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., __________________________.
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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., ____________________________, 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., ________________________________.