

UNIVERSITY OF NEVADA, LAS VEGAS
 POSITION DESCRIPTION QUESTIONNAIRE
 FOR ADMINISTRATORS AND NON-INSTRUCTIONAL PROFESSIONALS

**AN ORGANIZATION CHART MUST BE INCLUDED AS PART OF
 THIS QUESTIONNAIRE.**

PART I: Essential Duties Information.

Position Number:	Working Title:
Mail Code:	Department:
Date Submitted:	Geographic Location of Position:
Employee Name:	Supervisor:

SUMMARY OF THE PRIMARY PURPOSE OF THIS POSITION. In a brief one or two sentence statement, answer the questions “Why does this position exist?” and “What is this position expected to accomplish?”

MINIMUM QUALIFICATIONS REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION

EDUCATION: Check the statement(s) or fill in the blank that describes the minimum formal education requirements for the position.

EXPERIENCE: Fill in the number of years required for each type of experience required to qualify for this position.

Required	Level	Discipline	Years Required	Type
<input type="checkbox"/>	Bachelor’s			Related Professional
<input type="checkbox"/>	Master’s			Comparable Professional
<input type="checkbox"/>	Doctorate			Related Supervisory
<input type="checkbox"/>	Certification			Comparable Supervisory
<input type="checkbox"/>	Professional Lic.			Related Managerial
				Comparable Managerial
				Upper Level Admn.
Other:			Other:	

KNOWLEDGE, SKILLS AND ABILITIES. What additional knowledge, skills and/or abilities are required to perform the essential functions of this position successfully?

RESPONSIBILITIES AND END RESULTS

Essential Functions: Describe and group the primary duties of the position into 4 to 5 major categories of responsibilities.

% of Total Job	Major Responsibilities (What do you do?)	Purpose and Impact (What happens?)

Marginal Functions: Describe and group the marginal duties (associated, but not essential) of the position into 2 to 4 major categories of responsibilities.

% of Total Job	Major Responsibilities (What do you do?)	Purpose and Impact (What happens?)

NOTE: The combined “% of Total Job” for Essential Functions and Marginal Functions should add up to 100 percent of the job.

PHYSICAL DEMANDS

If physical demands for the position exceed those described below, list those additional physical demands.

Sedentary Work - Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PART II: Job Evaluation Information. NOTE: Please attach an Organizational Chart for the department.

ACCOUNTABILITY

Programs: Describe the program(s) for which this position is responsible. Include any relevant statistics, such as number of programs, number of recipients, and monetary impact, if appropriate.

INTERPERSONAL RELATIONSHIPS

Internal Contacts: positions within the University with which you are required to work on a regular basis (exclude subordinates and supervisor).	Purpose of Contacts: Explain nature, frequency and purpose of these contacts.
1.	
2.	
3.	
4.	
5.	
6.	

External Contacts: positions outside the University with which you are required to work on a regular basis.	Purpose of Contacts: Explain nature, frequency and purpose of these contacts.
1.	
2.	
3.	
4.	
5.	
6.	

CONSTRAINTS ON INDEPENDENT ACTION

Check the level at which this position functions in relation to the constraints and organizational levels listed below.

Check One:	Constraint On Independent Actions:	Organizational Level
	Develops major university policies for several complex departments/programs. Has broad latitude for unreviewed actions, evaluated on long term results.	Administration
	Approves administrative procedures for several complex departments/programs. Recommends university policies. Has considerable latitude for independent action, evaluated on long term results.	
	Develops administrative procedures for a complex department/program. Recommends university policies. Has considerable latitude for independent action, evaluated on long term results.	Management
	Develops administrative procedures for a department/program. Evaluated on intermediate term results of actions.	
	Assigned extended multiple work assignments/projects. Administers policies and procedures within a department/program. Evaluated on short to intermediate term results of actions on a periodic basis.	Professional
	Assigned multiple or extended multiple assignments/projects. Works within framework of prescribed procedures. Activities are checked for proper procedure at intervals and for progress toward completion.	
	Assigned specific, but multiple tasks with administrative guidance concerning procedures and priorities. Checked for adequacy of performance at specific steps.	

Describe what the typical impact of an error made by the incumbent in this position would be within and/or across campus department(s):

Challenges: What are the most complex or challenging issues associated with the responsibilities of this position. Give three or four examples and indicate why they are challenging.

Issue	Why Challenging
1.	
2.	
3.	
4.	

CERTIFICATION

Employee: I certify that the statements in this position description are accurate and complete to the best of my knowledge.

Employee Signature

Date

Supervisor: Please examine the preceding position description. Keep in mind that the purpose of this action is to review the position and not to evaluate the particular employee’s efficiency, abilities or credentials.

I/we have reviewed the statements on this document and certify to their accuracy.

Supervisor’s Signature

Date

Dean/Director’s Signature

Date

Appointing Authority’s Signature

Date

