**WALLA WALLA COMMUNITY COLLEGE**

# EXEMPT - POSITION DESCRIPTION

**Date:**

**Job Title:**

**Department:**

**Supervisor:**

**Campus Location:**

**Work Schedule: Full Time/Part Time**

**Name of Employee/Incumbent:**

**FOR HR TO COMPLETE**

**Position Control Number:**

**Job Class Code:**

**Placement Salary Range:**

**Position Type:**

**EEO Category:**

**Position covered by a bargaining unit: Yes/No**

**Limited duration grant funded: Yes/No**

**Position Objective:**

*Describe the position’s main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.*

**Essential Functions:**

*Describe the position’s essential functions/duties and responsibilities to be performed. List the assigned work in order of importance.*

**Competencies:**

*-List competencies (knowledge, skills, abilities and behaviors) required to perform the essential functions.*

**Required Qualifications:**

*-In Bullet format describe the minimum required qualifications (education, previous related experience, license or certification) required to perform the essential functions.*

**Preferred Qualifications:**

*-In Bullet format describe the preferred qualifications. These are additional skills or experiences that are beneficial but not required for the position. They can include education, skills, knowledge, experience, and abilities.* ***(If listing a preferred degree higher than required, provide in a comment to HR an explanation as to why the degree is a preference and what concentration would be expected/related)***

*List any special requirements or conditions of employment beyond the qualifications above:*

**Supervisory/Managerial Responsibilities:**

*-Describe managerial/supervisory responsibilities. List total of full-time equivalents (FTEs) manages and highest position title.*

**Decision Making and Policy Impact**

*Explain the position’s policy impact (applying, developing or determining how the agency will implement):*

*Explain the major decision-making responsibilities this position has full authority to make:*

*Identify those actions this position takes to their manager for a decision:*

**Financial & Budget Authority:**

*Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.*

**Work Environment/Physical Demands/Travel Required:**

*Describe the following: Typical Work setting, including hazards, Schedule, Travel Requirements, Tools and Equipment, Customer Relations, Other.*

**Grant information:**

*If position is grant funded, list circumstances surrounding the grant, e.g. grant name and duration.*

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities ad activities may change or be assigned at any time with or without notice.

**Signatures:**

This job description has been approved by the following appropriate supervisor(s). By signing below, the employee acknowledges an understanding of the requirements, and essential functions and duties of the position.

Supervisor Date

Employee Date