JOB DESCRIPTION FORM

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| Position Title: | Status (circle one)  **Exempt/ Non Exempt**  **(visit DOL for classification directions)** |
| Reports to: |
| Position Overview: Write a brief statement that gives an overview of the job. This statement should cover what is expected to accomplish | |
| Essential Functions:  This part of the job description includes brief statements that explain the functions and results for which this job is accountable. These statements also cover the activities necessary to produce results. The responsibilities should elaborate on the “Basic Purpose” of the description. Some of the functions and accountabilities to consider are:   * What are the most important responsibilities of the job? * What activities are managed, supervised, or performed? * What must the incumbent plan, structure, develop, motivate or maintain? * To what extent is this position accountable for corporate policy? * To what extent is this position required to develop and/or implement Strategic Plans? * To what extent does this position set goals, cost or pricing list, product specification or quality standards?   Address:   * What kind of supervision, guidance, and motivation is required? * What types of problems does the incumbent deal with mostly? * What types of problems must be handled by higher authority? * What technical or specialized knowledge is used on the job * What rules, regulations, controls, systems, policies, and external conditions affect the job functions? * Does the job require creative or innovative skills? * What are the complexities? * What are the services provided by the job? * What influence does competition have on the job? * What are the position’s greatest challenges? * What are the technical or administrative problems? | |
| Required Education/Experience:  Examples of Education/Training/Experience:   * License, certification, or other qualifications. * No prior experience or training * Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience. * High school diploma or GED; or one to three months’ related experience and/or training; or equivalent combination of education and experience. * One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. * Associates degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. * Bachelor’s degree from four-year college or university; or one to two years’ related experience and/or training; or equivalent combination of education and experience. * Master’s degree or equivalent; or four to ten years’ related experience and/or training; or equivalent combination of education and experience. * Doctoral degree or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.   State the number of years and quality of experience needed to perform the job. State the type of experience (or types of positions) a candidate must possess in order to be considered a competitive candidate.  List special skills or knowledge needed, for example, specific IT skills or industry skills.  Management, technical or professional competencies needed (such as continuous learning orientation, resilient, high numerical analysis skills, etc. | |
| Necessary Skills:   * Software skills, etc | |
| Competencies/Characteristics needed: | |

*NOTE: The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.*

*I understand and agree to carry out the responsibilities described in this Job Description.*

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Employee Signature Date

*We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, sex, national origin, gender, gender identity, sexual orientation, disability, age, genetic information, or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.*