

Title: Job Description Policy

Policy No: 1922

Approval: Town Council

Effective Date: September 9, 2014

Revised:



Policy Statement: The Town of Hardisty is committed to maintaining a workforce that demonstrates the values and visions of the Town of Hardisty and Council. The Town of Hardisty recruits and hires employees who demonstrate the necessary skills and qualifications to support the needs of the citizens served by the organization in the best possible way. Staff are made aware of the job skills, duties, values, and qualifications through Job Descriptions and/or Performance Expectations. Current Job Descriptions are maintained for all employees of the Town of Hardisty.

1.0 Job Descriptions:

Every employee will have a job description.

Each job description identifies:

- Job Title
- Job Goal
- Qualifications
- Job Requirements
- Education and Training
- Related Work Experience
- Duties & Responsibilities
- Designated Authority
- Terms of the Employment
- Hours of Work
- Salary Range
- Other Relevant Requirements

Every employee of the Town of Hardisty must fulfill the components outlined in his/her specific Job Description unless special consideration is authorized by the Chief Administration Officer or Council if required.

2.0 Review of Job Descriptions:

Job Descriptions are reviewed annually. The review process will be lead by the Chief Administrative Officer and Support Team. Input from Council will be gathered and used in the review process. The review process is intended to keep Job Descriptions accurate and relevant.

Job Descriptions are also reviewed and adjusted as required by changes in the work environment.

3.0 Creation of New Job Descriptions:

New Position:

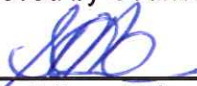
When a new employment position is created within administration and public works and it does not fall within the job classifications and requirements of the existing Job Descriptions, a new Job Description will be developed. The Chief Administration Officer and Foreman or Team Lead responsible for the service will develop the Job Description. The Chief Administration Officer will review the Job Description and bring it to Council for policy amendment via resolution.

A copy of each Job Description and performance expectation is kept in the Human Resources section of the Town of Hardisty Policy Manual as an Addendum to Policy #1922. The Administrative Assistant shall provide for the distribution and maintenance of policy updates both in hard copy and electronic copy.

4.0 Cataloguing of Job Descriptions:

All job descriptions created by the Town of Hardisty will be catalogued as an addendum to Policy #1922 Job Descriptions Policy.

Approved by Council September 9th, 2014 - Motion #170/14



Sandy Otto – Acting CAO