JOB DESCRIPTION TEMPLATE

Position Title

________________________________________________________________________

Department

________________________________________________________________________

FLSA Status: _______Exempt _______Non-Exempt _____ Don’t Know

Position reports to _______________________________________________________

Position supervises _________ (number)

Normal Work Schedule:_____________________________________________________

Weekend work required ( ) Overnight travel required ( ) Overtime Required ( )

Summary of Position (Several sentences explaining the primary job responsibilities, what the employee is expected to accomplish and the degree of autonomy.)

Essential Job Duties: (Describe the “must do” tasks and duties which require most work time.)

Nonessential Job Duties: (Describe duties that are included but not necessary to accomplish the main functions of the job.)
Essential/required skills, knowledge and experience: (Describe minimum needed to perform essential job duties.)

Knowledge of:

Skill/Ability to:

Technical skill/ability:

Nonessential skills, knowledge and experience (Describe extra beneficial to job)

Work Environment (Describe setting. This would cover items like periods of time working in the heat, cold or long periods of standing, sitting, exposure to noise, chemicals, etc)

Minimum Qualifications: Experience and Training

__________ High school graduation or equivalent
__________ College Degree
__________ Technical degree
__________ Certificate/License (What kind?)
__________ 1-2 years of experience/skills
__________ 2-5 years of experience/skills
__________ 5-10 years of experience/skills
__________ Physical demands/requirements (i.e. lift 50 lbs, bend, run, stoop - list below)
__________ Equivalent combination of experience and training

Written and Prepared By: ___________________________________________________________