

Position Description

TOOLKIT



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Resources

- **Library HR Website – PD Template**
<http://www.uflib.ufl.edu/pers/TEAMS.htm>
- **UF Classifications**
<http://hr.ufl.edu/teams-titles/>
- **Library HR Competencies Training Matrix**
<https://www.uflib.ufl.edu/competencies/>

Top Section of Position Description

- **Position Number:** Library HR will provide
- **UF Classifications:**
<http://hr.ufl.edu/teams-titles/>
- **Working Title:** Brief description (1-3 words) that reflects the content, purpose, and scope of the job – this is not the classification (i.e.: Library Assistant 1).

Example: Access Support Assistant

- **Department:**

Example: Marston Science Library

Summary of Position Description

Brief (three to four sentences), general statement that defines the purpose of the job and summarizes the more important functions and responsibilities of the position.

Do not include preferred or required qualifications but succinctly describe the position as clearly as possible.

Essential Functions of the Job and Percentage of Time Spent on each Function

Convey the job expectations, role, and scope by describing the essential tasks, duties, and responsibilities of the job.

- List each essential function and assign a percentage (no more than 50%, no less than 5%) based on the amount of time spent on that function.
- Each essential function should have a bulleted list of duties and responsibilities.

Example:

30% Gifts Management

- *List duties and responsibilities*

Marginal Functions of the Job and Percentage of Time Spent on each Function

Convey duties that if the employee is not able to perform due to a disability would not impair their ability to accomplish their job.

- List each marginal function and assign a percentage based on the amount of time spent on that function. Marginal Functions should not exceed 10% total.

Example:

5% Other Duties as Assigned

Serves on library committees and participates in professional development and special projects.

Supervision

Received:

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor (general direction, close supervision, etc.)

Example:

Detailed procedures are explained as new responsibilities are added. Supervisor is available for solving problems and maintaining quality control of more difficult tasks. Meets regularly with supervisor and unit to ask questions, bring up problems, and to review and set workflow priorities.

Exercised:

List the class titles, position numbers, and employees' names under the direct supervision of this position.

Example: Library Assistant 1 - 00001234 - Employee's Name

Normal Work Schedule

Specify days and hours this position is required to work as well as any variations from this schedule.

Non-Exempt Example:

Standard hours: Monday - Friday 8 a.m. to 5 p.m. (40 hours per week).

May be required to work Saturdays occasionally to fill in for weekend staff.

Exempt Example:

Standard hours: Monday - Friday 8 a.m. to 5 p.m. May be required to work beyond standard hours to accomplish essential and/or time sensitive tasks.

Education, Training and Experience

Minimum Qualifications

These are prescribed by the University and available at the following links:

<http://hr.ufl.edu/teams-titles/>

Education, Training and Experience

Preferred Qualifications

Skills, knowledge and abilities needed to successfully accomplish the job. Other experience or qualifications that are not needed but would be beneficial to the position.

The following are required competencies for all positions in the Libraries:

- Strong verbal and written communication skills
- Ability to work collaboratively to accomplish goals
- Flexibility, and ability to adapt and work in a rapidly changing academic environment
- Basic computer skills and experience with Microsoft Word and Outlook.

Competencies

Take advantage of the Competencies Training Matrix which provides an extensive list of specific competencies useful in creating position descriptions.

<https://www.uflib.ufl.edu/competencies/>



Required Licenses, Certifications and Other Specific Requirements of the Law

Required Licenses, Certifications and Other Specific Requirements of Law

Y/N This position requires licensure, certification, or other special requirements (if yes, please specify).

Example:

Driver's License.

Y This position requires a criminal background check.
This is **YES** for all positions.

Required Licenses, Certifications and Other Specific Requirements of the Law

Y/N This position is subject to federal and state privacy regulations. If **YES**, please specify why under “Statement of Responsibility for Confidential Data.”

Statement of Responsibility for Confidential Data

Responsibilities that involve processing or having access to confidential information should be disclosed here including student data.

Example:

Incumbent will have access to library patron personal data (UF status, addresses, email, UF identification) via the ALEPH library circulation system and ILLiad database.

Other Characteristics of the Position

Describe other characteristics of the position essential to satisfactory performance that are not mentioned elsewhere in the position description.

Include physical, mental, and environmental factors such as lifting, pushing, pulling, frequent reaching over shoulder, etc. Based on your description a health assessment may be required.

Example:

Work requires frequent pushing, pulling, lifting over 45, and bending.

Include machines and equipment used regularly; any travel; environment noisy or cold; and anything unusual about the position.

All Positions – Areas of Responsibility

Clarify level of responsibility in each of the areas that is applicable to the position. If no responsibility in an area, write “none at this time”. Positions are classified as exempt because of their responsibilities in one or more of the following areas:

POLICY MAKING AND/OR INTERPRETATION

Level of responsibility for policy interpretation and changes within unit or department.

Example:

Recommends changes of and additions to the established policies and procedures of the department and provides documentation of policy and procedures relating to operations. Interprets and applies University guidelines as they apply to personnel and other operations.

All Positions – Areas of Responsibility

PROGRAM DIRECTION AND DEVELOPMENT

Level of responsibility for programmatic changes and direction of the department or unit.

Example:

Responsible for recommending changes in project design and development to assure adherence to best practices as well as efficient use of time and resources. Assists in identifying potential projects and funding sources relevant to the mission of the Libraries. Introduces new concepts and approaches to departmental projects for review.

All Positions – Areas of Responsibility

COMMUNICATION

Statement of internal or external business contact, including frequency and scope.

Example:

Frequent contact with members of the University of Florida research and teaching faculty and with vendors for outsourcing selected projects or services.

MONETARY RESPONSIBILITY

Amount and consequence of error.

Example:

Assists with coordination of departmental budgets for review. Provides routine status reports. The failure to perform these duties effectively would result in substantial operational, fiscal and fiduciary consequences.

All Positions – Areas of Responsibility

CREATIVITY, STRATEGY AND LEADERSHIP

Positions that include creativity and the ability to strategize, solve problems and/or provide leadership to projects.

Example:

Ability to think critically about new ways to solve a wide variety of problems. Considerable creativity required to adapt new technology to local needs and provide leadership to new endeavors.

Employee and Supervisor Information

EMPLOYEE NAME: Name

IMMEDIATE SUPERVISOR: Name *and working title*

REVIEWING AUTHORITY NAME AND TITLE: Name *and working title*

Position Change Action

Indicate specifically how this position has changed since it was last updated. If requesting a reclassification, include a full justification for the requested title.

Examples:

The essential functions of the position remain unchanged. The PD is being updated for posting to reflect new processes.

The position reporting structure has changed with no change in classification or essential job duties.

Job duties have changed substantially to reflect the loss of one departmental staff member. The classification remains the same.

Procedure for Processing Position Descriptions

For reclassifications or to process a new position, Associate Dean level approval must be secured prior to proceeding.

- Supervisor reviews and updates the PD
- Supervisor forwards PD to Library HR for review
- Library HR provides updated version to supervisor
- Supervisor and/or 2nd level supervisor secure Associate Dean/Dean approval
- Library HR submits to UF Classification and Compensation
- Library HR processes new PD through UF HR
- Library HR will keep supervisor informed of developments

Keywords	Options	Keyword	Options
Answers	Responds Replies Explains	Compiles	Collects Collates Puts together Composes Arranges
Assists	Aids Helps Supports Promote Reinforces Sustains	Computes	Calculates Counts Estimates Determines Evaluates
Calculates	Predicts Projects Estimates Counts Determines	Confers	Discusses Consults Talks
Checks	Verifies Confirms Audits Reviews Inspects	Coordinates	Organizes Arranges Plans Administers
Codes	Programs Encodes Encrypts	Demonstrates	Shows Exhibits Displays Explains Illustrates Educates Guides

Action Verbs

Keywords	Options	Keyword	Options
Designs	Plans Creates Invents Produces Develops	Examines	Inspects Checks Explores Audits Investigates
Determines	Decides Concludes Resolves Ascertains Detects Devises	Explains	Clarifies Illustrates Defines Demonstrates
Directs	Controls Manages Influences Guides	Formulates	Defines Drafts Frames Specifies Prepares Devises Forms
Enters	Types Logs Records Inputs	Issues	Releases Circulates Distributes
Establishes	Verifies Proves Confirms Substantiates Determines Begins Originates	Leads	Guides Directs Influences Conducts

Keywords	Options	Keyword	Options
Maintains	Saves Provides Continues	Performs	Carries out Executes Accomplishes Completes Achieves
Manages	Directs Monitors Oversees Supervises Coordinates Administers	Plans	Prepares Arranges Prioritizes Forecasts Designs Formulates
Meets	Achieves Accomplishes Completes Fulfills Satisfies	Prepares	Plans Arranges Composes Makes
Modifies	Converts Changes Adjusts Alters Varies	Processes	Handles Reviews Prepares
Monitors	Observes Oversees Controls Audits Examines Checks	Records	Documents Writes Registers Monitors Audits Copies

Action Verbs

Keywords	Options	Keyword	Options
Researches	Investigates Studies Examines Analyzes Scrutinizes	Specifies	Details Names Defines
Resolves	Solves Proves Determines Decides Establishes	Supervises	Manages Controls Monitors Administers Directs Oversees
Reviews	Evaluates Appraises Assesses Examines Inspects Investigates	Tests	Investigates Inspects Analyzes Examines
Selects	Chooses Prefers Decides	Trains	Instructs Teaches Educates Explains Prepares
Sorts	Classifies Arranges Orders Groups	Updates	Informs Notifies Revises Upgrades Recreates

Position Description Toolkit

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