# Position Description

**Employee Name:** ____________________________  **Employee ID:** __________

**College/Admin Unit:** ____________________________

**Department/Unit:** ____________________________  **Classification Title:** ____________________________  **Job Code:** __________

**Working Title:** ____________________________

**SIGNATURES:** I certify the statements in this document accurately reflect the nature of this position.

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Employee Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name:</td>
<td>Supervisor Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Summary:** In 3-4 sentences, briefly but specifically, summarize the primary purpose of the work performed.

**Essential Functions:** *Primary responsibilities an employee must perform, with or without reasonable accommodation.*

List up to six essential functions of the position, indicating the most important first, and the approximate percentage of time spent on each over the course of a year. *Only* list duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the position’s time.

1. 
   - **% of Time**

2. 
   - **% of Time**

3. 
   - **% of Time**
**Essential Functions:** Primary responsibilities an employee must perform, with or without reasonable accommodation.

List up to six essential functions of the position, indicating the most important first, and the approximate percentage of time spent on each over the course of a year. Only list duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the position’s time.

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>

If there are any additional essential functions that account for less than 10% of time, list them below:

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**Supervisory Responsibilities:** Indicate the type and scope of supervisory responsibilities of this position. **Check only one box.** NOTE: Supervision excludes student employees.

- [ ] **Direct Supervisor:** Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries, and merit increases; conduct employee performance evaluations
  
  *Number of (non-student) employees directly supervised:* __________

- [ ] **Assigned Lead:** May recommend the following: employee hiring, disciplinary action, starting salaries, and merit increases; provide input on employee performance evaluations

- [x] Does not have any supervisory responsibilities

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**Budget Responsibilities:** Check the item(s) below that describe the incumbent’s involvement in the budgetary process.

- [ ] Not Applicable
- [ ] Plan
- [ ] Prepare
- [ ] Forecast
- [ ] Monitor
- [ ] Approve

- Does the incumbent have signature authority for purchasing/contracting?  [ ] Yes  [ ] No

  If yes, please provide dollar amount: __________

  Budget amount for which incumbent has primary responsibility (include grants, if applicable): __________
**Education:** Indicate the **minimum level** of education required to effectively perform the position’s essential functions. If a higher level of education is preferred, please indicate that as well. **Check only one educational level in each column.**

<table>
<thead>
<tr>
<th>Required</th>
<th>Preferred</th>
<th>Field of Study:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>Doctoral/advanced degree</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Master’s degree</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Associate’s or vocational/technical school degree</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Vocational or technical training</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>High school diploma or GED</td>
</tr>
</tbody>
</table>

☐ Check here if experience may substitute for some of the above education.

Other professional licensures, certifications, or designations required:

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**Work Experience:** Indicate the **minimum level** of work related experience required to effectively perform the position’s responsibilities. This is not necessarily the same as the incumbent’s experience. **Check only one box.**

- Less than 12 months
- 1 – 3 years
- 3 – 5 years
- 5 – 8 years
- More than 8 years
- Other

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**Time to Proficiency:** Indicate the **minimum level** of time required to be fully proficient in the position. **Check only one box.**

- One month or less
- Three months
- Six months
- One year
- More than a year

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**Problem Solving:** Indicate the nature of problems regularly encountered by this position. **Check only one box.**

- Most situations resolved using standard procedures and established guidelines
- Situations somewhat varied; requires application of specific technical skills and expertise
- Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified
- Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required

*Response required*
Independence of Action: Indicate the position’s independence of action. Check only one box.

☐ Works under general supervision; progress and outcomes are frequently reviewed
☐ Outcomes are monitored by supervisor/manager; incumbent follows precedents and procedures, sets priorities, and organizes work within general guidelines
☐ Existing practices are used as guidelines to determine work methods; incumbent works independently and resolves most problems without assistance
☐ Incumbent sets own goals and determines how to accomplish results with few guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction

Provide a typical example to support your selection above:

*Response required

Physical/Environmental Demands: Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency

☐ Office environment / no specific or unusual physical or environmental demands
☐ Describe any unusual situations:

<table>
<thead>
<tr>
<th>Physical Effort</th>
<th>Often</th>
<th>Sometimes</th>
<th>Rarely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision and hearing abilities</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Heavy lifting, carrying, etc.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Extensive standing, walking, etc.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Conditions</th>
<th>Often</th>
<th>Sometimes</th>
<th>Rarely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure to all weather conditions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Exposure to hazardous materials</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other:</td>
<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

Additional Information: Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position.

This job description represents an overview of the essential functions of this job. This is not a complete listing of all required duties. Specific duties may vary over time to meet the needs of the College.