

Job Descriptions

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Job descriptions provide a summary of the position's duties, the supervisor's position, principal responsibilities, education and experience requirements, and an overview of other generally expected responsibilities placed upon the employee. Job descriptions become the basis for the assessment of an employee's work performance.

Review and revision

Job descriptions are reviewed at every annual evaluation and are revised as needed to insure that they reflect the nature of the position. A request for review of any job description may be made to the Director at any time.

ADA compliance

Job descriptions indicate physical requirements (ability to lift/move heavy objects or to stand for long periods of time, for example) that are necessary provisions of typical work assignments.