

Lake-Sumter State College

Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of LSSC positions. This information is the basis for determining the title, salary / hourly rate, and Fair Labor Standards Act (FLSA) exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

EMPLOYEE DETAILS

Employee First Name:

Middle Name:

Employee Last Name:

XID:

CLASSIFICATION DETAILS

Title:

Position Number

Classification:

Grade:

Position Type:

FLSA Status: EXEMPT NON-EXEMPT

IPEDS Occupational Category:

FTE:

POSITION DETAILS

Minimum Salary:

Maximum Salary:

Designated Essential Personnel: YES NO

Designated Campus Security Authority: YES NO

Cell Phone Required: YES NO

Hours Worked per Week:

Position Status Code: FT PT OTHER

Reports To:

Reports To Title:

Reports to Position Number:

POSITION OBJECTIVE

JOB DUTIES:

FUNCTION NUMBER:	PERCENTAGE:	ESSENTIAL FUNCTION
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CRITICAL SKILLS REQUIRED:

- * Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- * Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- * Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- * Provide quality customer service by creating a welcoming and supportive environment.
- * Present a professional image in word, action and attire.

CRITICAL SKILLS REQUIRED (continued):

- * Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- * Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- * Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- * Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**MINIMUM EDUCATION, TRAINING & EXPERIENCE REQUIRED:**

Minimum Education:

Minimum Training / Experience:

Minimum Certifications / Licenses:

Physical Exam Required:

YES

NO

GENERAL COMPETENCIES:

- * **Attendance and punctuality** : Prepared to start work on time. Informs supervisor of absence in a timely manner.
- * **Autonomy & initiative** : Performance of job duties without a frequent need for direction
- * **Diversity & Inclusion** : Creates and maintains a diverse, inclusive, safe learning and working environment.
- * **Efficiency** : The ability to plan and prioritize workload.
- * **Job Knowledge** : Measures employee's demonstrated job knowledge and essential skills. Also measures employee's self-improvement efforts to enhance skills and stay current.
- * **Professionalism** : Commitment to the overall mission, goals, objectives, and values of the College.
- * **Quality of Service** : Exhibits a caring attitude, courtesy, and timeliness in responding to the needs of students, coworkers, and others.
- * **Quality of Work** : The accuracy and acceptability of work performed
- * **Team Focus & Collaboration** : Models a spirit of collaboration and focuses on teamwork within department, across departments, and across all campuses.
- * **Training & Development** : Building team capacity.

SUPERVISION EXERCISED:

- (Select one)
- No supervision exercised.
 - Regularly assigned lead worker; assists with technical guidance and training.
 - Supervise up to 10 full-time employees.
 - Supervise up to 20 full-time employees.
 - Supervise more than 20 full-time employees.
 - Direct and coordinate two or more major departments through subordinate supervisors.
 - Manage and direct major divisions of the College or major areas of student activities.

PHYSICAL DEMANDS

- (Select one)
- Standard movements with limited physical exertion required for work.
 - Minor physical exertion - lifting, pushing, pulling, and carrying, etc. up to fifteen pounds regularly required for you to perform your job.
 - Manual labor requiring moderate physical exertion - consistent need to lift, push, pull, carry, etc. up to 75 pounds. Involves moderate discomfort. May require special safety precautions, such as working around moving parts, machines or with irritant chemicals. Employees may be required to use protective clothing or gear.
 - Manual labor requiring significant physical exertion - consistent need to lift, push, pull, carry, etc. over 75 pounds. Requires unusual environmental stress, such as working at great heights or under extreme outdoor weather conditions.

LEVEL OF COMPLEXITY OF WORK

- (Select one)
- Work requires the performance of specific operations. Work product or service is required to facilitate the work of others; the impact is mostly within own department or for the timely provision of services to others.
 - Work requires the execution of specific procedures and operations that are generally non-routine. The work product or service affects the accuracy, reliability, or acceptability of further processes or services offered by other departments.
 - Work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. The work product or service affects a wide range of College activities and/or departments.
 - Work involves planning, developing, and carrying out vital administrative programs for the campus or College. The programs are essential to the missions of the College or affect large numbers of people on a long-term or continuing basis.

STUDENT CONTACT / ADDITIONAL COMMENTS

What best describes the frequency of contact that this position has with students of the College as a job requirement:

If other, please explain:

Additional comments:

SCOPE OF AUTHORITY, IMPACT, JUDGEMENT, DISCRETION

Work is performed under direct supervision, following approved policies and procedures. Generally responsibilities are prescribed and initiative is encouraged in the improvement of one's own work assignment or within one's department.

Work is performed under direct supervision, following policies and procedures; some responsibility for making suggestions or contributing to the formulation of policies, procedures or operational improvements within one's own department would be typical.

Work is typically performed under the supervision of a department head or director; guided by general administrative policies and procedures. Moderate responsibility for formulating and administering procedures related to personnel, financial or general administration of the College.

Exercise of responsibility required in departmental areas of the College and only general supervision is received. Execution of responsibility involves interpreting non-routine academic, fiscal or administrative matters where precedent does not exist; some freedom of choice in approach to problems, methods of operations and the setting of goals and objectives.

(Select one)

Substantial exercise of responsibility required across departments/ functions of the college. Execution of responsibility involves recommending significant policy changes in academic, fiscal, or human capital matters. Substantial freedom of choice in approach.

Functions with little or no direct supervision in accordance with the goals set forth by top administrators and/or Board of Trustees having impact across the college. Employee is free to follow own methods and techniques for approach to problems, operational procedures and goal setting. Considerable responsibility for creativeness where policies, procedures and precedents do not exist in areas of fiscal, administrative or academic management and college- wide fiscal and budget responsibility.

DOES THIS POSITION HAVE RESPONSIBILITY FOR.....?

The safety of property?

Determining which supplies, materials, or other merchandise is purchased by the College?

The distribution of materials and supplies owned by the College?

Planning and or/controlling a budget?

**Direct \$
Indirect \$**

Lake-Sumter State College is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, LSSC will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The college reserves the right to change or modify position descriptions at any time.

Date *Signature of Employee*

Date *Signature of Supervisor* *Title*

Date *HR Signature* *Title*

Date *Signature of Vice President* *Title*