

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: College Organization 200.0000.12
SUBSECTION: Administrative Officers 205.0000.79

Development of Job Descriptions
Policy Number: 205.0100.79

POLICY

Job descriptions shall be developed for all administrative officers employed. Such descriptions shall be periodically reviewed and revised as changed conditions warrant. All job descriptions shall be kept on file in the College Human Resources Office.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: