

## Job Descriptions

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**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The Panama Canal Museum Collection Communications Assistant (.75 FTE) works with the Libraries' Director of Communications to formulate and monitor a comprehensive marketing and communications plan promoting the Panama Canal Museum (PCM) Collection at the University of Florida and all events and activities commemorating the 100<sup>th</sup> anniversary of the opening of the Canal in 2014-15. The Communications Assistant will work closely with the Director of Communications, Exhibits Coordinator, Dean and Associate Deans, the Panama Canal Advisory Group, the PCM Friends, and the Library Leadership Board.

The position assists with a federally funded 3-year grant to support the PCM Collection. The grant includes partial funding for the processing of the collection (approximately 20,000 items), digitization, and exhibition/display/promotion of items.

**WORKING TITLE:** Communications Assistant (.75 FTE)  
**Grant funded, time-limited position**  
**End Date: September 30, 2015**

\*\*\*\* DO NOT ERASE THIS LINE \*\*\*\*

**POSITION NUMBER:** 00027352

**ALL POSITIONS:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION** [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 25%** Compiles, creates, disseminates and evaluates communication schedule and plan. Uses interviewing, photography, writing, editing and proofreading skills to generate and disseminate press releases.
- 25%** Conceptualizes, designs and produces newsletters, brochures, promotional pieces, information sheets, blogs and social media, flyers, bookmarks and other materials for public relations. Uses ongoing research, information and data to identify and target appropriate audiences for communications regarding the Panama Canal Museum Collection, events and activities.
- 20%** Works closely with the director of communications, administration, collaborative partners, development, library faculty and staff to present information that promotes the libraries at local, state and national levels. Participates in all Panama Canal related meetings, activities and provides written/verbal support. Describes the collection, related projects and events in clear, concise manner for exhibit and promotional purposes
- 10%** Documents events and activities and produces reports for assessment purposes.
- 10%** Understands and utilizes public relations and development policies and procedures of the libraries and the University of Florida. Acquires working knowledge of the AP Style of media communications and publications standards.
- 5%** Develops knowledge of in-house printing operations and works with staff to produce materials that can economically and effectively be printed in-house
- 5%** Responds to informational requests through e-mail, telephone and social media

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION** [NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

**SUPERVISION RECEIVED.** EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

Written assignment of responsibilities. Scheduled weekly formal and informal meetings.

**SUPERVISION RECEIVED.** EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

Written assignment of responsibilities. Scheduled weekly meeting.

**SUPERVISION EXERCISED.** LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

N/A

**NORMAL WORK SCHEDULE.** (ENTER DAYS/HOURS HERE):

EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):

30 hours per week – flexible schedule – Monday – Friday, between 8:00 am to 5:00 pm; some weekend and evening hours required for program implementation.

**EDUCATION, TRAINING, AND EXPERIENCE.** IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT [www.hr.ufl.edu/departmental/ccestablishing.htm](http://www.hr.ufl.edu/departmental/ccestablishing.htm)). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

#### **Minimum Qualifications**

#### **Preferred Qualifications:**

- Bachelor's degree, in journalism, media, or communications
- 2 years of relevant work experience in public relations
- Excellent verbal and written communication skills
- Strong computing skills including Adobe Creative Suite (InDesign, Photoshop, Illustrator and Dreamweaver) as well as Microsoft Word, Publisher, PowerPoint and Excel
- Proficiency with graphic design, photo and web editing software, i.e., InDesign or Publisher, Illustrator and Photoshop
- Administrative and organizational skills, short and long-range planning skills
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Detail oriented, exercise good judgment, and have good people skills

Able to coordinate and execute numerous projects and activities concurrently

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.** PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A "Y" IN FRONT OF ALL THAT APPLY.

THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS;

PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

**Y** - THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

**OTHER CHARACTERISTICS OF THE POSITION.** DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

**NON EXEMPT (HOURLY) POSITIONS ONLY:**

**MACHINES AND EQUIPMENT USED REGULARLY.** INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.

Computer with graphic design, photography, web editing software	75%
Fax machine	.5%
Digital Single Lens Reflex (DSLR) Camera	10%
Digital video camera	1%

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

**IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER:**

**REVIEWING AUTHORITY NAME AND TITLE:**

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The Panama Canal Museum Collection Project Assistant is responsible for assisting with the daily coordination of the project. The Project Assistant will interact with all members of the grant team. Departments involved in the grant include Special and Area Studies (Latin American & Caribbean Collection), Digital Services & Shared Collections, Exhibits, Cataloging, Acquisitions, Government Documents, Libraries Administration, and campus collaborators, including but not limited to, the Harn Museum of Art, the Phillips Center for the Performing Arts, and the Florida Museum of Natural History.

The Project Assistant monitors progress in accessioning the collection; works with program staff to maintain inventory records; schedules meetings and records minutes; compiles reports and statistical information; and prepares project documentation. This position coordinates with all departments to assess needs, identify challenges and manage deadlines while providing administrative support.

**WORKING TITLE:** Project Assistant  
**Grant funded, time-limited position**  
**End Date: September 30, 2015**

\*\*\*\* DO NOT ERASE THIS LINE \*\*\*\*

**POSITION NUMBER:** 00027353

**ALL POSITIONS:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**  
[NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

- 30%** Monitors and maintains inventory
- Identifies, accessions and routes items for conservation, preservation, digitization, and/or cataloging utilizing the Tinnell Manual
  - Inputs accessions, corrects inventory data, and identifies information gaps
  - Coordinates with departments to offer research and exhibit assistance
- 25%** Compiles reports, prepares documentation and statistical information
- Supports quarterly and annual reports requiring quantitative and qualitative data
  - Researches and identifies relevant data to support promotional opportunities, exhibits and survey/funding proposals
  - Prepares relevant documentation for presentations and publications
- 25%** Interacts with community and donors
- Responsible for engaging community in the active expansion of the collection
  - Correspondence preparation
  - Responds to informational requests through e-mail, telephone and social media
  - Prepares mailings/alerts
  - Assists with educational outreach and promotional efforts
  - Assists with training of volunteers for inventory/metadata
  - Routes items/correspondence to appropriate person/unit for resolution
- 10%** Schedules and records minutes for meetings
- Identifies venue/secure space
  - Facilitates conference calls, F2F and online meetings
  - Coordinates preparations for events
- 10%** Documents events and activities and produces reports for assessment purposes.

- Supports consultants in preparing assessments
- Attends events and assists with hosting meetings, presentations and speakers

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**  
[NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

**SUPERVISION RECEIVED.** EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.  
Written assignment of responsibilities. Scheduled weekly and informal meetings.

**SUPERVISION EXERCISED.** LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.  
N/A

**NORMAL WORK SCHEDULE.** (ENTER DAYS/HOURS HERE):  
EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):  
40 hours per week – flexible schedule – Monday – Friday, between 8:00 am to 5:00 pm; some weekend and evening hours required for program implementation.

**EDUCATION, TRAINING, AND EXPERIENCE.** IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT [www.hr.ufl.edu/departmental/ccestablishing.htm](http://www.hr.ufl.edu/departmental/ccestablishing.htm)). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

**Minimum Qualifications**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Preferred Qualifications**

- Bachelors degree preferred, or its equivalent in work experience in library science, museum studies or history
- Requires excellent verbal and written communication skills
- Strong computing skills including MS Office and internet searching/research skills
- Accuracy, detail orientated, and excellent planning and organizational skills needed
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Experience working on a project oriented team
- Must be able to coordinate and execute numerous projects and activities concurrently

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.** PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A “Y” IN FRONT OF ALL THAT APPLY.

THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS’ INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

**Y** - THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

**OTHER CHARACTERISTICS OF THE POSITION.** DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

**NON EXEMPT (HOURLY) POSITIONS ONLY:**

**MACHINES AND EQUIPMENT USED REGULARLY.** INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.

Computer with office applications; social media; web site preparation	75%
Fax machine	.5%

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

**IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER:**

**REVIEWING AUTHORITY NAME AND TITLE:**

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The Panama Canal Museum (PCM) Collection Volunteer Coordinator is responsible for the daily management of the volunteer program including the recruitment, training, placement, and recognition of volunteers, development and monitoring of program budgets, and tracking of all program data. This position coordinates with all departments to assess needs, develop meaningful responsibilities for volunteers, and provide supplemental training and adequate supervision and support. Develops new initiatives, partnerships and program opportunities.

The position assists with a federally funded 3-year grant to support the PCM Collection. The grant includes partial funding for the processing of the collection (approximately 20,000 items), digitization, and exhibition/display of items.

**WORKING TITLE:** Volunteer Coordinator  
**Grant funded, time-limited position**  
**End Date: September 30, 2015**

\*\*\*\* DO NOT ERASE THIS LINE \*\*\*\*

**POSITION NUMBER:** 00027351

**ALL POSITIONS:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**  
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- 35%** Responsible for the recruitment and placement of PCM Collection volunteers. As primary contact, schedules volunteers for training/work, corresponds with, and recruits appropriate volunteers for processing of the collection, exhibition preparation, and event coordination and support. Monitors the flow of new and existing collections and schedules volunteers to inventory and process items appropriately. Recognizes volunteer contributions through service awards and events (sets tone of support, advocacy, and appreciation of volunteers).
- 25%** Develops, coordinates and hosts training programs for volunteers, documenting instruction, and prepares training manuals, mentorships with library employees and assesses the success of the training/orientation programs for volunteers.
- 20%** Maintains a tracking system on volunteer numbers, hours and placement. Provides project data and develops goals for the Volunteer Program. Reports on the outcomes of the volunteer experience for the grant, Friends, and advisory groups. Conducts program evaluation studies to inform the decision-making process for the Volunteer Program and makes changes as appropriate.
- 10%** Interacts with community and donors providing data on the volunteer program and its impact. Coordinates and tracks remote volunteer opportunities via social media and digital collections.
- 5%** Prepares and monitors program budgets.

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- 5% Other Duties**
- Develops/maintains efficient systems for stocking and maintaining program equipment and materials
  - Responds to informational requests through fax, e-mail, telephone, social media, and visits
  - Develops and maintains professional peer contacts with partner organizations and internal staff in order stay current in subject area
  - Participates in the development and implementation of educational programs and trainings –

**UNIVERSITY OF FLORIDA**  
**Volunteer Coordinator**

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Written annual assignment of responsibilities. Scheduled weekly and informal meetings.

**SUPERVISION EXERCISED.** LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

Responsible for the supervision of volunteers for all aspects of the PCM Collection. Supervises staff (OPS/student positions) on a "project driven" basis [Less than 3 FTE]

**NORMAL WORK SCHEDULE.** (ENTER DAYS/HOURS HERE):

EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):

Monday – Friday, 8:00 am to 5:00 pm; some weekend and evening hours required for program and training implementation.

**EDUCATION, TRAINING, AND EXPERIENCE.** IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT [www.hr.ufl.edu/class\\_comp/resources.asp](http://www.hr.ufl.edu/class_comp/resources.asp)). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

**Minimum Qualifications**

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.

**Preferred Qualifications**

- Master's degree, or its equivalent in work experience in library science, museum studies or history
- Two years of relevant work experience in a museum, library or academic environment
- Previous experience managing a volunteer program
- Excellent verbal and written, communication skills
- Strong computing skills including Microsoft Word, Excel, and Access
- Supervisory experience
- Ability to work both independently and collaboratively with faculty, students, administrators and the general public
- Administrative, and short and long-range planning skills
- Ability to coordinate numerous and diverse, concurrent programs

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.** PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A "Y" IN FRONT OF ALL THAT APPLY.

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THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

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**EXEMPT (BIWEEKLY/ANNUAL) POSITIONS ONLY:**

**POLICY MAKING AND/OR INTERPRETATION.**

Develops policies for the PCM Collection Volunteer program based on professional standards, best practices for library and museum education, and national and state education standards. Interprets and communicates policies and goals of the libraries to constituencies that include (but are not limited to) volunteers, visitors, program participants, collaborating organizations and individuals.

**PROGRAM DIRECTION AND DEVELOPMENT.**

Develops a volunteer program that utilizes library and museum resources and those of other institutions and agencies to foster awareness, interest, engagement, and understanding in the Panama Canal. Develops collaborative programs with agencies and institutions that have complementary missions.

**LEVEL OF PUBLIC CONTACT. STATEMENT OF INTERNAL AND EXTERNAL BUSINESS CONTACT, INCLUDING FREQUENCY AND SCOPE.**

High – daily contact with volunteers, visitors, teachers, students, parents, collaborating institutions, agencies and individuals. Frequent public and professional presentations.

**MONETARY RESPONSIBILITY. AMOUNT AND CONSEQUENCE OF ERROR.**

Prepares and monitors program budgets within the grant of approximately \$500,000 over the 3-year period

**CREATIVITY, STRATEGY AND LEADERSHIP.**

**STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.** (THE DISCLOSURE OF WHICH WOULD BE PREJUDICIAL TO THE SUCCESSFUL OPERATION OF THE UNIVERSITY OF FLORIDA.)

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

**IMMEDIATE SUPERVISOR'S NAME, TITLE, AND POSITION NUMBER:**

**REVIEWING AUTHORITY NAME AND TITLE:**