



Job Description Form

Job Title: _____
Reports to: _____
Department: _____
Location: _____
Career Ladder/Level: _____
FLSA: _____

Position Summary: Describe the primary function and general responsibility of the position in 3 to 5 sentences.

Duties and Responsibilities: (1) List the key areas of responsibility for this position in order of importance, (2) the percentage of time performing each duty/responsibility (should not be less than 5% for any one duty and must equal 100%) and (3) indicate if duty is an essential or marginal function. **Note: Begin each duty and responsibility with a verb.**

	Duties and Responsibilities	% of time	E/M
1			
2			
3			
4			
5			
6			
7			
8			
9			
10	Performs other duties as assigned	5%	M

Position Scope

Number of Employees Supervised: _____ Budget responsibilities: _____

Minimum Requirements

List the minimum qualifications necessary to successfully perform the duties of the job

Education: _____
 Experience: _____
 Licenses/certifications/registrations: _____

Identify preferred requirements: _____

Skills & Abilities

List specific skills and abilities needed for satisfactory performance in the position.

Physical Efforts

Describe and activities that require physical effort, such as use of specific equipment or tools, climbing ladders, lifting materials, etc..

Physical Working Conditions

Describe any unfavorable working condition that the position may be exposed to such as, dust, dirt, heat, cold, noise, fumes, etc...

Prepared by: _____ Approved by: _____
Supervisor/1st Level of Management

Approved by: _____ Approved by: _____
Department Manager Compensation/Human Resources