

General Guidelines - Preparing a Job Description

State the general nature, level and purpose of the job. The **Basic Function** may be easier to write after completing other sections of the job description.

List those duties and responsibilities that are essential to successful performance of the overall function in the **Essential Duties and Responsibilities section** of the form. These should be listed in order of importance, complexity and/or frequency – think of those functions that account for more than 5% of the overall duties and work performed. Be succinct – but if more space is needed here attach an additional page.

Read and follow the specific descriptions for the remaining sections: **Supervision Exercised**, **Collaboration/Contacts**, and **Position Qualifications**.

Supervision Exercised, if any, should be expressed both in terms of the level of responsibility for other (i.e. the type of supervision provided) as well as the number of persons, full-time and part-time, supervised and student status or not.

Under the **Position Qualifications** section, identify the knowledge, skills and abilities necessary to perform the job competently, relating job specifications to what, why and how work is done.

- ***If*** a skill/knowledge/experience statement is required an applicant must meet that requirement in order to be considered. “Preferred” means that the skill/knowledge/experience level is desirable, but the lack of it does not disqualify a candidate.
- ***Accurately*** indicate, usually in years, the *minimum* amount of experience necessary to proficiently perform the basic duties of the position.
- ***If*** the position involves the application of varying degrees of manual skills, such as lifting, keep in mind that federal regulations require that any listed requirements must be proven to be a required part of the position, and that accommodation of such requirements may be necessary.