

# ROLE DESCRIPTION\*

Role: \_\_\_\_\_

Pay Grade: \_\_\_\_\_

*Measure of Performance (MOP)#* \_\_\_\_\_

Weighting: \_\_\_\_\_

DRIVER (Single, Measurable Result): \_\_\_\_\_

TO WHOM ACCOUNTABLE: \_\_\_\_\_

PARAMETERS (Results Not To Produce): \_\_\_\_\_

AUTHORITIES: \_\_\_\_\_

TIME FRAME: \_\_\_\_\_ BUDGET: \_\_\_\_\_

**Achieving this MOP will require the following customer/supplier relationship(s):**

Internal Customer (role)	Internal Supplier (role)	Type of Services
_____	_____	_____
_____	_____	_____
_____	_____	_____

<i>The following are required activities in support of this MOP:</i>	<i>Notes/Comments</i>
_____	_____
_____	_____
_____	_____
_____	_____

<i>Other typical activities performed by this role in support of this MOP:</i>	<i>Notes/Comments</i>
_____	_____
_____	_____
_____	_____
_____	_____

\*Each role will need one of these forms for each major outcome the position is funded to produce. Therefore, a complete role description may require as many as half a dozen of these forms.

## ROLE DESCRIPTION

<i>Required skills/experience:</i>	<i>Notes/Comments</i>
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<i>Required training/education/certification:</i>	<i>Notes/Comments</i>
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