

Librarian

Applications can not be submitted by Coordinators or Reviewers of an opportunity. Please contact volunteer@pmi.org if you are the Coordinator and need this opportunity reassigned. If you are a Reviewer, please contact the Coordinator directly if you would like your viewing rights removed.

Opportunity Details: 11634

Department

Chapters

PMI region or locale

Northern America

Coordinator name or Volunteer Engagement Liaison (VEL)

Name: Donica Aneta Parker

E-mail: dirvolunteer@alamopmi.org

Chapter name:

Alamo Chapter

Subregion

Northern America

Country

United States

State/Province

TX

Limit applications to local volunteers only?

Yes

Volunteer job category

Chapters

Type of interaction

In-Person

Estimated time commitment

varies based on task to be performed

Description or summary (committee purpose)

1. Knowledgeable about organization, structure, and content of Document Library on Google Drives

which is managed by Director of Governance.

2. Responsible for Document and book Library organization and structure.

3. Provides guidance to BOD and governance team members on where to store or find books and

physical documents.

Reporting/Working Relationships:

- Manager: Vice President of Administration
- Customers: APMI BOD officers, Director of Governance, portal team, and chapter members
- Team members: PMI-SVC Librarian (self)
- Co-workers: APMI BOD officers, Director of Governance, and portal team

Authority:

- Physical document and book Libraries in office

Responsibility:

- Librarian for Chapter's physical book and document assets in APMI office.
- Interface to BOD and governance teams on physical book and document library structure, organization, content, and policies and guidelines.
- Document storage and retrieval of physical books and document.
- Monitors adherence to and provides guidance on document naming conventions and other guidelines and standards.

Deliverables

See Description and Duties

Duties

- Chapter expert on document library organization and structure
- Advisor to BOD and governance teams on how to classify and categorize, name, and store or find books and documents.
- Assist Director of Governance and Director of Technology with creating tip sheets or procedures on how to use Gmail / Google Drive to access, upload, and perform other actions related to the E-Document Library.

Prerequisites

Experience

Is membership required?

Yes

Number of years as a member

0

Desired skill sets

- Responsible: makes and keeps commitments.
- Learns new things quickly, self-starter.
- Ability to classify and organize documents for easy storage and retrieval.
- Attention to detail.
- Potential to collaborate and influence others on best practices for document management.
- Solid communication skills

Credential(s) and number of years required

N/A

Education and training

- Basic understanding of knowledge management principles
- Basic understanding of data repositories and document management
- Member in good standing with PMI-SVC chapter.
- Familiar with using web based tools.
- Good grasp of proper English for editing capability

Additional Information ...

PDU's to be awarded

Other recognition

Resume required?

Yes

Is interest category required ?

No

Interview required?

No

Travel required?

No

Amount of travel required

Volunteer may hold other roles while concurrently serving in this role

Yes

Other steps or action required?

Term limit for role

1 year

Start date of opportunity (mm/dd/yyyy)

NA

End date of opportunity (mm/dd/yyyy)

NA

Opportunity Type

Rolling

Opportunity Status

Active

Opportunity create date

8/10/2017

Opportunity update date

8/10/2017

Application open date

NA

Application close date

NA

Search keyword

Number of openings

1

Opportunity Reviewers...

First Name
Last Name
Username
PMI ID
Email

FELIX
GONZALES
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4443934
felixgonzales@hotmail.com