

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of other employees and volunteers, to provide instruction to other employees, to maintain department standards, to recommend discipline or discharge of other employees, to act on employee problems, and to recommend and approve transfer or promotion of other employees.

UNUSUAL WORKING CONDITIONS:

This position requires periodic evening and weekend hours.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date