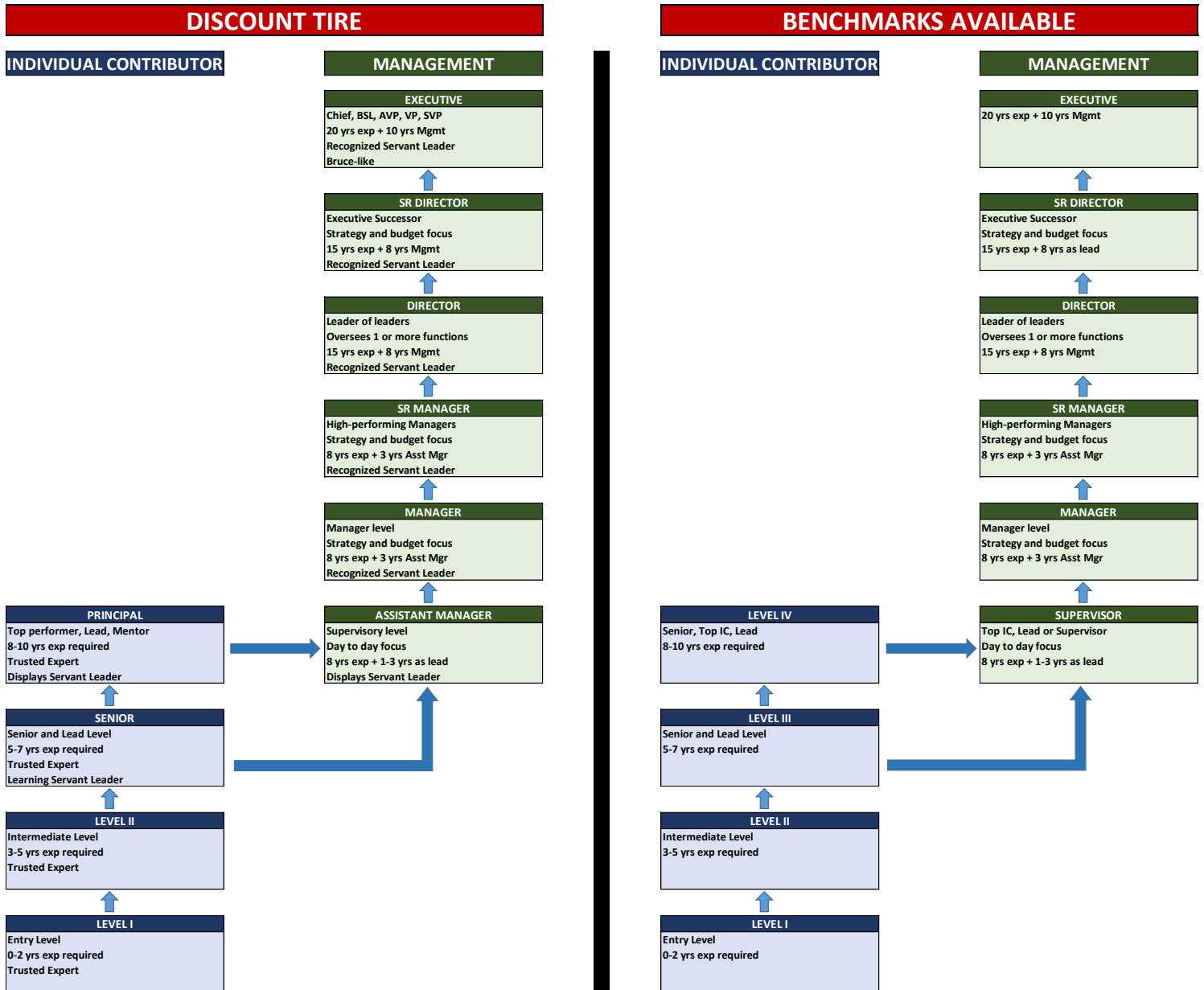


DISCOUNT TIRE JOB FAMILY



JOB DESCRIPTION GUIDELINE

The below list is a guideline only and is not meant to capture all job description content

INSTRUCTIONS: Pick the appropriate job level category and proceed down that column to each section (Title, General Description, Etc.)

	LEVEL I	LEVEL II	SENIOR	PRINCIPAL				
	GENERAL DESCRIPTION							
	<i>INSTRUCTIONS: 3 - 5 sentence description of job. Beginning sentence should start with the below</i>							
Beginning Sentence	Under Direct Supervision...	Under General Supervision...	Under Minimal Supervision...	Working Independently...				
	ESSENTIAL DUTIES AND RESPONSIBILITIES							
	<i>INSTRUCTIONS: Capture 85% of job. Begin each duty/responsibility with action word. List by most important and time spent</i>							
Action Words (Present Tense)	Compiles Coordinates Drafts Documents Distributes Facilitates Files Gathers Handles Keys Maintains Monitors Notifies	Organizes Participates Performs Prepares Processes Records Researches Resolves basic Schedules Supports Tracks Updates	Administers Analyzes Calculates Collaborates Completes Creates Develops Edits Examines Evaluates Forecasts Identifies Informs	Influences Implements Modifies Partners Provides Recommends Reports Resolves moderately complex Streamlines Troubleshoots Verifies	Advises Audits Communicates Designs Determines Develops Diagnoses Estimates Evaluates Influences Implements Improves Interprets	Investigates Manages Outlines Project manages Proposes Reviews Resolves complex	Advocates Aligns Approves Assesses Assigns Authorizes Coaches Consults Delegates Educates Ensures Explains Facilitates	Generates Guides Leads Monitors Negotiates Oversees Proactive Resolves Escalated Revises Teaches Trains
	QUALIFICATIONS							
	Direct or Related	Direct or Related	Direct	Direct	Lead/Senior (optional)			
Years Experience	0 - 2 years	3 - 5 years	5 - 7 years	8 - 10 years	1 - 3 years			
Communication	Team or Department	Department or Upper Management	Upper Management	Executives				
Knowledge	General knowledge or understanding	Working knowledge	Advanced knowledge	Expert knowledge				
Skills & Abilities	Meets deadlines, supports, data entry, maintains	Problem solving, works independently, uses discretion, analytical, detail oriented	Uses independent judgement, strong analytical and attention to detail skills, innovation, presentation skills, leader, mentor, trainer					
Microsoft Office	Beginner or Intermediate	Intermediate or Advanced						
Microsoft Excel	Beginner or Intermediate	Intermediate or Advanced						
Systems	Case by case basis dependent on job purpose and business need							
	EDUCATIONAL REQUIREMENTS							
Education	High School/GED or Associates	Associates or Bachelor's or Equivalent	Bachelor's or Equivalent Work Experience					
Certifications	Case by case basis dependent on job purpose and business need							
License	Case by case basis dependent on job purpose and business need							