



Medina County Policy Manual



Policy: Job Descriptions	Section: Employment	Number: 2.055
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Each position in the County will have a job description approved by the Board of Commissioners. The job description will describe the education requirements, essential duties, knowledge, skills, and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation. A written description is evidence of the essential functions and responsibilities of each job. Performance evaluations generally look at the key elements found within the job description to establish where an employee is in executing the duties of that position

The job description is issued by Human Resources after consultation and development with departmental management and staff. The information in the job description is only general and does not contain all the specific tasks that the employee may be expected to perform on the job. Job descriptions are available in PDF format on the Human Resources web site, www.hr.medinaco.org

As duties evolve over time, job descriptions should be reviewed and updated periodically to ensure that all essential functions and responsibilities of the position are accurately reflected in the job description.