

**LSU SYSTEM  
POSITION DESCRIPTION FORM**

<b>PART I. TITLE</b>
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<b>JOB CODE</b>	<b>SALARY GRADE</b>
<b>SALARY RANGE</b>	<b>FUNDING SOURCE</b>
<b>OVERTIME STATUS</b>	<b>POSITION NUMBER</b>

<b>PART II. POSITION FUNCTIONS</b>
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**JOB SUMMARY:**

**Examples of things that the job summary should include:** Brief statements, which provide an overview of the primary functions of the position. Identifies appropriate reporting structure. The following information **must be noted**\*\*:

- \*\* Normal work hours, \*Shift work, \*overtime may be required,
- \*\* Lunch/breaks are dictated by workflow

***\*\*Regular attendance is required to perform the functions of this position.***

***\*\*Incumbent will maintain a customer-oriented awareness in acknowledging and responding to needs as they occur to assure that customer satisfaction is met at all times.***

<b>ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES: [MUST EQUAL TO 100%]</b>	
<b>% OF TIME AND / OR WEIGHT OF IMPORTANCE</b>	<b>JOB DUTY</b>

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<b>MARGINAL FUNCTIONS OF THE JOB:</b>	
<b>MUST HAVE AT LEAST 2 % OF TIME AND / OR WEIGHT OF IMPORTANCE IN THIS SECTION</b>	<b>JOB DUTY</b>

**DECISIONS AND RECOMMENDATIONS:**

**EQUIPMENT USED:**

**NATURE OF SUPERVISION RECEIVED:**

<b>PART III RESPONSIBILITIES FOR THE WORK OF OTHERS</b>
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**NATURE AND LEVEL OF RESPONSIBILITY FOR WORK OF OTHERS:**

**JOB TITLES OF EMPLOYEES THAT THIS POSITION SUPERVISES:**

**ORGANIZATIONAL CHART:**

See Attached.

<b>PART IV MINIMUM QUALIFICATIONS</b>
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**EDUCATION / EXPERIENCE REQUIRED:**

**EDUCATION / EXPERIENCE DESIRED:**

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

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Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices to safely perform the essential functions of the job.

### **DEGREE OF PHYSICAL DEMAND:**

#### **PHYSICAL DEMANDS:**

Requires an adequate range of body motion and mobility, with or without accommodation to enable the individual to perform the essential functions stated as follows:

**Requires talking:** Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which the incumbent must impart oral information to employees, clients, patients, and the public, and in those activities in which they must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Requires hearing:** Perceiving the nature of sounds. Hearing is important for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sound.

**Requires near acuity:** Clarity of vision at 20 inches or less. This factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self and others.

#### **MENTAL AND EMOTIONAL DEMANDS:**

Requires the ability to collect and analyze complex numerical and written data and verbal information to reach logical conclusions. Requires the ability to work and cooperate with faculty, students, manager, the public and employees at all levels in order to exchange ideas, information, and opinions to facilitate the task at hand. Work requires the ability to work under stress. Work requires the ability to have constant interruptions: phone, patron requests, etc. Normal work hours are from \_\_\_\_am to \_\_\_\_pm. Overtime may be required.

**\*\*\* Please make sure that you attach and Organization Chart to the back of this form \*\*\***