

8.4 EXAMPLE JOB DESCRIPTIONS

8.4.1 Job Description Format

Use of this suggested job description format, which is very common in other organizations, will make it easier to compare jobs for recruiting and to determine compensation.

JOB TITLE: _____

REPORTS TO: _____ (Who is the supervisor who gives direction?)

SUPERVISE: _____ (The number of persons, their title, and function)

EXEMPT or NONEXEMPT: (Lay employees would not normally be exempt)

APPROVED BY _____

DATE _____

FUNCTION: (In one sentence, describe the major function of the job. The function should be short and descriptive.)

GENERAL RESPONSIBILITIES: (Assume you are describing the job to someone unfamiliar with it. Use short, simple sentences, avoiding technical terms or jargon. List in order of importance, only those responsibilities which take at least five percent of the employees time.)

Major responsibility _____

Primary Tasks and/or actions performed to accomplish the above responsibility

SKILLS AND APTITUDES:

For entry into the job, what is the minimal educational background required? How quickly could the average person, with the education noted above learn the job?

What specialized knowledge/skills are needed to perform this job? For example..typing, bookkeeping, recording and posting information, ability to operate certain equipment, mathematics or ability to gather, organize, verify, compose, and/or analyze data, word processing, computer skill, communication skills, etc.

To what degree is the person filling this job required to make independent decisions or take action. Consider the degree of supervision received, the absence or presence of policies and procedures and the amount of authority delegated to the person.

To what extent is the person in this job responsible for training, guiding, or directing the efforts of others? How many people in which jobs? Include volunteers.

CONTACTS:

In the normal course of performing this job, who will this person be required to communicate with. Include other church staff, members, and outside contacts. Consider the nature and level of regular routine contacts, whether information is furnished or obtained, and whether it is necessary to influence others.

JOB CONDITIONS:

What are the physical requirements of the job. May the person remain seated, or sit or stand as desired? Is there more than incidental fatigue? Are environmental conditions a factor, is smoking allowed or prohibited?