

## JOB DESCRIPTION

Position Title: \_\_\_\_\_ Status: Exempt or Non-Exempt

Department: \_\_\_\_\_ Rank: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**Job Summary:**

Job summaries are the narrative picture of the job that highlights its general characteristics. Brevity, accuracy and objectivity are primary goals. Three basic guidelines are:

1. Start the job summary with an action work (verb).
2. Explain the job's requirements; in other words, tell what is done.
3. Explain the purpose of the position.

Use simple terms and phrases with which anyone in the organization is familiar.

**Knowledge, Skills, & Abilities:**

**K : Knowledge**

This area includes the level of education and experience. So as not discriminate against protected groups, list the minimal qualifications that an employee must possess to be considered for hire. Focus on **job specification** and not person specification. Example:

Factor	Job Specification	Person Specification
<b>Education</b>	Requires high school or equivalent	Must be a high school graduate
<b>Working Conditions</b>	Exposed to all kinds of weather	Must be in good physical shape
<b>Physical Demands</b>	Requires frequent lifting of weight or 100 pounds or more	Must be strong and weigh at least 150 pounds
<b>Driver's License</b>	Must have a valid driver's license	Must be a good driver.

**S : Skills**

A skill is present, observable competence. Examples would be: Verbal and written communication skills, Word and Excel skills, conflict resolution skills, and typing skills.

**A : Abilities**

Ability is a competence to perform an observable behavior. Examples of abilities would be: decision making ability, ability to be detail-oriented, and troubleshooting ability.

### **Duties and Responsibilities:**

This section includes the essential functions of a job or the tasks, duties and responsibilities of a job. “Essential” functions are those job-related duties that are necessary to the position. It is the reason for which the job exists. Essential functions can be distinguished by:

- Percentage of time - Composing 20% or more.
- Frequency - Being performed regularly – daily, weekly, monthly.
- Importance - Impacting other parts of the job as well as other jobs vs has little consequence to the job or other jobs if not performed.

Thoughts & Considerations:

1. Use the present tense
2. Use a single word vs 3 or 4
3. Avoid “responsible for” – an employee can be responsible for any number of tasks and never do anything to accomplish it.
4. Avoid vague language, i.e., exercises good judgment – who is to say what constitutes good judgment.

## **ADA**

### **Physical/Visual/Mental Demands:**

This is a representative description of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Example:

- Position requires ability to react to fast pace customer and company demands, verbally converse with other individuals; move and lifts objects of 20 pounds; must stand for most of work hours; requires use of office equipment including telephone, personal computer, and use fax and copy machine.

### **Typical Working Conditions:**

List the surroundings or environmental conditions under which the work must be performed, especially any unpleasant or dangerous conditions. Typical office hours are noted in this section.

**Nature of Supervision Received:**

Consideration is given to the degree of independent action and the accountability for results. Example:

- Works under the direction of (boss' title). Works independently within the authority limits and experience level. The direction from the (boss' title) is to assign objectives, assist in prioritization of tasks, to review results and offer guidance. Requires individual initiative in recognition and research of customer's needs and problems.

**Judgment Exercised/Decisions Made:**

List the scope of the person's authority and the types of decisions made. Consider the amount of resourcefulness and planning required, and the creative effort authorized when devising new methods, policies, and/ or procedures.

**Financial Responsibility:**

List the financial responsibilities, i.e., signing authority. Consider the probable effect of the total financial impact and the degree to which the work is verified or checked.

**Supervision Exercised/Number of Employees Supervised:**

List "none" or a range, i.e., 1-6 employees.

Signature - \_\_\_\_\_

Date - \_\_\_\_\_