



## Administrative/Professional-Technical Job Description

|                        |  |                         |  |
|------------------------|--|-------------------------|--|
| <b>Position Title:</b> |  | <b>Position Number:</b> |  |
|------------------------|--|-------------------------|--|

|                |  |
|----------------|--|
| <b>Campus:</b> |  |
|----------------|--|

|                    |  |
|--------------------|--|
| <b>Department:</b> |  |
|--------------------|--|

|                    |  |
|--------------------|--|
| <b>Reports to:</b> |  |
|--------------------|--|

|               |  |
|---------------|--|
| <b>Level:</b> |  |
|---------------|--|

|                           |  |
|---------------------------|--|
| <b>Funding/Org. Code:</b> |  |
|---------------------------|--|

|   |
|---|
| <b>Job Summary Statement</b> (brief summary of overall responsibility of position): |
|   |

**Primary Duties:** List those essential functions performed on the job and the percentages of time generally spent on them. These will describe the reason the position exists. Action verbs such as “coordinates”, “prepares”, “directs” should be utilized and explained.

| Essential Functions: | % of Time |
|----------------------|-----------|
|                      |           |
|                      |           |
|                      |           |
|                      |           |
|                      |           |
|                      |           |
|                      |           |

**Ancillary Duties:** List those occasional or irregular duties that may be required of this position but are not essential functions and specific percentages of time generally spent on them.

| Non-Essential Functions: | % of Time |
|--------------------------|-----------|
|                          |           |
|                          |           |
|                          |           |
|                          |           |
|                          |           |

**Qualifications:**

|   | Minimum Qualifications | Preferred Qualifications |
|---|------------------------|--------------------------|
| Education   |                        |                          |
| Licenses or Certifications                          |                        |                          |
| Experience  |                        |                          |
| Special knowledge, skills, abilities, competencies. |                        |                          |

**Essential Physical Requirements:**

Please identify the essential physical requirements of the position, by answering the questions below:

The Americans with Disabilities Act (ADA) defines “Essential” as fundamental, not marginal; that is, that the physical activity listed below is actually required in order to perform a normal/routine task of this job and that removing the task would fundamentally alter the position.

|                 |  |     |    |   |
|-----------------|--|-----|----|---|
| <b>Bending</b>  | Does this position require the employee to bend?   | Yes | No | If yes, state the frequency of bending:   |
| <b>Eyesight</b> | Does this position require a sighted employee?   | Yes | No | If yes, state why:  |
| <b>Exposure</b> | Does this position require that the employee be exposed to extreme environmental conditions? | Yes | No |   |
| <b>Hearing</b>  | Does this position require unimpaired hearing?   | Yes | No |   |
| <b>Lifting</b>  | Does this position require the employee to lift?   | Yes | No | If yes, state the weight of the load:<br><br>State the height of the lift:                              |
| <b>Pushing</b>  | Does this position require the employee to push?   | Yes | No | If yes, state the weight of the heaviest object pushed:<br><br>State the frequency of the need to push: |

|                             |  |     |    |  |
|-----------------------------|--|-----|----|--|
| <b>Repetitious Movement</b> | Does this position require the repetitious movement of hands, wrists, arms?  | Yes | No | If yes, explain:   |
| <b>Sharps</b>               | Does this position require the handling of sharp equipment or tools?         | Yes | No |  |
| <b>Sitting</b>              | Does this position require that the employee sit for long periods of time?   | Yes | No |  |
| <b>Standing</b>             | Does this position require that the employee stand for long periods of time? | Yes | No |  |
| <b>Walking</b>              | Does this position require that the employee walk for long distances?        | Yes | No |  |
| <b>Driving*</b>             | Does this position require the employee to drive?                            | Yes | No | <b>*Note: If this position is required to drive, the employee will be required to provide a valid driver license at the beginning of each calendar year.</b> |

### **Mental Requirements**

Please place a check mark in the box to the right for all applicable mental requirements.

|  |  |
|--|--|
| <b>Comparing</b> - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.            |  |
| <b>Copying</b> - Transcribing, entering, or posting data.  |  |
| <b>Computing</b> - Performing arithmetic operations & reporting on and/or carrying out a prescribed action in relation to them.  |  |
| <b>Compiling</b> - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved. |  |
| <b>Synthesizing</b> - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.   |  |
| <b>Negotiating</b> - Exchanging ideas, information, & opinions with others to formulate policies & programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.                 |  |
| <b>Communicating</b> - Talking with and/or listening to and/or signaling people to convey or exchange information;   |  |

|  |  |
|--|--|
| includes giving/receiving assignments and/or directions.   |  |
| <b>Instructing</b> - Teaching subject matter to others, or training others through explanation, demonstration, & supervised practice; or making recommendations on the basis of technical disciplines.                       |  |
| <b>Interpersonal Skills/Behaviors</b> - Dealing with individuals with a range of moods & behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.  |  |
| <b>Coordinating</b> - Determining time, place, & sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously. |  |

This job description reflects Red Rocks Community College's best effort to describe the duties and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of this job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read the job description and understand the duties and qualifications of the job.

**Approvals: Immediate and next-level supervisor signatures are required prior to submitting the job description to Human Resources**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Immediate Supervisor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Next-level Supervisor Signature*

\_\_\_\_\_  
*Date*

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**The following information is to be completed by Human Resources Personnel:**

**FLSA Status:** Non-Exempt \_\_\_\_\_ Exempt \_\_\_\_\_

**If Exempt, what type?** Executive \_\_\_\_\_ Administrative \_\_\_\_\_ Professional \_\_\_\_\_

**Human Resources Comments/Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Authorized Human Resources Signature*

\_\_\_\_\_  
*Date:*