

LIBRARY ADMINISTRATION OFFICE
QUESTIONNAIRE ON JOB DUTIES

Position
Title _____ Library _____

Department _____

Present
Incumbent(s) _____

Immediate
Supervisor _____

I. Describe the broad functions of this position.

II. Describe the specific duties of this position.

Average Hours per Day

Note: In certain cases, regular duties are performed only on a weekly basis:
Please put an asterisk (*) in front of such duties.

III. Describe occasional duties, i.e., those performed less than once a week. If appropriate, estimate the time involved.

(a) Give examples of special projects or other functions within the job category which may be performed as required.

IV. Describe the nature and extent of supervision normally given to the incumbent in this position other than during a training or probationary period.

(a) Would you describe the supervision of this position as close? General?

(b) What parts of the work are checked by you? Others? Is the checking of the work daily or spot checking?

V. Describe whatever decision-making authority the position involves. Does the individual make exceptions to, or go beyond guidelines? Does he or she have responsibility to handle non-routine situations.

VI. Does the employee performing these duties supervise others? If so, give the number of full-time and/or part-time positions and describe the kind of supervision, i.e., assignment of work, revising work, training, etc.

VII. What responsibilities does the employee in this position have for:

(a) Records?

(b) Money?

(c) Equipment?

(d) Supplies?

(e) Other?

VIII. How many and what type of contacts does the employee in this position have with students, faculty, and general public? Discuss the responsibility involved.

IX. Is the operation of any machine necessary in performing the duties of this position? If so, indicate the percentage of time involved.

Under the Collective Bargaining Agreement, the majority of positions are filled by seniority promotions. For the purpose of filling positions from outside the system when no one on the staff applied and for clearer understanding of all duties, we also are asking for the following information:

X. How long does it take to learn the major elements of this position, i.e., until the employee is receiving the kind of supervision described in question #IV?

XI. What training, experience or personal qualities are important for the employee to bring to the position before tasks can be performed properly?

XII. What are the most difficult parts or aspects of this position and why?