

JOB DESCRIPTIONS

Mercer County Community College shall maintain job descriptions for all positions in the college, excluding the faculty and adjunct faculty where the job responsibilities and educational requirements are described in the collective bargaining agreement.

- 1) The purpose of job descriptions shall include, but not be limited to:
 - a) orienting new employees to their jobs;
 - b) identifying the requirements of each position;
 - c) establishing hiring criteria;
 - d) setting standards for employee performance evaluations; and
 - e) establishing a basis for making reasonable accommodations for individuals with disabilities.

- 2) Each job description will include the following sections:
 - a) job information;
 - b) job summary, providing a general overview of the job's purpose;
 - c) essential duties and responsibilities;
 - d) supervisory responsibilities;
 - e) qualifications, delineating the minimum requirements in the following areas: competencies, education and/or experience, language skills, mathematical skills, reasoning ability, and any certification, license or special skills required;
 - f) physical demands; and
 - g) work environment.

- 3) Job descriptions do not necessarily cover every task or duty that might be assigned, additional responsibilities may be assigned as necessary. Each employee's job description will be included in his or her personnel file.

- 4) Job descriptions will be prepared for each new position. Existing job descriptions will be reviewed annually and revised, if necessary. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current.

Approved: Board of Trustees
March 17, 2005