**ARL Position Description Bank**

In response to widespread support from ARL directors, ARL has sponsored the development of a system to establish a national bank of job descriptions and help institutions manage position descriptions (PDs).

It is being developed by a UF team, with broad input from other institutions, and will be hosted in perpetuity by UF libraries.

This is an ongoing resource – not simply a one-time effort to collect documents.

**Premise**

An effective, free system developed in partnership could enhance or ease the management of position descriptions and improve their usefulness to institutions.

This institutional value will lead to adoption and use of the system, resulting in an industry level collection of current and evolving description of duties and the work of libraries.

If searchable, this collection will improve the sharing of information about our industry and benefit libraries.

**Development Timeline**

* Planning Phase (April – June 2012)
* Implementation Phase (June 2012-January 2013)
* Launch Phase (January-March 2013)

**Design Elements**

* A simple, intuitive, easy to use interface
* Web application
* Documents uploaded and updated by institutions
	+ Text, PDF, or Word documents will be keyword searchable
	+ PDs and/or vacancy announcements and/or activity/assignment
* Metadata submitted and maintained by institution

**Required Metadata**

* (Minimal)
* Externally Viewable – Supports Searching
1. Working title
2. % FTE
3. Position type (Examples: Prof. librarian / Support or paraprofessional)
4. Appointment type (Examples: Tenure accruing / Temporary/time limited)
5. Library type
	* Law Library
	* Medical Library
	* All Other
6. Functional areas

**Optional Metadata**

* Institution’s Eyes Only – Supports PD Management
* Pre-Programmed fields and Customizable alpha/numeric fields

**Functionality**

* Ability to upload other institution-level files
* Archives and access to previous versions of documents for a position
* System will track submission and modification dates, and user information
* Document forwarding option to support distribution of PD’s
* Ability to support review schedules
* Ability to differentiate between vacant and filled positions

**Please contribute to the design of this system by watching the overview posted at http://ufdc.ufl.edu/AA00011434/00002/. Included are screen shots of the system and an invitation to submit your input on the specs via an online survey.**

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