|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Job Title here | Status: | Identifies whether the position is exempt or non-exempt. |
| Department/Group: | Where the position fits within the organization structure of the company. | Travel Required: | Yes or No |
| Position Reports to: | The title of the position’s immediate supervisor. | Position Type: | Refers to full-time, part-time, or other scheduling arrangement. |
| Salaried/Hourly: | Salaried or Hourly |  |  |
| Reporting Positions: | Anyone reporting to the person in this position | | |
|  |  |  |  |
| **Approved By:** |  | **Date:** |  |
| **Updated By:** |  | **Date:** |  |

**Position Summary/Purpose**

A brief description of the main purpose for the position and why it exists in the company.

**Primary Duties and Responsibilities**

A list of the important responsibilities of the position.

*Note: This area of the position description should define the metrics that are used to measure the person’s performance. For example: operations manager is responsible for achieving target levels of gross profit in the business. The position description does not, however, define what those target levels are (e.g. 50% gross profit margin).*

**Additional Duties and Responsibilities**

Other duties that are less frequent or not considered essential elements of the job.

**Decision Rights and Authority**

Outlines the types of decisions this position is authorized to make without approval. Also defines spending or financial authority based on category budget or spending limit.

**Working Relationships and Scope**

Identifies those positions with whom this person works on a regular basis and the breadth and subject of their interaction.

**Performance Competencies**

A list of the skills and competencies needed to effectively perform the job. Example competencies include oral communication, planning and organizing, money management, and coaching.

**Qualifications – Knowledge, Skills, and Abilities**

Knowledge, Skills, and Abilities – specific education (degree), certifications, and proficiencies (for example, use of certain software packages) that are required.

**Physical Demands and Working Conditions**

*The physical demands described below are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Describe the physical needs of the job. Does the person primarily sit or need to be up moving around? Does a person need the use of both arms and legs to perform the job? If lifting is required, what are the weights involved? Working conditions include noise levels, inside vs. outside work, etc.

**EMPLOYEE POSITION ACKNOWLEDGMENT**

I have read and understand the duties and responsibilities of my position as the (Insert Job Title Here).

I have been provided with a copy of the company’s Position Description for this job.

I understand that I am responsible for carrying out the responsibilities defined in the attached Position Description and am expected to follow any additional job-related instructions and to perform additional job-related duties as requested by my supervisor.

**SIGNATURES OF ACCEPTANCE**

Signing on behalf of this position and agreeing to accept all its accountabilities is:

|  |  |  |
| --- | --- | --- |
|  | **Date:** |  |

Signing on behalf of the Manager’s position and agreeing to accept all its accountabilities is:

|  |  |  |
| --- | --- | --- |
|  | **Date:** |  |

***This position description in no way states or implies that these are the only duties to be performed. You will be expected to follow any additional job-related instructions and to perform additional job-related duties as requested by your supervisor.***