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Career Band Definitions

Introduction

The purpose of the Career Band Definitions is to assist supervisors and staff in determining the appropriate Career Band for a position. While reading the definitions below, consider the primary purpose of the position, its reason for being. All positions are the combination of many responsibilities; the ability to identify the primary purpose is critical to the appropriate placement of the job. Rely on the input of incumbent staff, managers and the job description. It is important to again emphasize that this process is designed to gather information *about the job; not performance in the job, the actual qualifications possessed by staff in the job, or the title. This is not a traditional hierarchy, market data will determine the ultimate salary ranges for each band and the bands will overlap.*

Specialist	Management	Operations	Administrator
<ul style="list-style-type: none"> - Primary contribution (i.e., a majority of the time spent in the job) is in applying knowledge (professional, technical, specialized), rather than managing people or performing tasks. Leadership responsibilities are less critical than applying the knowledge. - Work may involve the management of a process or project which may involve leading, planning, assigning, monitoring, and reviewing progress and accuracy of work or one or more teams. - Positions require formal specialized training, certification, license or college degree. 	<ul style="list-style-type: none"> - Primary job contribution is managing other people serving primarily in management and/or specialist roles - Managing a department via multiple levels of managers OR supervising a specialist; or Managing, coordinating, providing leadership to, and reviewing a team of specialist and/or support staff. - Having full authority or contributing to the development of a department's operating plan/budget and performance goals for the employees supervised. - Providing the primary input for employees supervised on hiring, reward, and performance decisions. - Working with members of the Senior Management Team to support or implement the College's strategies through effective people management skills. 	<ul style="list-style-type: none"> - Primary contribution is providing administrative or service support. (i.e., administrative processes, customer service, mechanical or routine technical duties or servicing the physical plant) - May direct and train personnel in technical complexities of assigned work. May serve as a lead worker, with responsibility for planning, organizing and assigning work to others. - May be responsible for supervising other support staff or delivering results independently without support from subordinates. 	<ul style="list-style-type: none"> - Primary contribution is setting the strategic direction of the College. - Leading and being responsible for results delivered within a division and/or major department. - Managing multiple layers of Directors and Managers. - Leading or participating directly in the development of Middlebury College's long-term vision. -Serving as a senior advisor to the President's Staff.