; file and retrieve information; operate photoduplicating equipment.

Knowledge of: General office procedures.

Education: High school diploma or equivalent.

Experience: None required.

JOB SPECIFICATION
WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO 4
Code 01101

LIBRARY CLERK SPECIALIST

Basic Function

- Performs a variety of general clerical functions. Work is routine in nature, and typically concentrated in one departmental area. New assignments are accompanied by detailed instructions and are performed independently.

Examples of Duties

- Compiles data, makes corrections, or performs arithmetical computations which may require the use of an adding machine or calculator.
- Posts specific data to worksheets, databases, and related records.
- Completes forms, maintains files, and provides follow-up.
- Maintains appropriate logs of work assigned and accomplished.
- Receives telephone calls and responds appropriately.

Minimum Qualification Requirements

Ability to: Understand and follow written and oral instructions; file and retrieve information; operate photoduplicating equipment; keep records; deal with the public; and perform arithmetical computations.

Knowledge of: Practices and procedures of the departmental work unit.

Education: High school diploma or equivalent.

Experience: One year's experience dealing with the general public or performing skilled clerical assignments in a departmental work unit. Volunteer work, or experience in a student aide/service learning atmosphere is applicable.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO 5
Code 01102

LIBRARY AIDE

Basic Function:

- Performs a variety of clerical functions, such as recordkeeping, proofreading, filing, sorting, and works with the public. New assignments are accompanied by detailed instructions and work is checked routinely for compliance with standards. Work is performed independently, in support of one or more departmental areas.

Examples of Duties

- Copying information from one record to another.
- Proofreading records, forms, and reports for accuracy and completeness.
- Responding to telephone calls, referring callers and patrons to the proper person, and conveying messages.
- Opening, stamping, sorting and distributing incoming mail.
- Sorting and filing forms, records, or correspondence.
- Assisting with collection shifting projects.
- Establishing and maintaining working files containing project information, progress reports, requests, and other such data.
- Operating photoduplicating equipment, personal computers, and audiovisual equipment.

Minimum Qualification Requirements

Ability to: Understand and follow written and oral instructions; file and retrieve information; operate photoduplicating and audiovisual equipment, and personal computers; keep accurate records; communicate effectively with the public by telephone, e-mail, in writing, and in person; and perform arithmetical computations.

Knowledge of: Practices and procedures of the departmental work unit.

Education: High school diploma or equivalent.

Experience: Two years of previous experience dealing with the general public or performing skilled clerical assignments in a departmental work unit. (or)

Bachelor's Degree and one year of job experience.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO 6
Code 01192

LIBRARY CLERK III

Basic Function:

- Independently performs a variety of clerical functions in a departmental area requiring the application of specialized knowledge or skills not readily acquired elsewhere. Work is checked routinely for accuracy and compliance with standards.

Examples of Duties

- Compiling data, making corrections, or performing arithmetical computations which may require the use of an adding machine or calculator.
- Posting specific data to worksheets, databases, and related records.
- Proofreading records, forms, and reports for accuracy and completeness.
- Responding to telephone calls, referring callers and patrons to the proper person, and conveying messages.
- Operating photoduplicating equipment, personal computers, and audiovisual equipment.
- Maintaining appropriate logs of work assigned and accomplished.

Minimum Qualification Requirements

Ability to: Understand and follow written and oral instructions; file and retrieve information; operate photoduplicating and audiovisual equipment, and personal computers; keep accurate records; communicate effectively with the public by telephone, e-mail, in writing, and in person; and perform arithmetical computations.

Knowledge of: Practices and procedures of the departmental work unit, including planning and scheduling.

Education: High school diploma or equivalent.

Experience: Four years of previous experience in the specialty or a related departmental work unit, or four years at WISCO's classification of Library Aide.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO 8
Code 013050

LIBRARY ASSISTANT

Basic Function:

- Provides technical assistance to the Library's professional staff, requiring the application of specialized library knowledge or technical library skills, such as acquisitions, copy cataloging, and database maintenance. Work is carried out independently following standard practices and guidelines.

Examples of Duties

- Searching OCLC and downloading appropriate bibliographic records.
- Editing bibliographic records and creating item records in the online catalog for standing orders.
- Placing orders for books, journals, or other publications through the management information system.
- Assisting patrons with circulation and document delivery.
- Answering ready reference questions, referring patrons requiring special assistance to professional staff.
- Maintaining purchasing records.
- Assisting with collection inventories and weeding.

Minimum Qualification Requirements

Ability to: Operate photoduplicating and audiovisual equipment, and personal computers; maintain accurate records; communicate effectively with vendors and the public by telephone, e-mail, in writing, and in person; train others to perform complex library functions.

Knowledge of: Basic library organization and procedures; bibliographic citation systems.

Education: Bachelor's Degree in Library Science or related field.

Experience: Two years experience; without degree, six years of previous related library experience, or five years at WISCO's classification of Library Aide.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO 11
Code 017140

LIBRARY ASSOCIATE

Basic Function:

- Responsible for independently performing specialized library functions and administrative work for a complex department, requiring the application of technical library skills. Exercises initiative on administrative tasks, not requiring a supervisor's direct attention or follow up. Develops and implements departmental operating procedures. May supervise lower level clerical personnel. Assignments require knowledge of specialized library skills, such as interlibrary loan, acquisitions, cataloging, document delivery, circulation, and database maintenance.

Examples of Duties

- Preparing and maintaining a wide variety of library transaction reports.
- Selecting the best sources for procurement of standard library materials.
- Placing and tracking orders for library materials.
- Ensuring that departmental records are maintained, verifying completeness and accuracy.
- Training new staff within the department and assigning routine work.

Minimum Qualification Requirements

Ability to: Communicate effectively; train and supervise others to perform clerical library functions; maintain accurate records; apply standard principles of library science.

Knowledge of: Appropriate library science practices; standard monographic and serial publications; standard classification/bibliographic citation systems; basic reference methods; interlibrary loan ethics and practices; copyright basics.

Education: High school diploma or equivalent.

Experience: Eight years of previous related library experience, four of which must have been in a public or technical services department, with increasing responsibility.
(or)

Bachelor's Degree and four years of library experience with increasing responsibility.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO 10

LIBRARY MICROCOMPUTER SPECIALIST I

Basic Function

- Performs a variety of routine functions involved in the diagnosis and repair of Intel compatible microcomputer equipment and peripherals at the board level. This involves troubleshooting of both hardware and software. Receives technical guidance, as required, from a higher level computer specialist. Work may be spot checked for accuracy and compliance with basic procedures.

Examples of Duties

- Assisting in implementing computer systems to be used by library staff and patrons.
- Preparing the Technology Training Lab for operation.
- Assisting with backup of equipment and systems.
- Providing applications software support to library staff and patrons, including installation of software upgrades and security patches, troubleshooting functional problems, and reviewing new releases.
- Maintaining departmental records and statistics.
- Working with the public, providing basic services in support of circulation and document delivery.

Minimum Qualification Requirements

Ability to: Understand and follow oral and written instructions; operate, maintain, repair and install various types of computer components; keep records; communicate effectively with patrons and coworkers in person, in writing, and by telephone.

Knowledge of: Individual work unit practices and procedures, including basic computer components, associated software, security measures, and preventive maintenance practices.

Education: High school diploma or equivalent.

Experience: Two years of experience in the specialty or a related area.

JOB SPECIFICATION
WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO7
Code 01311

SECRETARY

Basic Function

- Performs secretarial and administrative/clerical duties in support of library staff.

Examples of Duties

- Typing correspondence, reports and other draft material from handwritten copy or transcription equipment.
- Setting up and maintaining alphabetic, numeric, and/or subject files.
- Composing and typing reports.
- Receiving telephone calls and greeting personal callers, making the appropriate referrals.
- Receiving and routing mail.
- Procuring and distributing office supplies.

Minimum Qualification Requirements

Ability to: Set up filing systems, make corrections and editing changes in narrative drafts, set up and maintain budgetary and cost accounting records, type 55 WPM, schedule appointments.

Knowledge of: Office operations, English grammar and spelling, and abbreviations.

Education: High school diploma or equivalent.

Experience: Two years of office experience. (or)
Bachelor's Degree and one year of clerical experience.

JOB SPECIFICATION
WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO8
Code 01312

SECRETARY, SENIOR

Basic Function

- Performs secretarial and administrative/clerical duties in support of an administrative manager who reports directly to and executive staff member of a multi-level organizational unit.

Examples of Duties

- Maintaining established organizational policies and procedures.
- Reviewing drafts and finished documents for accuracy.
- Setting up and maintaining alphabetic, numeric, and/or subject files.
- Composing and typing reports and correspondence.
- Arranging meetings, conferences and appointment schedules, and making travel arrangements.
- Receiving telephone calls and greeting personal callers, making the appropriate referrals.
- Receiving, referring, and answering mail.
- May direct the work of lower level clerical personnel.

Minimum Qualification Requirements

Ability to: Schedule appointments, set up filing systems, make corrections and editing changes in narrative drafts, set up and maintain budgetary and cost accounting records, compose simple correspondence, type 55 WPM, communicate effectively in person, via telephone, and in writing with customers and coworkers.

Knowledge of: Work flow practices and procedures; English grammar, spelling, and abbreviations; basic Microsoft applications.

Education: High school diploma or equivalent.

Experience: Three years of secretarial experience, one of which must have been at a level equivalent to WISCO's class of Secretary I. (or)

Bachelor's Degree and two years of clerical experience.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO9
Code 01313

SECRETARY, EXECUTIVE

Basic Function

- Performs secretarial and administrative/clerical duties in support of a Director of a multi-level organizational unit who reports directly to a Vice President and/or General Manager.

Examples of Duties

- Providing information concerning established organizational policies and procedures.
- Reviewing drafts and finished documents for accuracy.
- Gathering and compiling information.
- Participating in planning functions.
- Setting up and maintaining alphabetic, numeric, and/or subject files.
- Composing and typing reports and correspondence.
- Administering organizational equipment control and inventory.
- Arranging meetings, conferences and appointment schedules, and making travel arrangements.
- Receiving telephone calls and greeting personal callers, making the appropriate referrals.
- May direct the work of lower level clerical personnel.

Minimum Qualification Requirements

Ability to: Schedule appointments, set up and maintain filing systems, make corrections and editing changes in narrative drafts, set up and maintain budgetary and cost accounting records, compose correspondence and reports, type 60 WPM, schedule and coordinate work, communicate effectively in person, via telephone, and in writing with customers and coworkers.

Knowledge of: Work flow practices and procedures; English grammar, spelling, and abbreviations; basic Microsoft applications.

Education: High school diploma or equivalent.

Experience: Four years of increasingly responsible secretarial experience, one of which must have been at a level equivalent to WISCO's class of Senior Secretary. (or)

Bachelor's Degree and three years of clerical experience.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating NO10
Code 01314

ASSISTANT, EXECUTIVE

Basic Function

- Performs secretarial and administrative/clerical duties in support of a Vice President and/or General Manager who reports directly to the President of the organization.

Examples of Duties

- Communicating with executive, administrative and line management personnel to gather or convey information.
- Reviewing drafts and finished documents for accuracy.
- Initiating and maintaining required administrative reports, and administering correspondence control.
- Participating in planning functions.
- Setting up and maintaining alphabetic, numeric, and/or subject files.
- Composing and typing reports and correspondence.
- Administering organizational equipment control and inventory.
- Arranging meetings, conferences and appointment schedules, and making travel arrangements.
- Receiving telephone calls and greeting personal callers, making the appropriate referrals.
- May direct the work of lower level clerical personnel.

Minimum Qualification Requirements

Ability to: Communicate effectively in person, via telephone, and in writing with customers and coworkers, using tact, diplomacy, discretion and judgment. Type 60 WPM, schedule appointments, set up and maintain filing systems, make corrections and editing changes in narrative drafts, set up and maintain budgetary and cost accounting records, compose correspondence and reports, schedule and coordinate work.

Knowledge of: Corporate and company structure, reporting levels, office operations; English grammar, spelling, and abbreviations; accounting; basic Microsoft applications.

Education: High school diploma or equivalent.

Experience: Five years of increasingly responsible secretarial experience, one of which must have been at a level equivalent to WISCO's class of Executive Secretary. (or)

Bachelor's Degree and four years of clerical experience, one of which must have been at the level of WISCO's class of Senior Secretary.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating E 13
Code 01315

ADMINISTRATIVE COORDINATOR

Basic Function

- Exercises independent judgment, acting on administrative problems not requiring major deviations from established policy or procedure or on matters not requiring the supervisor's direct attention. Assignments require a thorough knowledge of the organization and programs under the supervisor's jurisdiction and an extensive knowledge of his or her views, and policies. Composes routine correspondence on a variety of subjects, some of which is signed for the supervisor. Assignments require minimum supervision except in cases where technical or highly sensitive content is involved.

Examples of Duties

- Communicating with executive, administrative and line management personnel to gather or convey information.
- Acting as an intermediary for the supervisor, maintaining frequent contact with subordinate staff and officials outside the work unit.
- Initiating and maintaining required administrative reports, and administering correspondence control.
- Creating public relations documentation.
- Arranging meetings, conferences and appointment schedules, and making travel arrangements.
- Receiving telephone calls and greeting personal callers, making the appropriate referrals.
- Assisting in the preparation of budgetary, financial, and statistical reports.
- Preparing, examining, checking, and verifying documentation for completeness, propriety, adequacy and timeliness.

Minimum Qualification Requirements

Ability to: Communicate effectively in person, via telephone, and in writing with customers and coworkers, using tact, diplomacy, discretion and judgment; compose reports and correspondence from raw data; design and set up filing systems, office procedures, cost and budget records, and attendance records; take complete notes of meetings; interpret and advise company officials on policies and procedures.

Knowledge of: Corporate and company operations; English grammar; principles and practices of business administration, accounting, budget, and personnel management; advanced Microsoft applications.

Education: High school diploma or equivalent.

Experience: Six years of increasingly responsible administrative and supervisory experience, two of which must have been at a level equivalent to WISCO's class of Executive Assistant. (or)

Bachelor's Degree and five years of clerical experience, one of which must have been at the level of WISCO's class of Executive Secretary.

**JOB SPECIFICATION
WILSON INFORMATION SERVICES CORPORATION (WISCO)**

Established 6/00
Revised 7/07
Rating E 13
Code 040172

LIBRARIAN, ASSISTANT

Basic Function

- Professional, entry level position in one or more major areas of service within the Scientific Library. Such areas include, but are not limited to, mediated literature searching, classification and cataloging, networking, reference, training, and collection development and maintenance.

Examples of Duties

- Cataloging from copy.
- Performing original cataloging following accepted standards.
- Responding to reference questions.
- Performing literature searches.
- Verifying interlibrary loans.
- Teaching library users.

Minimum Qualification Requirements

Ability to: Deal effectively in person, via telephone, and in writing with customers and coworkers, using tact, diplomacy, discretion and judgment; use standard reference tools; keep accurate records.

Knowledge of: Standard monographic and serial publications; standard classifications systems; basic reference techniques.

Education: Master's Degree in Library and Information Science from an ALA accredited college or university.

Experience: None beyond Master's Degree required.

JOB SPECIFICATION
WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00
Revised 7/07
Rating E 15
Code 040273

LIBRARIAN, ASSOCIATE

Basic Function

- Responsible for a major service area within the Scientific Library, such as reference and research, original cataloging, retrospective or other difficult acquisitions, document control, and classification. Maintains departmental records and assists patrons. Assignments are carried out independently, subject to periodic review.

Examples of Duties

- Conducts all phases of classification, cataloging, inventory, interactive searching of databases, acquisitions, selective dissemination of information, serials management, circulation control, or other information operations.
- Responsible for liaison/management relating to branch library operations.
- Covers responsibilities of more than one major area of service.

Minimum Qualification Requirements

Ability to: Deal effectively in person, via telephone, and in writing with researchers, other patrons, and coworkers, using tact, diplomacy, discretion and judgment; use information resources; and take initiative in facilitating knowledge.

Knowledge of: Publishing and other forms of information dissemination, organization of information, computer applications.

Education: Master's Degree in Library and Information Science from an ALA accredited college or university.

Experience: Three years of post master's degree experience in a specialized library or information center.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00

Revised 7/07

Rating E 16

Code 040274

LIBRARIAN

Basic Function

- Performs highly specialized and complex professional library functions in a major service area within the Scientific Library, such as technical services, public services, collection development, automation. Assignments are carried out independently, subject to periodic review.

Examples of Duties

- Knowledgeable in all areas of library operation, capable of covering responsibilities of more than one major area of service.
- Conducts periodic evaluations of different phases of public services, technical services, or other operations.
- Responsible for coordinating staff development, creating learning packages and procedures manuals, and developing in-service training.

Minimum Qualification Requirements

Ability to: Interact effectively in person, via telephone, and in writing with researchers, other patrons, and coworkers, using tact, diplomacy, discretion and judgment; use information resources; take initiative in facilitating knowledge; and envision the impact of library procedures with an objective point of view.

Knowledge of: Publishing and other forms of information dissemination, organization of information, computer applications, human relations and public speaking skills, and writing/editorial skills.

Education: Master's Degree in Library and Information Science from an ALA accredited college or university (and) either an accredited graduate degree in a scientific field or a Doctorate in Library Science.

Experience: Five years of post master's degree experience in a specialized library or information center, two of which include supervisory experience or extensive computer programming experience.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00

Revised 7/07

Rating E 18

Code 30092

LIBRARY DIRECTOR

Basic Function

- Shall have responsibility and authority for management and administration of library services. Most work is performed independently at the direction of the Principal Manager, following established operating procedures.

Examples of Duties

- Long range planning and coordination of projects and programs.
- Supervising, evaluating, and guiding staff.
- Preparing, justifying and administering the budget.
- Representing the library, its programs, and services to the public, other organizations, and internal divisions through personal contact, reports, and other forms of professional communication.
- Preparing and submitting the annual technical report and any other such deliverables pertaining to contract performance as requested by the Contracting Officer.

Minimum Qualification Requirements

Ability to: Interact effectively in person, via telephone, and in writing with researchers, other patrons, administrators, and coworkers, using tact, diplomacy, discretion and judgment; supervise professional staff; prepare and monitor budgets; use information resources; take initiative in facilitating knowledge; and envision the impact of library procedures with an objective point of view.

Knowledge of: The broad principles of information services, personnel management, and fiscal operations; AHIP certification or the equivalent.

Education: Master's Degree in Library and Information Science from an ALA accredited college or university (and) either an accredited graduate degree in a scientific field or a Doctorate in Library Science*.

Experience: Eight years of post master's degree experience in a specialized library or information center, four of which include administrative and supervisory experience.

* Additional years of post master's degree work-related experience, a minimum of four, may be substituted for the graduate study beyond the M.L.S.

JOB SPECIFICATION

WILSON INFORMATION SERVICES CORPORATION (WISCO)

Established 6/00

Revised 7/07

Rating E 20

Code 30093

PRINCIPAL MANAGER, SCIENTIFIC LIBRARY CONTRACT

Basic Function

- Responsible for directing the contract operations at the NCI-Frederick. Most work is performed independently at the direction of the Contracting Officer and/or Project Office, following established operating procedures. Special assignments or major program developments are reviewed periodically by the President of WISCO.

Examples of Duties

- Directing the organization toward the successful performance of contractual obligations.
- Recruiting library personnel.
- Supervising, evaluating, and guiding professional and supervisory personnel
- Preparing, justifying, and administering financial operations.
- Representing the library, its programs, and services to the public, other organizations, and internal divisions through personal contact, reports, and other forms of professional communication, participating in meetings called by the Contracting Officer and/or Project Officer of NCI-Frederick.

Minimum Qualification Requirements

Ability to: Interact effectively in person, via telephone, and in writing with researchers, other patrons, administrators, and coworkers, using tact, diplomacy, discretion and judgment; supervise staff; prepare and monitor budgets; take initiative in facilitating knowledge connections; and envision the impact of library procedures with an objective point of view.

Knowledge of: The broad principles of information services, personnel management, and fiscal operations.

Education: Master's Degree in Library and Information Science from an ALA accredited college or university (and) either an accredited graduate degree in business administration or a Doctorate in Library Science*.

Experience: Ten years of post master's degree experience in a specialized library or information center, five of which include administrative and supervisory experience.

* Additional years of post master's degree work-related experience, a minimum of four, may be substituted for the graduate study beyond the M.L.S.