

**Position Description**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date: |  |
| Position title  |  | FLSA Status: |  |
| Department |  | Supervisor’s Title |  |

**Position Summary:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Reporting Relationships / Direct reports:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Principal Accountabilities**

|  |  |  |
| --- | --- | --- |
|  | Percent of Time: | Essential Functions |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
|  |  | Non Essential Functions |
|  |  | ***Other duties as assigned:*** *Participates in all aspects of program and department planning and in the establishment of department goals and objectives.* |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Working Conditions:**

### ****Physical Requirements Check-Off Form****

Please only indicate the physical abilities that are directly related to the essential functions of the job by marking the appropriate column with an X. (Caution: Make sure you are not setting different requirements than for similar workers already employed.)

|  |  |
| --- | --- |
| **Physical Activity Required**      ▼ | **Amount of time ▼**  |
| None | Less than 1/3(Occasional) | 1/3 to 2/3(Frequent) | More than 2/3(Regular) |
| Standing |  |  |  |  |
| Walking |  |  |  |  |
| Sitting |   |  |  |  |
| Kneeling |  |  |  |  |
| Bending or Crouching |  |  |  |  |
| Reaching or stretching |  |  |  |  |
| Climbing or balancing |  |  |  |  |
| Crawling |  |  |  |  |
| Lifting/exerting force of: |  |  |  |  |
| Up to 10 pounds |  |  |  |  |
| Up to 25 pounds |  |  |  |  |
| Up to 50 pounds |  |  |  |  |
| Up to 100 pounds |  |  |  |  |
| Over 100 pounds |  |  |  |  |
| Other: |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum QUALIFICATIONS**

# Education:

**Professional Work Experience:**

**Professional Certification or License:**

**Knowledge Areas:**

**Skills:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information About the Position** - List any additional aspects, not covered above, relevant to the position (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval, Authorizing Signatures**:

|  |  |  |  |
| --- | --- | --- | --- |
| Human Resources |  | Date |  |
| Supervisor  |  | Date |  |
| Department Head |  | Date |  |
| Vice President |  | Date |  |

Include an organizational chart that depicts this position's place within the organizational unit and includes the names and titles of this and other positions in the department. You may also attach an existing job description for this position and any other documentation that may provide an understanding of the nature of the position.