

RESEARCH AND INFORMATION MANAGEMENT SPECIALIST--HCRC

DEFINITION

Under general direction , performs complex and specialized work involved in managing the information resources, library and docketing functions of the Habeas Corpus Resource Center (HCRC). Performs and coordinates specialized work in developing print and electronic information resources; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single-level professional classification. Incumbents may be asked to serve in a lead capacity and direct the work of assigned staff and consultants, and/or may serve as specialists who work independently and deal with the most technical, complex and/or sensitive issues. Incumbents are involved in developing, contributing to, and coordinating print and electronic information resources for the HCRC, developing and ensuring data quality in multiple data bases, developing and maintaining a document management system for the HCRC, maintaining the HCRC library, and other related work.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction to HCRC docketing, library and information resources staff and consultants; organizes and assigns work; sets priorities, and follows up to ensure completion and quality of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Plans, organizes and performs the full range of work involved in operating and maintaining a research and information management system and library for the HCRC.
- Researches, recommends and applies new technologies appropriate to HCRC needs in the areas of library, research and information management. Investigates, analyzes and evaluates project feasibility; develops project cost and benefit estimates; estimates project resource needs for staff and consultants.
- Instructs, trains and assists staff, including attorneys, paralegals, investigators, externs, and other staff members in legal bibliography, manual and computerized legal and public records research and document management.
- Develops, implements, administers and monitors all operational procedures and programs associated with the research and document management system unique to the HCRC.
- Using standard methodologies, analyzes user operational procedures to develop functional systems requirements; develops alternative solutions for business and system development problems; coordinates database design and creation of prototypes for the library and for

management of electronic and hard copy documents; coordinates the development of, contributes to, and reviews system and user documentation and procedures; coordinates user support training.

- Conducts research on case related and agency related topics; participates in legal strategy sessions as needed.
- Evaluates library and document management automation software and equipment and recommends purchase of same; coordinates implementation of automation for information and data retrieval.
- Prepares, administers, and monitors the library and information management budget; reviews and recommends approval for payment of all items charged to the budget; participates in negotiation of contracts with publishers and vendors.
- Prepares comprehensive written analyses of problems and solutions.
- Advises concerning system technical constraints relating to library and document management activities, acceptance testing, performance criteria, and complex design issues.
- Keeps up with current technologies (e.g., reading publications and attending seminars) and applies updates to hardware and software in the HCRC.
- Represents the HCRC in library and information systems professional committees and organizations.
- Plans the layout of space and recommends the purchase of furniture, equipment, and supplies.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Principles and concepts related to computer science, library/information studies, communications, and other disciplines involved in document management and electronic reference archives.
- Theories and practices related to storing, organizing, retrieving, and analyzing information in a variety of settings and formats.
- Database management.
- Information system design and technology as related to information organization and management.
- Issues and laws relevant to the materials handled by the HCRC.
- Operation and management of a research library and related practices, procedures, and trends.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Design and evaluate information management systems that allow for efficient and effective document management and user interaction.
- Manage multiple databases.
- Develop and administer an information management and library budget.
- Communicate effectively in English, orally and in writing.
- Interact, negotiate and influence people effectively at all levels.
- Prepare effective written materials for purposes of user and system documentation.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in information management, library science, computer science, or related fields and three years experience in research and information system management, document management, and information system design and technology.

Additional experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of experience.