## PERSONNEL POSITIONS QUALIFICATIONS AND DUTIES

DDA (LOCAL)

The College President or designee shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

The Vice President of Business Affairs is responsible for reviewing and updating this policy. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.

DATE ISSUED: 2/19/2014

UPDATE 29 DDA(LOCAL)-AJC