

**Job Description Form**

**Name (if known):**

**Budget Title:**

**Descriptive Title:**

**Department:**

**Job Reports To:**

**Exempt** [ ]  **Nonexempt** [ ]

**JOB SUMMARY**

(Briefly describe what the position was created to accomplish.)

**ESSENTIAL FUNCTIONS**

(Essential duties are defined as critical to carrying out the function of the job, and, if eliminated, would alter the nature of the job. List, in order of importance, the essential function of the job and the approximate percentage of time spent on each of the activities; describe what must be accomplished; include supervision or management responsibilities, quality and quantity standards, physical and mental perceptual functions of the job.)

**1. \_\_\_\_**%of time

**2. \_\_\_\_**%of time

**3. \_\_\_\_**%of time

**4. \_\_\_\_**%of time

**5. \_\_\_\_**%of time

**NONESSENTIAL FUNCTIONS**

(The desirable, but not necessary, aspects of the job.)

**REPORTING RELATIONSHIPS**

(If applicable, provide the number of employees and the jobs of the staff reporting to this position.)

**MINIMUM REQUIREMENTS**

(The minimum educational background, certifications, work experience, skills, knowledge and abilities required to competently perform the essential job duties.)

Supervisor Signature Date

**All job descriptions must be approved by Human Resources. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**