

POLICY

A Job Description shall be developed and maintained for all regular college positions. Each job description including subsequent modification shall be approved by the Board of Trustees. The Job Description shall include, but not necessarily be limited to, the following items:

1. Job Title
2. Salary Classification
3. Salary Guide Level
4. Reference Number
5. Effective Date
6. Narrative Description
7. Functional Responsibilities
8. Organizational and Operational Plan of Administrative Channels
9. Qualifications
10. Length of Contract

Appropriate procedures shall be developed to implement this policy.

Adopted: July 24, 1972
Revised: May 28, 2002

Ocean County College, Toms River, NJ

PERSONNEL
Administrative
Job Description #3100

PROCEDURE

The first level administrator who exercises supervision over a position shall be responsible for requesting appropriate changes to the job description whenever relevant changes are required.

The first level administrative supervisor shall consult with the Vice President of Human Resources to receive assistance and guidance, and shall then submit the proposed revised job description through appropriate channels to the Vice President of Human Resources who shall prepare the job description for approval by the President and Staff, and shall submit it to the Board of Trustees.

Once Board of Trustees approval has been obtained, the Vice President of Human Resources shall distribute the revised job description appropriately.

ADOPTED: September 25, 1984

Revised: April 30, 1996

Revised: April 25, 2000

Revised: May 30, 2002