



OAK CITY CARES POSITION DESCRIPTION

Position Information

Position Title: _____

Department: _____

Reports To (Title): _____

Work Schedule: M-F Hours: _____ to _____ Other: _____

Type of Employee	Regular Full-Time (≥ 30)	Regular Part Time (20-29)	Part-Time (≤ 20)	Temp (varies)
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Percentage of Travel Required:	0%	10%	25%	50+%
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Exemption Status (<i>HR use only</i>)	Exempt	Non-Exempt
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Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on the major responsibilities rather than detailed work routines.

____%

Duties and Responsibilities continued from page 1

___ %

___ %

___ %

___ %

___ %

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Position Qualifications

Formal Education (minimal level REQUIRED for this position)

No minimum education level

High School Diploma or GED

Associates or other 2-year degree including technical/trade school

Bachelors Degree

Masters or Professional Degree

Doctorate

Degree in specific subject area: Degree Type: _____

Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

Less than 1 year

1-3 years

4-6 years

7-9 years

10+ years

Years of specific work experience: Field: _____ Years of Experience: _____

Qualifications

Position Characteristics

Physical Requirements/Work Environment

	None	<1/3 of time	1/3-2/3 of time	>2/3 of time
Lifting greater than 20 lbs.				
Sitting for extended periods				
Standing for extended periods				
Primarily office work				
Primarily outdoor work				
Primarily indoor work				
Prolonged exposure to heat/cold				
Prolonged exposure to loud noise				

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.

General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines and priorities.

Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.

Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.

Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all of the responsibilities, duties, and skills required for the position. All employees may have other duties as assigned at any time.