

POSITION CONTENT ANALYSIS

Organization: _____ Date: _____

Position Title: _____ Reports To: _____

Approved by: Executive Director Date: _____

- The Executive Director approves all operational staff structures, and job descriptions and priority assignments in order for the organization to reach operational objectives and overall goals.

PURPOSE OF THE POSITION

Briefly describe the primary reasons for the position to be on your organizational chart.

PRIMARY FUNCTIONS

List no more than 10.

Description of Essential Activities Performed	Percent of Time Allocated
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total 100%	_____

MAJOR CHALLENGES

Describe the most difficult aspect of the position and include some problems the position will encounter and what actions are required to resolve them.

1. _____
2. _____
3. _____

POSITION SPECIFICATIONS



POSITION CONTENT ANALYSIS

List special skills, technical training, and formal education, that the position needs to meet the competencies for acceptable performance. For example, public speaking, marketing, social media, writing, etc.

1. _____
2. _____
3. _____
4. _____
5. Technology Skills required to do the job – list out.
6. Driving requirements required to do the job – describe.

Indicate the minimum length of experience required to perform the duties of this position.

SCOPE AND IMPACT

Indicate the dollar impact of revenues, budgets, assets, etc. managed and/or controlled by this position.

Total Budget Dollars Impacted: \$_____ Total Revenue Dollars Impacted \$_____

**Example, Events Director/Volunteer would impact your budget as responsible for A, B, C events.*

ORGANIZATIONAL RELATIONSHIPS

Position title of immediate supervisor: _____

List the Position Titles of direct reports to the position identified in this job description as follows:

(E) Exempt, (NE) Non-exempt or (V) Volunteer by checking the appropriate box.

Position Title	E	NE	V
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List the volunteer functions and/or committees over which this position provides guidance and support.

Volunteer Function	Guidance Provided
<u>Administrative Volunteer</u>	<u>Setting priorities and problem solving</u>
<u>Fund Development Chair</u>	<u>Support in developing long range plans</u>
<u>Special Events Coordinator</u>	<u>Supporting timeline and problem solving</u>

POSITION CONTENT ANALYSIS

Internal and External Relationships

Internal

List the position titles where regular contact is maintained, excluding those listed under Organizational Relationships. Specify the contact such as, to give or receive information, to interpret policies, etc.

Position Title	Purpose of Contact

External

List external contacts that this position has regular contact.

Position Title	Purpose of Contact

COMMITMENTS – EVENT DATES AND PROJECTS