

Job Title:		FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Department:		Reports To:
Prepared By:		Prepared Date:
Approved By:		Approved Date:
Job Duties, Responsibilities, Qualifications, and Requirements		
Job Summary	Briefly summarize the function this job serves.	
Essential Duties And Responsibilities	Essential functions are the primary job tasks in the position. List in order of importance the essential functions of the job and the approximate percentage of time spent on each of the activities; describe what must be accomplished, not how it must be done.	
Marginal Duties	Marginal duties are additional tasks the employee may perform in the position, these are not requirements of the position. List the marginal duties of the job and percent of time spent on each activity.	
Supervisory Responsibilities	Describe the supervision responsibilities of the position if any.	
Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.	
Education And/or Experience	High School degree; College; Masters, MBA, Ph.D; Other certifications and/or XX years of related experience and/or training; or equivalent combination of education and experience.	
Language, Mathematical, And/OR Reasoning Ability	<p>Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.</p> <p>Ability to apply concepts of basic algebra and geometry.</p> <p>Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to communicate in a high-pressure environment.</p>	
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is frequently required to stand; sit; use hands to fingers, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.</p> <p>In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and e-mail.</p>	
Work Environment	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.	
Job Description Acknowledgement	I have received, reviewed and fully understand the job description for (Title). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.	
Signature and Date	Include Signature and Date for both the employee and manager to sign.	

Disclaimer:

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.