Management Position Description

I. Purpose

Provide a policy for the development and maintenance of management position descriptions.

II. Objectives

A. Provide an understanding as to the position's organizational structure, purpose, scope, impact, decision making, relationships, challenges, knowledge and skills inventory.

B. Establish content and style guidelines for preparing position descriptions.

C. Comply with State System of Higher Education program standards for maintaining current and accurate position descriptions.

D. Utilize for position evaluation and grade structure assignment, appraisal and recruitment.

III. Policy

A position description is an official written statement of the duties, responsibilities and requirements of a management position.

A. When to Complete/Revise

Position descriptions are to be completed/revised when:

\*A new position is created

\*Major changes in duties and responsibilities are experienced<

\*Promotion of an incumbent is requested

\*Position is vacated

\*Requested by the university and/or Human Resources Department

B. Content Guidelines

Properly completed position descriptions contain:

\*Employee, supervisor and university position information

\*Organizational structure

\*Position purpose

\*Position dimensions

\*Major accountabilities

\*Decision-making

\*Working relationships

\*Major challenges

\*Knowledge and skills

C. Style Guidelines

Position descriptions are properly completed when they:

\*Appear on the SSHE Management Position Description Questionnaire

\*Are typed

\*Written in active verb form

D. Updating Position Descriptions

Position descriptions will be updated annually during the period of January - mid March.