# Job Description

This template provides a sample format for the major categories of a Job Description.

Blue text denotes a field that needs to be changed by the user.

|  |  |  |
| --- | --- | --- |
| Position Title | Department | Reports to |
| [Formal Position Title] | [Department] | [Position Title] |
| Employment Status | FLSA Status | Effective Date |
| ☐ Full-Time ☐ Part-Time ☐ Temporary | ☐ Non-Exempt ☐ Exempt | [Effective Date] |

## Position Summary

[Provide a 3-4 sentence description of the primary purpose and objectives of the role, how it fits into the overall company, what success in the role looks like.]

## Essential Responsibilities and Duties

The essential functions include, but are not limited to the following:

* Essential job functions are those tasks, duties and responsibilities that comprise the means of accomplishing the job’s purpose and objectives.
* Essential job functions are critical or fundamental to the performance of the job and are the major functions for which the person in the job is held accountable.
* List the essential job functions in order of importance.
* Begin each statement with a verb and use complete, descriptive sentences
* Use gender neutral language
* Include a statement allowing flexibility in the job description, such as *“Other duties as assigned”*

## Qualifications (Knowledge, Skills, and Abilities)

List the minimum relevant qualifications for the role.

* Knowledge
* Specific skills
* Abilities
* Previous experience
* Professional certification or license
* Education
* Personal characteristics
* Physical capabilities

## Work Environment and Physical Demands

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

[Describe physical requirements of the job, for example: exposure to elevated noise levels or extreme/outdoor temperatures; requirement to stand for extended periods or perform repetitive tasks; requirement to work overnight or weekend shifts; relevant ADA impacts, etc.]

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### Reviewed with employee by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**Legal Disclaimer:** This document is intended for informational purposes only, and does not constitute legal information or advice. If you are seeking legal advice, you are encouraged to consult an attorney.