Purpose of the Position Description

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management’s expectations
- To provide a base for managing performance

Position Status

Incumbent’s Name: ____________________________________________
Position Title: ________________________________________________
Position Number: _____________________________________________
Department/Division: __________________________________________
Type of Appointment: 12 mo. _____ 9 mo. _____ Other _____________
Contract Period: _______________ to _______________
Supervisor: ________________________________________________

Program Information

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University’s mission.

B. Describe the purpose of this position and how it functions within this program.

Position Information and Qualifications

A. Description of Duties/Responsibilities:
List major duties assigned to the position. Note the percentage of time each listed duty is performed. Place an asterisk (*) by each duty that represents an essential function.
Percent of Time

Duties

B. **Required Qualifications:**
   List any certificates, licenses, academic degrees, or experience **required** to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

C. **Preferred Qualifications:**
   Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

D. **Knowledge Areas:**
   List the major areas of knowledge that are **required** to perform the duties of this position.

D. **Budget Authority:**
   Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

   __ Develops, monitors*, and controls* $____________
   __ Delegated authority to monitor budget $____________
   __ Limited approval authority for purchase $____________
   __ Purchase only with higher level approval $____________

   *Monitor means to review and approve expenses; control means to authorize budget transfer at the department level.

E. **Supervisory Authority:**
   If this position has the authority to act or effectively recommend action affecting employees in the follow areas, check all that apply.

   __ Hire    ___ Transfer   ___ Discipline    -- Dismiss    ___ Layoff    ___ Promote
   __ Assign work   ___ Recommend salary adjustments   ___ Approve requests (i.e. leave)
   __ Respond to complaints/grievances    ___ Conduct performance assessments
   __ Give direction

F. **Positions supervised:**

   Number of Teaching Faculty        _____  Total FTE:  ______
   Number of Classified Staff        _____  Total FTE:  ______
   Number of Unclassified Staff      _____  Total FTE:  ______
   Student Employees (average per term)  _____  Total FTE:  ______
G. Decision-Making Authority:
Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department/university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

H. Additional Information:
List any additional information that would help describe the nature of the position. Attach appropriate Organizational Chart.

_________________________  Date  ______________________
Employee                    Supervisor    Date

_________________________  ______________________
Human Resources Use Only:  HRS Signature:  ______________________
Date Received:  ______________________  FLSA Status:  ___ Exempt from overtime  ___ Eligible for overtime
___ Executive  ___ Administrative  ___ Professional
Comment:  ______________________________________________________

Western Oregon University reserves the right to change this position description at any time.