

TASK STATEMENT EXAMPLES USING ACTION WORDS

One of the requirements of the position description is to group tasks into Essential Functions and then rank them according to the percent of time performing them. A Task Statement describes what the position does for or with whom; or, to what:

- For what purpose → output → result
- How or when, what machines, tools, process are used

TASK STATEMENTS

FUNCTION

Example: Monitor grants or contracts, obtain financing for programs; perform on-site reviews of sub-contracted services; ensure compliance with statutes and regulations

Example: Serve as liaison between the agency and community or other City personnel

Example: Perform program evaluation/review to ensure compliance with program goals or grants

Program Development

Example: Provide consultation, review and oversee the development of multiple RFPs, contracts, and MOUs

Example: Contact and negotiate with stakeholders regarding issues with payments or reporting delinquency

Example: Monitor and forecast the program and contract budget(s) and make recommendations for adjustments as necessary

Contract Management

Example: Type and proofread a variety of documents including general correspondence, agendas, reports, memos, and statistical charts from rough draft, recordings, or verbal instruction

Example: Initiate and maintain a variety of files and records; order and maintain office supplies

General administrative office/clerical support