

**POSITION NUMBER:**

**UF CLASSIFICATION:**

**WORKING TITLE:**

**DEPARTMENT:**

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**

List each essential function and assign a percentage based on the amount of time spent on that function. Percentages should not exceed 50%.

[Note: in compliance with the Americans With Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**

List each marginal function and assign a percentage based on the amount of time spent on that function. Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

**SUPERVISION**

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

**NORMAL WORK SCHEDULE**

Specify days and hours this position is required to work as well as any variations from this schedule (ex: on call, shift rotations, seasonal extended hours, travel, etc.)

**EDUCATION, TRAINING, AND EXPERIENCE**

**Minimum Qualifications:**

**Preferred Qualifications:**

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.**

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

◇ THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

**OTHER CHARACTERISTICS OF THE POSITION**

Describe other characteristics of the position such as physical, mental, and environmental factors essential to the satisfactory performance of the functions of the position, machines and equipment used regularly by the position, or other characteristics, which have not otherwise been described in the position description.

**POLICY MAKING AND/OR INTERPRETATION.**

**PROGRAM DIRECTION AND DEVELOPMENT.**

**COMMUNICATION**

Statement of internal and external business contact, including frequency and scope.

**MONETARY RESPONSIBILITY.**

Amount and consequence of error.

**STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.**

The disclosure of which would be prejudicial to the successful operation of the University of Florida.

**CREATIVITY, STRATEGY AND LEADERSHIP.**

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

**IMMEDIATE SUPERVISOR:**

**REVIEWING AUTHORITY NAME AND TITLE:**

**POSITION CHANGE ACTION**

Indicate specifically how this position has changed since it was last updated.  
If requesting a reclassification, include a full justification for the requested title.