



POSITION DESCRIPTION
North Dakota University System Dakota College at Bottineau

PART A - Identification, Duties/Responsibilities, and Task Inventory

1. Name of Employee: 1a. Position #:		2. Social Security #:	
3. Sub Band Title: 3a. Job Family #:		4. Functional Title:	
5. Please check all that apply:			
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time (FTE%)
<input type="checkbox"/>	9 month position	<input type="checkbox"/>	10 month position
<input type="checkbox"/>	11 month position	<input type="checkbox"/>	12 month position
<input type="checkbox"/>	Other		
HR Use only			
<input type="checkbox"/>	Exempt <i>(If exempt, documentation required)</i>	<input type="checkbox"/>	Non-Exempt
6. Institution: Dakota College at Bottineau		7. Division:	
8. Department:		9. Unit:	
10. Work Mailing Address:		11. Work Phone #:	
12. Name & Title of Supervisor:			
13. What is the function of your department?			
14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)			

Part A - 15. Duties/Responsibilities

Provide a general statement of each major duty or responsibility.

- < List the task(s) involved in accomplishing each major duty/responsibility.
- < Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty of a course of time.)
- < Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- < **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
 - Is the duty/responsibility the reason the job exists?
 - Is this a highly specialized task or one that requires special education, training licensure?

If the answer is yes, the duty is Essential.

 - What is the percentage of time spent on the function?

If the answer indicates a great % of time, the duty is probably Essential.

 - What are the consequences to others or to the institution of the failure to perform the function?

If the answer indicates a high level of accountability, the duty is Essential.

NOTE: See examples and additional instructions attached.

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:		
For ADA compliance, see instructions. Responsibility is: (Please check one)		
<input type="checkbox"/> Essential	<input type="checkbox"/> Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)		

Duty/Responsibility No:		Statement of duty/responsibility:
Percent of Time:		
For ADA compliance, see instructions. Responsibility is: (Please check one)		
<input type="checkbox"/> Essential	<input type="checkbox"/> Secondary	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

PART B
Working Environment

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc..)	
	less than high school diploma	Major field of study or degree emphasis: (accounting, economics, etc...)	
	High school diploma or GED.		
1 year college	2 years college		
3 years college	4 years college		
	1st year graduate level	Specialized subject knowledge: (cost accounting, MACRO economics, etc.)	
	2nd year graduate level		

Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

2. LICENSE/ CERTIFICATION	Identify licenses/certification required:
3. SPECIFIC SKILLS OR	Requires use/operation of (could include computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.)

EQUIPMENT REQUIRED	
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4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS

Position #	Title of Person Supervised	FTE %
TOTAL		

5. INDIRECT SUPERVISION

Total number of positions indirectly supervised:	
Total number of students or other non-banded staff employees indirectly supervised:	

6. HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties:
	Precautionary measures taken to avoid those unusual or hazardous working conditions:
	Frequency of occurrence of unusual or hazardous working conditions:

7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required , with or without accommodation, to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				
Walk				
Sit				
Use hands dexterously (use fingers to handle, feel)				
Reach with hands and arms				
Climb or balance				
Stoop/kneel/crouch or crawl				
See				
Talk or hear				
Taste or smell				
Lift & carry: up to 10 pounds				
up to 25 pounds				
up to 50 pounds				
up to 75 pounds				
up to 100 pounds				
more than 100 pounds				

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature

Date

Supervisor's Signature

Date