

**POSITION DESCRIPTION**

**North Dakota University System Dakota College at Bottineau**

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

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| 1. Name of Employee:

1a. Position #:  | 2. Social Security #:   |
| 3. Sub Band Title: 3a. Job Family #:  | 1. Functional Title:
 |
| **5. Please check all that apply:** |
|  | Full Time |  | Part Time (FTE% ) |
|  | 9 month position |  | 10 month position |
|  | 11 month position |  | 12 month position |
|  | Other  |
| **HR Use only**  |
|  | Exempt *(If exempt, documentation required)* |  | 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.

1. List the task(s) involved in accomplishing each major duty/responsibility.
2. 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.)
3. Begin each statement with a verb that exemplifies the action taken in performing the assignment.
4. **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.

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

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| --- | --- | --- |
| **Duty/Responsibility No:**  |  | **Statement of duty/responsibility:** |
| Percent of Time:  |  |
| For ADA compliance, see instructions.Responsibility is: (Please check one) |
|  | Essential  |  | Secondary  |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) |

 PART B

 Working Environment

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| **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 |
|  | High school diploma or GED. | Major field of study or degree emphasis: (accounting, economics, etc...) |
|  | 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 EQUIPMENT REQUIRED  | 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.) |

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| **4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS**  |
|  Position # | Title of Person Supervised | FTE % |
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|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL |  |

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|  **5. INDIRECT SUPERVISION** |
| Total number of positions indirectly supervised: |  |
| Total number of students or other non-banded staff employees indirectly supervised:  |  |

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| **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: |

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|  **7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities** |
| Employee is required , with or without accommodation, to: | 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 |  |  |  |  |

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| **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** |