**Position Title:**

**Department:**

**Primary Location:**

**Position Type:**

**Pay Grade:**

**Position Number:**

**Position Summary:** (A couple sentences that provides an overview of the position.)

**Essential Job Functions and Responsibilities:** Employment duties will include, but not be limited to:

* List essential job functions and responsibilities of this role. This list should include the tasks as part of the job function are **truly necessary or a requirement** to perform the job.
* List in order of importance and the tasks the employees will be doing most.
* Explicitly state how an individual is to perform the job (ex. using a ladder, lifting up to 50 lbs, consistent exposure to the elements). This will provide future guidance as to whether the job can be performed with or without an accommodation.

**Required Knowledge, Skills, and Abilities:** The position title will need:

* List the knowledge, skills and abilities necessary to complete this role.

**Required Qualifications:** The position title will describe the education and experience required based on requirements that are job-related and consistent with business necessity. This could be in sentence form or a bulleted list. Make sure this list is inclusive and not a wish list, but a necessity list (ex. could 3 years of experience substitute for an advanced degree, or would a degree in progress be considered.) If your qualifications are too tight, you could deter great candidates from applying. Include necessary certifications if needed on day one. Otherwise list “ability to attain the specific certifications within time frame”.

**Ideal Candidate Qualifications:** The ideal candidate’s qualifications for this role include:

* List additional education and experience based on requirements that are job-related and consistent with business necessity.
* This could be a list of ideal qualification, such as fluency in a second language and/or experience with certain web or computer applications.

**Work Environment:** Describe the work environment; temperature, noise level, inside or outside, or other factors that will impact the person's working conditions while performing the job. This section may also include whether an opportunity exists for a Flexible Work Arrangement (FWA). Do NOT list physical requirements of the job (i.e. lift 50 lbs.), these should be included in the Essential Job Functions and Responsibilities section above.

**Reports to:** This position reports to position name of the person this role reports to.

*This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.*