

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, arranges, schedules, conducts, collects data, and/or analyzes results of tests of major technical and organizational impact, e.g., _____.
- 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 manual information databases, e.g., _____; searches also may result in other bibliographic products.
- 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., _____.

Non-IT Sample Duties and Responsibilities Statements

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

- 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., _____, or principles, 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.

Non-IT Sample Duties and Responsibilities Statements

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

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., _____.