**Job Description Form**

|  |  |
| --- | --- |
| **Budget Title:** |  |
| **Descriptive Title:** |  |
| **Campus Location:** |  |
| **Job Reports To:** |  |
| **Salary Grade:** |  |
| **Exempt/Nonexempt:**(Exempt Positions Must Attach FLSA Certification) |  |

**JOB SUMMARY**

**ESSENTIAL FUNCTIONS**

(Essential duties are defined as critical to carrying out the function of the job, and, if eliminated, would alter the nature of the job. List, in order of importance, the essential function of the job and the approximate percentage of time spent on each of the activities; describe what must be accomplished; include supervision or management responsibilities, quality and quantity standards, physical and mental perceptual functions of the job.)

**1.** % of time

**2.** % of time

**3.** % of time

**4.** % of time

**5.** % of time

**6** % of time Provide leadership, oversight and direction to direct reports to assure goals, programs, activities, and personnel practices are consistent with and contribute to the Institution’s goals and strategies.  Design and implement operating strategies, plans and procedures to assure smooth functioning of SUNY Poly. Lead employees for maximum performance and dedication. Complete performance management feedback and goals per requirements. Other reasonable duties as assigned.

**REPORTING RELATIONSHIPS**(If applicable, provide the number of employees and the jobs of the staff reporting to this position.)

**MINIMUM REQUIREMENTS**

degree from college or University accredited by the US Department of Education or internationally recognized accrediting organization.

Provide leadership, oversight and direction to direct reports to assure goals, programs, activities, and personnel practices are consistent with and contribute to the Institution’s goals and strategies.  Design and implement operating strategies, plans and procedures to assure smooth functioning of SUNY Poly’s [insert department].  Lead employees for maximum performance and dedication. Complete performance management feedback and goals per requirements.

Applicants must address in their applications their abilities to work with a culturally diverse population.This position is contingent on the satisfactory completion of a background check; this position may require annual checks.

Supervisor Signature Date

Supervisor Printed Name

Employee Signature Date

Employee Printed Name

**All job descriptions must be approved by Human Resources. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**