

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Job Descriptions
<b>Section</b>	Personnel
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Provide detailed descriptions of all employment positions offered by the transit agency.

**Definitions**

*Job Description:* A formal account of an employee's responsibilities.

*Duties and Responsibilities:* Specific tasks to be performed as part of a job.

*Knowledge:* Facts and information acquired by a person through experience or education.

*Skills and Abilities:* Talents, natural capabilities, or strengths learned through training or experience.

*Education and Experience:* The minimum acceptable level of education, experience, and certification necessary for employment.

*Credentials:* Qualifications, achievements, or certifications typically issued by a third party.

*Physical Requirements:* The physical attributes required to perform job duties.

**Procedure**

Prepare detailed job descriptions for all positions. Require all employees to review their job descriptions and sign and date a file copy. Keep the signed copy of each employee's job description in their personnel file.

Each job description must be compliant with the Americans with Disabilities Act (ADA) and should include the following:

- Job Title
- Supervisor's Name
- Duties and Responsibilities
- Required Knowledge, Skills, and Abilities
- Education and Experience
- Credentials
- Physical Requirements

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.

**Responsibilities**

The Transit Director should work with department directors to develop job descriptions for all employees and should ensure that all job descriptions are reviewed and updated annually.

**Example**

See attached template.

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	
<b>SUPERVISOR:</b>	

<b>DUTIES AND RESPONSIBILITIES:</b>

<b>REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:</b>

<b>EDUCATION AND EXPERIENCE:</b>

<b>CREDENTIALS:</b>

<b>PHYSICAL REQUIREMENTS:</b>