



<b>Policy Number:</b>	<b>4030</b>
<b>Policy Title:</b>	<b>Job Descriptions</b>

1. Job descriptions shall be developed and maintained for each job position in the District.
  - 1.1. Job descriptions shall be for use in performance appraisals, employee selection, organizational structure, position relationships, etc.
  - 1.2. The General Manager shall approve all necessary changes in job descriptions with the exception of General Manager/Secretary. Changes in the job description of the General Manager/Secretary and those involving a change in the organizational structure shall be approved by the Board of Directors.
  - 1.3. The statements contained within the job descriptions shall reflect general details as necessary to describe the principal functions of the job; the essential duties and other responsibilities; physical capabilities; working conditions; licenses and certifications required, and the level of knowledge, abilities, and experience typically required, but should not be considered an all inclusive listing of work requirements.