

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: INFORMATION SPECIALIST, EXECUTIVE

Reports To: Designated Supervisor

UW Job Code: 3881

UW Job Family: 38 – Computer Professional

SOC Code: 15-2031

FLSA: Exempt

Pay Grade: 24

Date: 9-1-16

JOB PURPOSE:

Under very limited supervision, conduct research and handle the exchange of complex information for designated area; organize, preserve, analyze, interpret, and disseminate high-quality data related to characteristics, activities, operations and policies of designated project(s). Plan and organize the workflow and establish priorities for information service staff. Set policies and procedures for team and department. Develop standards for departmental report writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct specialized inquiries resulting in organization, analysis, interpretation and dissemination of information pertinent to project/data issues in administrative planning, decision-making, research objectives, and pertinent regulations.
- Develop custom reports of increasing complexity (basic, routine, and advanced) based on customer needs.
- Design or modify critical-impact custom reports and queries for department, division or college.
- Participate in development, maintenance, and usage of consistent and accurate longitudinal databases and systems.
- Create and/or respond to structured inquiries, including ad-hoc requests for information, development of standardized reports, questionnaires, and surveys.
- Manage system tables and other data elements to maximize internal systems.
- Provide statistical or analytical consultation to department and other departments.
- Lead the review, revision and automation of office procedures; perform data verification. Use flowcharts and other logical methodologies to diagram business processes.
- Oversee all data loads, assuring accuracy of the database.
- Coordinate the running and testing data loads.
- Develop standard practices for report writing within area/department.
- Some positions will manage support staff

SUPPLEMENTAL FUNCTIONS:

- Explore and develop specific planning and analytical tools and capabilities.
- Participate in professional organizations and investigate new developments in administrative information system technologies.
- Assist with special projects assigned by supervisor.
- Oversee and update procedure manuals/documents.

COMPETENCIES:

- Analysis/problem identification
- Attention to Detail
- Collaboration
- Initiative
- Independence
- Quality Orientation
- Sensitivity
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Project management: theory, methods and procedures.
- Departmental area of responsibility.
- Report writing.
- Computer software applications and hardware applicable to assigned area.
- Research and analysis.
- Data collection methods and analysis.
- Basic computer programming and programming languages.
- Training methods and procedures.
- Confidentiality rules, regulations and their application.
- Federal reporting regulations for assigned programs/data.

Skills and Abilities to:

- Effectively communicate with diverse audiences.
- Organize, investigate, analyze information and draw conclusions.
- Use analytical and statistical research instruments, protocols, and procedures.
- Apply statistical principles and processes to meet a range of information requirements.
- Develop and/or manipulate and maintain computer databases.
- Provide written documentation and report preparation.
- Perform project work as assigned.
- Meet demanding project deadlines.
- Work with others on data collection methods and practices.
- Resolve data issues and reporting errors.

WORKING CONDITIONS:

No major sources of discomfort; standard office environment; regular exposure to video terminal displays; some positions may require travel.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.