



**DESCRIBING KEY
RESPONSIBILITIES CLEARLY**

Describing Key Responsibilities Clearly

Use the following pattern to write a
Key Responsibility statement:

Action Word

+

Subject

+

Activities

For example:

Coordinates travel arrangements by preparing itineraries and booking flights.

Action Word

Subject

Activities

Describing Key Responsibilities Clearly *continued*

Here are some examples:

- Maintain audio-visual equipment inventory by
 - Tracking borrowed equipment
 - Entering new equipment into the equipment log
 - Ensuring the accuracy of the equipment database

- Prepare monthly financial reports by
 - Collecting and verifying financial data
 - Entering current data into spreadsheets
 - Running analysis reports
 - Consolidating final figures into standard monthly financial reports

Developing Key Responsibility Statements

The Key Responsibilities Worksheet may help you organize your thoughts

How to use the worksheet

- List activities, duties and tasks in the “Activities” column
- Cluster related activities together under the “Related Groupings” column
 - Eliminate duplicates
 - Clarify language
 - Delete extraneous statements
- Review each grouping to develop a Key Responsibility statement
 - Determine what the position is accountable for
 - Refer to the Glossary of Terms for assistance

Developing Key Responsibilities Statements *continued*

The sample worksheet shows activities for a position called “Distribution Assistant”

- This is an actual position at another institution and was selected as an example because the activities are easy to understand
- This process, however, can be used for any position

Key Responsibilities Worksheet

Position Title: _____

Activities	Related Groupings	Responsibilities
<ul style="list-style-type: none"> • Transport and deliver furniture and equipment to appropriate location on campus • Prepare and serve breakfast and lunches for meetings • Verify furniture and equipment deliveries • Assemble furniture 		
<ul style="list-style-type: none"> • Wash dishes/utensils and put in storage • Take order for meals for meetings and events • Inspect furniture and equipment for damage • Order office supplies • Charge cost of meals to departments 		
<ul style="list-style-type: none"> • Maintain inventory of office supplies • Prepare requisitions for special orders for supplies • Order food and supplies 		

Key Responsibilities Worksheet *continued*

Position Title: _____

Activities	Related Groupings	Responsibilities
<ul style="list-style-type: none"> • Transport and deliver furniture and equipment to appropriate location on campus • Prepare and serve breakfast and lunches for meetings • Verify furniture and equipment deliveries • Assemble furniture 	<ul style="list-style-type: none"> • Transport and deliver furniture and equipment to appropriate location on campus • Verify furniture and equipment deliveries • Assemble furniture • Inspect furniture and equipment for damage 	
<ul style="list-style-type: none"> • Wash dishes/utensils and put in storage • Take meal orders for meetings and events • Inspect furniture and equipment for damage • Order office supplies • Charge cost of meals to departments 	<ul style="list-style-type: none"> • Prepare and serve breakfast and lunches for meetings • Wash dishes/utensils and put in storage • Take meal orders for meetings and events • Charge cost of meals to departments • Order food and supplies 	
<ul style="list-style-type: none"> • Maintain inventory of office supplies • Prepare requisitions for special orders for supplies • Order food and supplies 	<ul style="list-style-type: none"> • Order office supplies • Monitors inventory of office supplies • Prepare requisitions for special orders for supplies 	

Key Responsibilities Worksheet *continued*

Position Title: _____

Activities	Related Groupings	Responsibilities
<ul style="list-style-type: none"> • Transport and deliver furniture and equipment to appropriate location on campus • Prepare and serve breakfast and lunches for meetings • Verify furniture and equipment deliveries • Assemble furniture 	<ul style="list-style-type: none"> • Transport and deliver furniture and equipment to appropriate location on campus • Verify furniture and equipment deliveries • Assemble furniture • Inspect furniture and equipment for damage 	<ul style="list-style-type: none"> • Coordinate the receipt and set-up of furniture and equipment for the University by <ul style="list-style-type: none"> – Verifying furniture and equipment deliveries – Transporting and delivering furniture and equipment to appropriate location on campus – Assembling furniture – Inspecting furniture and equipment for damage
<ul style="list-style-type: none"> • Wash dishes/utensils and put in storage • Take meal orders for meetings and events • Inspect furniture and equipment for damage • Order office supplies • Charge cost of meals to departments 	<ul style="list-style-type: none"> • Prepare and serve breakfast and lunches for meetings • Wash dishes/utensils and put in storage • Take meal orders for meetings and events • Charge cost of meals to departments • Order food and supplies 	<ul style="list-style-type: none"> • Coordinate all aspects of meal service for internal meetings and events by <ul style="list-style-type: none"> – Take meal orders – Ordering food and supplies – Preparing and serving breakfast and light lunches – Washing dishes/utensils and putting into storage – Charging cost of meals to departments
<ul style="list-style-type: none"> • Maintain inventory of office supplies • Prepare requisitions for special orders for supplies • Order food and supplies 	<ul style="list-style-type: none"> • Order office supplies • Monitors inventory of office supplies • Prepare requisitions for special orders for supplies 	<ul style="list-style-type: none"> • Maintain office supplies inventory by <ul style="list-style-type: none"> – Ordering office supplies – Preparing requisitions for special orders – Monitors adequate supplies of inventory