JOB DESCRIPTION

Assistant Director Information Services

Definition of Class
The incumbent in this position oversees operation of information services facilitates distribution of NFSMI resources to clientele by exercising discretion and independent judgment in establishing policy and developing programs to enhance the NFSMI website, resources center, archival services, media library and clearinghouse. Position reports to the Associate Director of Information Services.

Examples of Work Performed
Provides guidance and direction in operation of the NFSMI website, resources center, media library and clearinghouse.

Establishes plans and policies for the Clearinghouse and Archival Services in order to help establish it as a premier academic and research institution.

Devises and accomplishes enhanced information services.

Provides computer support services within the Institute.

Recruits, monitors, and trains qualified personnel.

Coordinates activities with librarians and Computer Center personnel.

Catalogs and organizes National Food Service Management Institute collection at the Center.

Provides information services to clientele.

Assesses user’s current and future computer needs and makes hardware/software recommendations to meet those needs.

Oversees translation of publications into electronic formats for electronic dissemination.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees the daily operation of the information center and archival services.

2. Provides information services to clientele.

3. Plans and implements computer support services within the Institute.

4. Supervises and trains personnel.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s
Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; lift or carry; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Master’s Degree from an accredited four-year college or university.

**Experience:**
Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.