

POSITION DESCRIPTIONS – COMMONLY USED ACTION VERBS

Administer - Manage or direct the execution of affairs.

Adopt - Take up and practice as one's own.

Advise - Recommends a course of action; offer an informed opinion based on specialized knowledge.

Analyze - Separate into elements and critically examine.

Anticipate - Foresee and deal with in advance.

Appraise - Give an expert judgment of worth or merit.

Approve - Accept as satisfactory; exercise final authority with regard to commitment of resources.

Arrange - Make preparation for an event; put into proper order.

Assemble - Collect or gather together in a predetermined order from various sources.

Assign - Specify or designate tasks or duties to be performed by others.

Assure - Give confidence; make certain of.

Authorize - Approve; empower through vested authority.

Calculate - Make a mathematical computation.

Collaborate - Work jointly with; cooperate with others.

Collect - Gather.

Compile - Put together information, collect from other documents.

Conduct - Carry on; direct the execution of.

Confer - Consult with others to compare views.

Consolidate - Bring together.

Consult - Seek the advice of others.

Control - Measure, interpret, and evaluate actions for conformance with plans or desired results.

Correspond - Communicate with.

Delegate - Commission another to perform tasks or duties that may carry specific degrees of accountability.

Design - Conceive, create, and execute according to plan.

Determine - Resolve; fix conclusively or authoritatively.

Develop - Disclose, discover, perfect, or unfold a plan or idea.

Devise - Come up with something new -perhaps by combining or applying known ideas or principles.

Direct - Guide work operations through the establishment of objectives, policies, regulations, practices, methods and standards.

Draft - Prepare papers or documents in preliminary form.

Endorse - Support or recommend.

Establish - Bring into existence.

Estimate - Forecast future requirements.

Evaluate - Determine or fix the value of.

Execute - Put into effect or carry out.

Expedite - Accelerate the process or progress of.

Formulate - Develop or devise.

Furnish - Provide with what is needed; supply.

Implement - Carry out; execute a plan or program.

Improve - Make something better.

Initiate - Start or introduce.

Inspect - Critically examine for suitability.

Interpret - Explain something to others.

Investigate - Study through close examination and systematic inquiry.

Issue - Put forth or to distribute officially.

Maintain - Keep in an existing state.

Manage - To be in charge of, administer, run, or regulate.

Monitor - Watch, observe, or check for a specific purpose.

Negotiate - Confer with others in order to reach an agreement.

Operate - Perform an activity or series of activities.

Oversee - To manage or coordinate.

Participate - To take part in.

Perform - Fulfill or carry out.

Process - Handle in accordance with prescribed procedures.

Provide - Supply what is need; furnish.

Recommend - Advise or counsel a course of action; offer or suggest for adoption.

Represent - Act in the place of or for.

Report - Give an account of; furnish information or data.

Research - Inquire into a specific matter from several sources.

Review - Examine or reexamine.

Revise - Rework in order to correct or improve.

Schedule - Plan a timetable.

Sign - Formally approve a document.

Specify - State precisely in detail or name explicitly.

Submit - Yield or present for the discretion or judgment of others.

Supervise - Communicates with, trains and evaluates employees, plans and directs their work; and has the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate employees or effectively recommends such actions.

Transcribe - Transfers data from one form of record to another or from one method of preparation to another without changing the nature of the data.

Verify - Confirm or establish authenticity; substantiate.