

**THE EVERGREEN STATE COLLEGE**  
**EXEMPT POSITION DESCRIPTION**  
**FORMAT & INSTRUCTIONS**

Date: (use today's date)

Position: (use current title)

Location: (Building & office #)

Organization: (Division,Unit)

Incumbent: (current incumbent)

Position Number: (XXXX) Assigned by HRS

Reports to: (immediate supervisor,director)

**POSITION PURPOSE: (Why does the position exist-to do what or accomplish what service)**

(A brief, undetailed, but specific statement of what the position does and its expected accomplishments, e.g. why it exists and what it is paid to achieve.) It should be a single sentence, not to exceed three or four lines. The Position Purpose for an Accounting Manager might read as follows:

Direct the development and compilation of financial and operating reports to provide useful, reliable and timely information for use by management.

Notice that the statement begins by identifying the major actions taken (the what of the job), followed by the overall end result (the why of the job). Use this sequence in structuring Position Purposes.

**NATURE AND SCOPE**

This is the real substance of the position description. It is a narrative description that gives substance to the job. **It will tell readers what the job is all about; i.e., how it fits into the total organization; what the characteristics and functions of the job are; the various organizational relationships.** Organize this section in the following sequence:

Organization Fit

This is a short paragraph locating the position in the organizational structure. It is usually sufficient to indicate to whom the position reports (by title) and other peers reporting to the same superior.

For example: The position reports to the Vice President, Finance and Administration along with the Treasure and the Controller.

Environmental Characteristics

What is wanted here is a characterization of the position. What is its nature and uniqueness? What are the things that describe the particular position compared to others with the same or similar titles within or outside the organization? This part delineates the characteristics of the position rather than its functions. If it is useful in defining the position's environmental characteristics, a paragraph characterizing the overall organization is permitted.

Subordinate Summaries

This is the place to functionalize the position. If there are reporting subordinates, provide the position title and a brief description of each. Size, scope, complexity and reason for



motivating key people.

**ADDITIONAL DUTIES:** Additional duties are functions the person holding the position does perform, but removing these functions would not fundamentally change the job. (For example, a worker may spend a portion of time answering the telephones. This would be an additional duty unless no one else is available to answer the phones at that time and business calls would go unanswered, in which case it would be an essential duty.) Additional duties, like essential functions, are a series of action statements that are ranked in descending order of importance.

**KNOWLEDGE,SKILLS and ABILITIES REQUIRED:** One sentence action statements, in descending order of importance, that describes the minimum knowledge, skills and abilities required for this position. e.g.

- 1.) Excellent written and interpersonal communication skills.
- 2.) Ability to create, organize and maintain records and files.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS:** A few sentences that clearly define the specific educational/degree and experience requirements. You may divide this section into Minimum Qualifications and Desired/Preferred Qualifications.

**CERTIFICATION REQUIREMENTS:** Many professional occupations,such as Accounting (CPA) require a certification and /or license. Describe any certification and/or license requirement.

**ENVIRONMENT and WORKING CONDITIONS:** Two or three sentences that describe the day to day work environment of the position Ex.(office) with frequent meetings and a great deal of sitting.

**POSITION PERFORMANCE EXPECTATIONS AND STANDARDS:** Explains the behavioral and performance end results (goals) expected from the position.