

Company Name

Street Address
Your City, ST ZIP

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YOUR PLACE IN THE COMPANY: Systems Development Manager

YOUR LEADER: VP-Administration

WHO YOU LEAD, TEACH AND SUPPORT: None

HOW YOU HELP THE COMPANY SUCCEED: Provide support related to the development, documentation, distribution and maintenance of systems of operation and the company's Systems Manuals.

MAIN RESULTS EXPECTED FROM YOU:

- Develop, document and train all personnel in the appropriate systems used to manage and operate the business of the company.

MAIN WORK YOU DO:

- Supplement all training with written documentation in the form of Systems Manuals.
- Build all systems around a uniform model of description and documentation.
- Maintain and regularly update a complete digital set of Systems Manuals.
- Distribute new and replacement Systems Manuals promptly via the internet to the appropriate users.
- Poll all users at least twice per year to determine their perceptions of support provided by the Systems Development Manager.
- Ensure that, among those polled at any given time, at least 75% of all users will consider the support of the Systems Development Manager satisfactory in all respects.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.