

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/>

Key

- **Mandatory text:** Black – include when preparing PD
- **Guidance & Examples:** Green

Top Section of Position Description

- **POSITION NUMBER:** Contact Library HR for the position number if you do not have it. New positions will receive new positions numbers.
- **UF CLASSIFICATION:** Exempt and Non-Exempt classifications can be found at <https://teams-titles.hr.ufl.edu/>
- **WORKING TITLE:** Brief description (1-3 words) that reflects the content, purpose, and scope of the job – this is not the UF classification (i.e. Library Assistant 1).
Example: Access Support Assistant, Night Operations Manager, Digital Production Manager
- **DEPARTMENT:** *Example: Marston Science Library*

SUMMARY OF POSITION ROLE/RESPONSIBILITIES

Brief (three to four sentences) general statement that defines and summarizes the purpose of the job in the context of the mission of the Libraries. Do not include preferred or required qualifications, job details, hours (unless unusual) or location.

ESSENTIAL FUNCTIONS OF THE JOB AND THE 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. Note that 2 hours equals to 5%, 4 hours is 10%, etc. Each essential function should have a bulleted list of duties and responsibilities in order of importance.

Example:

30% Gifts Management

- *List duties and responsibilities...*
- *List duties and responsibilities....*
- *Etc.*

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each marginal function and assign a percentage based on the amount of time spent on that function. Marginal Functions are typically 5%, and may not exceed 10% total. Note: for purposes of ADA, an employee's inability to perform marginal duties does not have any bearing on their ability to successfully perform their job.

Example:

5% *Participates in other branch and library activities*

- *List duties and responsibilities...*
- *List duties and responsibilities....*
- *Etc.*

SUPERVISION

Received:

State who the immediate supervisor is (working title, not name) and the type or extent of instructions normally given to this position by the immediate supervisor (i.e. general direction, close supervision, etc.).

Example: This position is supervised by the Associate Director of Stuff and meets weekly with supervisor and unit to address issues and to review and set priorities.

Exercised:

List the UF classification titles and position numbers under the direct supervision of this position

Example: Library Assistant 2 – 00001234; Library Assistant 3 - 00005678

NORMAL WORK SCHEDULE

Specify the days and hours this position is required to work as well as any variations from the typical schedule (such as an annual event an employee assists with; end of semester hour changes).

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

EDUCATION, TRAINING AND EXPERIENCE

Minimum Qualifications:

These are specific by the University in the description of the appropriate UFHR classification, available at <https://teams-titles.hr.ufl.edu/>

EDUCATION, TRAINING AND EXPERIENCE

Preferred Qualifications:

The libraries have a set of standard preferred qualifications that should be included in all position descriptions (below). List additional experience or qualifications that are not required but would be beneficial to the position. These should be tied to the essential duties, e.g. If the position will be supervising a team, a preferred qualification might be “Experience supervising a team.”

The following should be included for all staff positions in the Libraries:

- Evidence of excellent interpersonal skills including oral and written communication
- Strong oral and written communication skills
- Ability to work both independently and collaboratively to accomplish goals
- Flexibility, and ability to adapt and work in a rapidly changing academic environment

- Basic computer skills and experience with Microsoft Software

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW

Y/N This position is responsible for meeting the requirements of the rules of University of Florida, 6C1-3.022 Finance and Administration; payment to vendors; payment processing guidelines, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW

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

Example: Driver's License

Y The position requires a criminal background check. **All positions in the Libraries require a criminal background check.**

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.

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

Example: None

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. A Health Assessment (HAMS) will be required if the employee is expected to perform these types of duties at 66% or more of their FTE (66% equals 32 hours). Include machines and equipment used regularly; any travel; environment noisy or cold; and anything unusual about the position or work environment. (this does not include interpersonal challenges).

Example: *Work requires frequent pushing, pulling, lifting over 45lbs, and bending.*

Example: *None*

POLICY MAKING AND/OR INTERPRETATION

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

Example: *Recommends changes or additions to the established policies and procedures of the department.*

Example: *None*

PROGRAM DIRECTION AND DEVELOPMENT

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

Example: Recommends changes in project design and development to assure adherence to best practices as well as efficient use of time and resources.

Example: None

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 or vendors for outsourced projects or services.

MONETARY RESPONSIBILITY

Describe of breadth of monetary responsibility.

Example: Assists with coordination of departmental budgets for review.

Example: None

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.

EMPLOYEE AND SUPERVISOR INFORMATION

EMPLOYEE NAME: First and last name

Signature

Date

IMMEDIATE SUPERVISOR: Name *and working title*

Signature

Date

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 justification for the requested title, including what has changed and why the position is better fit to the requested classification.

If the PD is for a new position or no changes have been made, leave this section blank.

Procedure for Reclassification

Associate Dean level approval must be secured prior to processing reclassifications.

- Supervisor discusses proposed reclass with Chair (if they are not the chair) and Associate Dean to seek support. If the action is supported by unit leadership:
- Supervisor reviews and updates the PD, informs Chair
- Supervisor forwards PD to LHR for review, cc'ing Chair and Associate Dean
- LHR provides feedback on PD and sends Associate Dean anticipated cost with finalized PD
- Once LHR has Deans' approval, submits action to UFHR
- LHR keeps supervisor informed
- Supervisor keeps employee informed

ACTION VERBS

Keywords	Options	Keywords	Options	Keywords	Options
Answers	Responds Replies Explains	Compiles	Collects Collates Puts together Composes Arranges	Designs	Plans Creates Invents Produces Develops
Assists	Aids Helps Supports Promotes Reinforces Sustains	Computes	Calculates Counts Estimates Determines Evaluates	Determines	Decides Concludes Resolves Ascertain Detects Devises
Calculates	Predicts Projects Estimates Counts Determines	Confers	Discusses Consults Talks	Directs	Controls Manages Influences Guides
Checks	Verifies Confirms Audits Reviews Inspects	Coordinates	Organizes Arranges Plans Administers	Enters	Types Logs Records Inputs
Codes	Programs Encodes Encrypts	Demonstrates	Shows Exhibits Displays Explains Illustrates Educates Guides	Establishes	Verifies Proves Confirms Substantiates Determines Begins Originates

ACTION VERBS

Keywords	Options	Keywords	Options	Keywords	Options
Examines	Inspects Checks Explores Audits Investigates	Maintains	Saves Provides Continues	Performs	Carries out Executes Accomplishes Completes Achieves
Explains	Clarifies Illustrates Defines Demonstrates	Manages	Directs Monitors Oversees Supervises Coordinates Administers	Plans	Prepares Arranges Prioritizes Forecasts Designs Formulates
Formulates	Defines Frames Prepares Forms Drafts Specifies Devises	Meets	Achieves Accomplishes Completes Fulfills Satisfies	Prepares	Plans Arranges Composes Makes
Issues	Releases Circulates Distributes	Modifies	Converts Changes Adjusts Alters Varies	Processes	Handles Reviews Prepares
Leads	Guides Directs Influences Conducts	Monitors	Observes Oversees Controls Audits Examines Checks	Records	Documents Writes Registers Monitors Audits Copies

ACTION VERBS

Keywords	Options	Keywords	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 Analyzes Examines Inspects Investigates	Tests	Investigates Inspects Analyzes Examines
Selects	Chooses Prefers Decides	Trains	Instructs Teaches Educates Informs Explains Prepares
Sorts	Classifies Arranges Orders Groups	Updates	Informs Notifies Advises Revises Upgrades Recreates

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Last updated – January 2024