Non-IT Sample Duties and Responsibilities Statements

BAND C – POSITION CONCEPT: SUBJECT MATTER EXPERT/FULL SUPERVISOR

• Mandatory Field: Provides staff support in the following field of assignment or subject matter area: ________________

• Plans, schedules and supervises an observatory crew in the operations and maintenance of an observatory facility, facility support equipment, telescopes and associated observatory imaging equipment involving ________________.

• Designs and implements programs, e.g., ________________, to generate revenues and overseeing all technical aspects, e.g., ________________, of the center.

• Plans, manages and administers the operations/maintenance of a research facility involving ________________.

• Plans, schedules, budgets, coordinates, and conducts phases of technical work, e.g., ________________, as part of a major project, e.g., ________________, or a complete project, e.g., ________________, of considerable scope and complexity or in the operation of a testing facility.

• Plans, schedules, budgets, coordinates, and conducts phases of technical work as part of a project, e.g., ________________, or a complete project, e.g., ________________, or the operation, e.g., ________________, of a testing facility.

• Plans, coordinates, tests, evaluates, and supports a specific technical area, e.g., ________________.

• Plans, schedules, coordinates, and conducts the preparation of complete design documentation, e.g., ________________.

• Plans, coordinates, tests, evaluates, supports, and/or directs a specific technical area, e.g., ________________, for a program office, or for application of advanced concepts or theories, e.g., ________________.

• Responsible for theoretical or experimental studies, e.g., ________________, inventions, e.g., ________________, new or improved concepts, e.g., ________________, techniques, e.g., ________________, or implementations requiring an understanding of the specialty area, e.g., ________________, and, in addition, the fundamentals of a broad technical field, e.g., ________________.

• Responsible for a specific complex project, e.g., ________________, and/or program assignment, e.g., ________________, that may require the services of professionals.

• Performs complex literature searches, e.g., ________________, through computerized on-line databases, e.g., ________________, and/or presentations and plans, designs, writes, edits, maintains, revises, coordinates, and/or directs, where appropriate through a contract, their preparation.

• Serves as a technical resource and subject matter expert relating to ________________ for clientele in the use of Technical Library resources through briefings, on-line demonstrations and training courses, e.g., ________________.

• Develops new information resources such as ________________ in support of program information needs.

• Determines requirements for audiovisual elements of technical information documentation, e.g., ________________, and/or presentations and plans, designs, writes, edits, maintains, revises, coordinates, and/or directs, where appropriate through a contract, their preparation.

• Responsible for the artistic excellence and factual accuracy of the work or products, e.g., ________________.

• Prepares and writes proposals, e.g., ________________, to sponsors, soliciting support for University projects, e.g., ________________, and activities, e.g., ________________.

• Responsible for theoretical or experimental studies, e.g., ________________, inventions, e.g., ________________, new or improved concepts, e.g., ________________, techniques, e.g., ________________,
or implementations, e.g., _______________________________________, requiring an understanding of the specialty area relating to _______________________________________, and, in addition, the fundamentals of a broad technical field relating to _______________________________________.

- Develops alternative responses, e.g., _______________________________________, to technical information requirements, e.g., _______________________________________, that involve motion picture, video, slide, view graph, multimedia, or other audiovisual elements, and recommends the most appropriate response(s).

- Designs, modifies, and fabricates highly sophisticated optical, mechanical, analog, digital and linear devices, e.g., _______________________________________, for specialized research applications, e.g., _______________________________________.

- Adjusts and modifies equipment, e.g., _______________________________________, to non-standard, complex tests, e.g., off-resonance decoupling, boron-11 and deuterium NMR spectra, etc.

- Operates, calibrates, maintains, adjusts, repairs and modifies a computer-controlled nuclear magnetic resonance or mass spectrometer.

- Responsible for a specific project, e.g., _______________________________________, and/or program assignment, e.g., _______________________________________, that may require the services of professionals, e.g., _______________________________________.

- Invents, conceives, plans, and conducts design, development and/or test and evaluation in problem areas, e.g., _______________________________________, of unprecedented, very broad scope and high degree of complexity.

- Designs and develops improvements for complex subsystems, e.g., _______________________________________, systems, e.g., _______________________________________, facilities, e.g., _______________________________________, and/or equipment, e.g., _______________________________________, that significantly adds to its usefulness, reliability, and/or maintainability.

- Formulates and conducts a systematic research, e.g., _______________________________________, effort on a highly complex of great difficulty relating to _______________________________________.

- Prepares and writes proposals, e.g., _______________________________________, to sponsors, soliciting support for University projects, e.g., _______________________________________, and activities, e.g., _______________________________________.

- Performs state-of-the-art designs to take advantage of new concepts, e.g., _______________________________________, techniques, e.g., _______________________________________, in the research, development, or test and evaluation of new and advanced systems, e.g., _______________________________________.

- Performs work, e.g., _______________________________________, that requires imagination and creative ability with respect to development and adaptation of equipment, e.g., _______________________________________, and processes, e.g., _______________________________________, to meet new and unprecedented situations in planning coverage of a variety of complex events, e.g., _______________________________________.

- Recommends solutions, e.g., _______________________________________, to state-of-the art and/or complex design problems, e.g., _______________________________________.

- Partners with faculty in designing studies, e.g., _______________________________________, on the feasibility, suitability, adaptability, and operational utility of systems, e.g., _______________________________________, and system concepts, e.g., _______________________________________.

- Responsible for theoretical or experimental studies, e.g., _______________________________________, inventions, e.g., _______________________________________, new or improved concepts, e.g., _______________________________________, techniques, e.g., _______________________________________, or implementations, e.g., _______________________________________, requiring an understanding of the specialty area, e.g., _______________________________________, and, in addition, the fundamentals of a broad technical field, e.g., _______________________________________.

- Formulates and conducts a systematic research, e.g., _______________________________________, effort on a highly complex of great difficulty.
Supervisory Responsibilities:

- Tracks progress and quality of performance, and deciding on the acceptability or correction required for work products, e.g., ________________________________, or services, e.g., ________________________________.

- Administers and manages an agricultural service center involving directing all administrative aspects, e.g., ________________________________, of the center, developing initiatives, e.g., ________________________________, and efforts, e.g., ________________________________, to expand program with the intent to expand service, e.g., ________________________________, to the agricultural community.

- Develops short and long term plans, e.g., ________________________________, that may include identification of goals and objectives for programs, e.g., ________________________________, and/or facilities operations, e.g., ________________________________, operating budgets, operations/maintenance plans, instrumentation development/upgrades and capital improvements.

- Administers and technically manages a small work force.

- Directs and supervises the operations of a marine science laboratory with responsibility for the maintenance and repair of laboratory buildings, facilities and equipment including the plumbing, electrical and refrigeration systems.

- Supervises and manages the operations of a scientific instrument development and fabrication shop involving making work assignments, specifying target completion dates, reviewing subordinates work to insure compliance with design specifications.

- Designs and implements programs, e.g., ________________________________, to generate revenues and overseeing all technical aspects of the center.

- Analyzes costs and benefits of contracting versus performing work in-house, provides technical requirements, e.g., ________________________________, and descriptions of the work, e.g., ________________________________, plans and establishes work schedules and standards for acceptable work, e.g., ________________________________.

- Administers and technically manages, as a deputy or associate to a second-level or higher supervisor, a sizable number of employees.

- Serves as a first-line supervisor of a group of professionals and/or clerical personnel whose efforts involve work of considerable scope, e.g., ________________________________, and complexity, e.g., ________________________________.

- Serves as a technical manager/supervisor of a program, e.g., ________________________________, requiring substantial interfacing, controlling, directing, coordinating, planning, and scheduling across broad organizational lines.

- Supervises a small group of technicians, e.g., ________________________________, and/or specialists, e.g., ________________________________.

- Supervises custodial and contract maintenance workers; serves as on-site safety officer.

- Supervises the fabrication of very sophisticated and highly complex equipment, e.g., ________________________________, planning and executing the shop's annual operating budget and maintaining an appropriate inventory of supplies, materials and replacement parts.

- Tracks progress and quality of performance, and deciding on the acceptability or correction required for work products, e.g., ________________________________, or services, e.g., ________________________________.

- Supervises a small group of technicians, e.g., ________________________________, and/or specialists, e.g., ________________________________.