

### Minimum Qualifications

Include minimum qualifications for formal training, education, certifications, licensures, and/or working experience.

Example:

- Masters Degree or significant years of experience in related field.
- Master Degree or a combination of experience, education and/or training may be substituted.

### Desired Qualifications

This section will include the qualifications desired above the minimal qualifications.

### Required Qualifications

This includes the qualifications necessary to complete the functions of the position, which is to include Education, Certifications, Licensure, Experience, Special Skills.

### Physical Demand

The Physical Demand section is on the job description in NATS as well.

### Core Responsibilities

Core responsibilities are defined as primary and essential to the work performed and are written as broad sets of major duties or functions. Statements should be brief and do not have to include every detail of the position's activities; however, they should provide sufficient information to assign the position to the proper classification. The measure of core responsibilities should identify the qualitative and/or quantitative measures against which each responsibility will be assessed.

List them in descending order of importance and indicate the percentage of time spent on the duties.

This section is vital for the HR Compensation unit to accurately assess the salary and classification.

## NOVA HR Mission Statement

WE ARE HR – a catalyst and collaborative partner committed to advancing the Strategic Vision of NOVA. We advocate diversity and innovation in achieving exceptional results through open, effective communication that is respectful, responsive, and customer-focused.



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## Northern Virginia Community College



## How to Write a Position Description





## What is a Position Description?

Creating successful job descriptions can be an important part of your role as a hiring manager. Your department's job descriptions should be concise, clear, and correct. They also should follow a consistent format.

The format and style for writing job descriptions might be different from any other type of writing that you do in your job. Writing job descriptions is not a complex process, but it requires following a basic format and including specific components.

### Working Title

The first fundamental element of the job description is the working title. A working title will have the following qualities:

- It accurately reflects the nature of the job and the duties being performed
- It is generic enough that it can be compared to similar jobs in the industry for the purposes of equity in pay and potential applicant search ability

An example of a good working title is 'Parking Inspector'. An example of a bad working title for the same position would be 'Council Enforcement Officer'. This title gives you no indication of what is being enforced. In this case, the word 'parking' would be a mandatory requirement in the working title. If you need assistance determining an appropriate working title, please contact your HR Campus Consultant or HR Recruiter.

### General Descriptions of Position

One or two sentences summarizing the primary function and general purpose of this job. In this section you may also include information regarding the department. It may be helpful to write the position summary after defining the essential and marginal functions of the position. For example, "Assists in monitoring and coordinating general

campus safety program, including safety inspections, accident investigations, and safety training."

### Description of Duties and Task

The position description should contain a list of the duties and tasks associated with the role.

Duties are functions that the jobholder performs to meet the job's responsibilities. For example, a recruiter has the responsibility to recruit job candidates; the recruiter performs the duty of interviewing to find qualified job candidates.

Tasks are specific activities that jobholders perform to accomplish larger duties and responsibilities. For example, a jobholder might perform the task of inputting general ledger entries into the accounting system as part of the larger responsibility of maintaining the organization's financial accounting system.

The list of duties and responsibilities will vary in length, but as a rule, should be as short as possible (two or three sentences in length), otherwise the document becomes an operational manual rather than a position description.

### Essential Functions

As the name suggests, essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodations.

Essential job functions are the fundamental, not marginal, duties of a job. A job duty is an essential function if any of the following is true:

- The reason the job exists is to perform that function. For example, an essential function of a pilot is to fly planes.
- Only a few employees can perform the function.
- The function is so highly specialized that the employer hires people into the position specifically because of their expertise in performing that function.

### Marginal Functions

Marginal function are secondary job duties, task or responsibilities which if eliminated would not significantly alter the nature of the job. It is not unessential to the work unit, only to a given job.

### Required Knowledge, Skills, and Abilities

Identify the level of knowledge, skills, and/or abilities (KSAs) required to perform the essential job responsibilities and duties competently through qualifying service, education, or training.

Knowledge - Is a body of information applied directly to the performance of a function. EX: Advanced knowledge of generally-accepted accounting principles.

Skill - Is an observable competence to perform a learned psychomotor act. EX: Driving a semi-truck.

Ability - Is competence to perform an observable behavior or a behavior that results in an observable product. EX: Handling emergencies in a fast based environment.

Whenever possible, incorporate appropriate adjectives such as "basic", "intermediate", or "advanced" to indicate the required level of each KSA.

Basic - knowledge sufficient to perform recurring assignments with a reasonable degree of independence under normal supervision and after a customary orientation period.

Intermediate - knowledge sufficient to coordinate interprets critique and/or synthesizes the work of others and to make a meaningful contribution to such work.

Advanced - knowledge sufficient to qualify as an expert, an internal consultant, or a resource to other qualified specialists in other departments.