

#

# POSITION DESCRIPTION

**EMPLOYEE NAME:**

**PAY TITLE: {Insert Here}**

**PAY GRADE: {TBD/Insert Here}**

**DEPARTMENT: {Insert Here}**

**DIVISION: {Insert Here}**

**REPORTS TO: {Insert Title of Supervisor}**

**ADMINISTRATION (Exempt) \_\_\_\_ STAFF (Non-Exempt)\_\_\_**

**APPROVAL DATE:**

**GENERAL PURPOSE:**

*The general purpose should be a brief paragraph which serves as a summary description or overview of the position. This capsule description identifies the reason the position exists. It should be definitive to differentiate this position from all others and will generally start with "Performs...." followed by the level and kind of work.*

**SUPERVISION RECEIVED:**

*Generally starts with "Works under...", followed by the type of supervision received and the position exercising the supervision. The following terms should be used for indicating the type of supervision received:*

* *Immediate supervision*
* *Close supervision*
* *General supervision*
* *General guidance and direction*
* *Broad policy guidance and direction*

For example, Works under *general guidance and direction from Manager.*

**SUPERVISION EXERCISED:**

*The following phrases are most frequently used to indicate the type of supervision exercised over other personnel:*

* *Exercises supervision over (department, division, etc.) personnel directly or through subordinate supervisors.*
* *Exercises supervision over (titles of staff/positions) personnel.*
* *Serves as lead worker over other personnel as assigned.*

*If the position does not have supervisory responsibility, then "None" should be indicated.*

For example, *‘General supervision of the Assistant Director; indirect supervision staff. May give work direction to interns and/or student employees.’*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

**ESSENTIAL DUTIES AND RESPONSIBILITIES Percent of Time**

*A* ***Responsibility*** *is a major function of the position. Most positions have 4-6 core responsibilities or functions. Assign the percent of time spent on each major area of responsibility.*

*A* ***Duty*** *is a distinct activity within an area of responsibility that is a logical, essential step in the performance of a function and a detailed description of*

* *What work is done (action)*
* *How the work is done (procedures, materials, tools or equipment)*
* *Why the work is done (purpose)*

**QUALIFICATIONS:**

*This section describes the lowest level of education, experience, knowledge, skills, and abilities that would be eligible for consideration in the event of this position becoming vacant.* ***It is not intended to be the hiring level.*** *Generally, the successful candidate will exceed the minimum requirements. Any preferred qualifications beyond the minimum requirements should be outlined in the Preferred Qualifications section.*

*A. EDUCATION:*

*The following are typical levels of required education, depending on the position:*

* *High school diploma or GED equivalent."*
* *Associate degree*
* *Bachelor's degree*
* *Master's degree*

*B. EXPERIENCE:*

*Always quantify months or years of experience required. If none is required, "None" should be listed. The statement of required experience should usually be shown as "X years of experience...."*

*C. SUBSTITUTION:*

*This section should be used to indicate specific instances where related education and/or experience can serve in place of those listed in either the required education or experience sections. The typical equivalency for education and experience is two years of education is equivalent to one year of work experience. It is important to clearly define an acceptable and bonafide equivalency. Language such as the following is recommended if you use substitution criteria "Additional education may substitute for up to two years of work experience, at the rate of one year of work experience is equivalent to two years of education.”*

**MINIMUM QUALIFICATIONS**

**PREFERRED QUALIFICATIONS**

**PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS AND ABILITIES**

*This section identifies the job competencies and can be used as a guide for developing recruitment and selection procedures. They can also be used to evaluate performance, identify training needs, and develop employees for future assignments. A Competency is a* ***skill, knowledge*** *or* ***ability*** *required of an employee to successfully perform the functions and duties of a job. Core competencies are general or organizational success factors. Functional competencies are specific to the work content and differ based on the level of knowledge and skill required. A good job description includes both kinds.*

**KNOWLEDGE**

**SKILLS**

**ABILITIES**

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*This section may be used for required licenses, certification or registration, or other requirements and special conditions unique to the position.*

*Desirable membership in associations or professional societies should not be included.*

**TOOLS AND EQUIPMENT USED:**

*Describe the tools and equipment which the employee will normally use to undertake the essential functions of the job.*

*Example for a typical office position ‘*Personal computer, printer/copier, telephone, general office equipment.’

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by the employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

*This section should describe: how much on-the-job time is spent in a variety of physical activities, such as: stand; walk; sit; talk or hear; use hand to finger, handle, feel or operate; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms; taste or smell; what weights must be lifted or be exerted, how much and how often.*

*Example for an office position ‘*This position requires the ability to sit, stand, walk, exercise hand and finger dexterity, visual focus, and articulate clearly using speech, write clearly, and lift/carry objects weighing up to 15 lbs.’

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

*This section describes how much exposure the employee has to environmental conditions, such as: wet, humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold (non-weather); extreme heat (non-weather); risk of electrical shock; work with explosives; risk of radiation; vibration.*

*This section also describes how much noise is typically encountered on the job. This may vary for positions which have both office and field duties. General categories include: Very quiet (forest trail, isolation booth), Quiet (library, private office), Moderate Noise (open office with office equipment running), Loud Noise ( manufacturing processes, earth-moving equipment, congested traffic), Very Loud Noise (jack hammer, front row of rock concert).*

*Example for an office position:* The work environment is primarily in an office setting. The noise level can vary from quiet to moderate depending upon the circumstances at any given time.

**NOTE:** *The duties listed above are intended only as illustrations of the various aspects of the position and the types of responsibilities that may be performed. The omission of specific statements does not exclude them from the position if work is similar, related or a logical assignment to the position. The position description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature Date**