

Position Description

Job Title	
Department	
Immediate Supervisor	
Immediate Subordinates	
Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	Date Prepared
Purpose of Position (Strategic Objective)	
General Summary	
Critical Functions and Responsibilities	
1.	
2.	
3.	
4.	
5.	
6.	

Non-Critical Functions and Responsibilities	
1.	
2.	
3.	
4.	
Scope of responsibility	
Minimum skills and knowledge required	Skills and knowledge desired
Minimum previous experience required	Previous experience desired
Minimum education required	Education desired
Communication skills required	Communication skills desired
Special training, certification or licensing required	
Behavioral, emotional, mental requirements	
Physical requirements	
Description of work environment	
Other requirements	

The functions and responsibilities contained in this position description are not all inclusive. Other duties and requirements may be assigned at any time.