

Date: 8/02/05

Position Number: U00003

Civil Service Number: 3333

Incumbent: Glinda the Good Witch

Department: The Land of OZ **Administrative Unit:** Development and Public Affairs

Present Classification: Good Witch

Reason for Position Description (please check one):

New position Fill Vacancy Audit Update Other

FUNCTION

Delivers supernatural services to stranded visitors, and looks after the magical welfare of The Land of OZ.

ORGANIZATIONAL RELATIONSHIP:

Supervisor's Supervisor: L. Frank Baum

Supervisor: The Great and Powerful OZ

Others who report to same Supervisor: Nikko, Head Flying Monkey and the Wicked Witch of the East

Persons who report to the Incumbent: Elves, Fairies, Master Gardeners for the flowers in OZ, Road Crews for the Yellow and Red Brick Roads, and Munchkins

DUTIES and RESPONSIBILITIES - 100%

40% - I. The Land of OZ

1. Interprets and implements policy for the Land of OZ Board of Trustees
2. Checks the perimeters of the Land of OZ for evil elements, and gives weekly security reports to the Board of Trustees
3. Oversees preparation of potions for the Land of OZ Hospital
4. Makes sure the shifting sands shift
5. Oversees cultivation and care of the Poppy Fields

6. Meets with Supervisor of Yellow Brick and Red Brick road crew weekly to discuss conditions and repairs (if necessary)
7. Checks and performs color maintenance on the Rainbow
8. Makes sure that the flying monkeys have their shots and are checked for disease
9. Thwarts evil wherever found

30% - II Munchkinland –

1. Conducts naming ceremonies for newborn Munchkins
2. Checks the perimeters of Munchkinland for evil elements, and gives weekly security reports to the Munchkinland Board of Trustees.
3. Oversees preparation of potions for the Munchkinland Hospital.
4. Meets monthly with the Lollipop Guild to make sure all dance steps are within the boundaries of good taste and the guidelines set forth by the Munchkinland Board of Trustees. Stripping is not allowed.
5. Meets with architects about the remodeling plans of the Town Square.

30% - III The Emerald City

1. Checks the perimeters of The Emerald City for evil elements, and gives weekly security reports to the The Emerald City Board of Trustees.
2. Oversees preparation of potions for The Emerald City Hospital.
3. Meets monthly with The Emerald City Board of Trustees.
4. Meets with architects about the remodeling plans for downtown.
5. Meets monthly with the citizens of The Emerald City for a Town Hall Meeting to hear their voiced concerns.

1. Knowledge required for the job

This job requires a thorough knowledge of the magic laws and its applications.

Knowledge of the By-Laws of the Land of OZ, Munchkinland, and The Emerald City, as well as a detailed understanding of the cities' ordinances is required. Oversees that any changes to these municipalities are well within the By-Laws, Ordinances and Charters.

2. Responsibility

A. Supervisory Controls

This position operates under a significant degree of freedom. This position reports only to the Head Supervisor, L. Frank Baum. This supervisor may assign work both orally, by crystal ball, flying monkey, telepathy, or in writing.

B. Guidelines

This position operates under the guidelines derived from Manuals, Grimoires, By-Laws, and ultimately, the Book's Manuscript.

3. Difficulty

A. Complexity

The application of constant judgment and initiative, and discernment of interrelationships between species and deviations of spells are a must in the performance of this job whose complexity requires patience and flexibility.

B. Scope and Effect

The purpose of this job is to provide magical services to the Land of OZ which includes, Munchkinland and The Emerald City. Services also include, but are not limited to, Munchkinland Hospital, The Emerald City Hospital, The Neutral Veterinarian, ACME Buckets, Spells, Inc., and Potions R Us.

4. Personal Relationships

A. Personal Contacts

Frequent oral (crystal ball, face-to-face, telephone, telepathy, and flying monkey) and written (sky writing and smoke signals) contact takes place with a wide variety of persons/species during a wide range of duties.

B. Purpose

These contacts are made for the purpose of providing magical support to the Land of OZ, The Emerald City and Munchkinland, ascertaining what potions are needed for what situations/requests, giving instructions and working closely with the elves and fairies, and of course, maintaining the balance of Good.

ENVIRONMENTAL DEMANDS

1. Physical Requirements

The ability and will to control a magic wand, and to maintain the Bubble Cloud which is used for transportation.

2. Work Environment

The job is planned and contacts made from the office located within the Magic Castle, and implemented throughout the Land of OZ with special emphasis on Munchkinland and The Emerald City.

Glinda the Good Witch
Incumbent

08/02/2005
Date

L. Frank Baum
Supervisor

08/02/2005
Date

Cindy M. Kelly
Department Classifier (OZ Human Resources)

08/02/2005
Date