

This job description is intended to describe the general nature and level of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Job Title:	Job Code:
Reports to:	Job Family Group/Job Family:

1. Job Summary

Provide a summary of the job's primary function:

2. Minimum Qualifications

Provide the minimum knowledge and skills required to competently perform the job as well as how they are normally acquired through education, training and/or experience (i.e., *Knowledge of.....; ability to.....; as normally acquired through a degree and ____ years of experience.*):

3. Key Responsibilities & Accountabilities

Identify the most important job duties (maximum of 5) using no more than 3-4 concise sentences. Indicate the typical percent of time required for each job duty; the total percent of time must equal 100%. Begin with the most important duty.		Percent of Time
1		70%
2		%

3		%
4		%
5	.	

4. Financial Measures

Provide the annual operating budget that the job manages: \$

5. Supervision

Provide the job titles and number of employees reporting directly to this job.

Prepared By:

Approval Date: