

JOB DESCRIPTION TEMPLATE

Use this template as a base for writing job descriptions that are an asset to your team and business.



Job Title: _____
Department: _____
Work Location: _____
Reports To: _____
Schedule/Hours: _____

Employment Type: (Full-Time, Part-Time) _____
FLSA Status: _____
Job Grade: _____
Pay Range: _____
Revised Date: _____

Job Purpose and Objectives

The [Job Title] is responsible for [primary function] and supports [department/organizational goal] by delivering [key outcomes]. Success in this role is defined by [performance indicators, service outcomes, or operational impact].

This role operates with [level of independence] and contributes to [team or organizational impact].

Supervisory & Organizational Relationships (if applicable)

Only include supervisory responsibilities if the role has direct or formal indirect reports. Do not imply leadership scope beyond actual accountability.

Supervision Received:

Works under the [level of direction] of the [title]. Receives [type of guidance – general direction, strategic direction, administrative oversight].

Supervision Exercised:

Directly supervises [titles/roles] and is responsible for [hiring, performance management, coaching, discipline, etc.].

Organizational Impact: (if applicable)

Provides leadership, coordination, or oversight for [department, function, or operational area], ensuring alignment with organizational goals and service delivery standards.

Key Responsibilities and Essential Functions

The essential functions listed below represent the primary duties of the position. Duties and responsibilities may be added, modified, or removed at any time based on business necessity. Work schedules, shift assignments, and work locations may also be adjusted as needed.

Define 6-10 essential functions in priority order. Focus on outcomes rather than tasks. Consider optional functional/groupings.

[Function Grouping]:

1. Leads [process/function] to achieve [result]
2. Maintains [system/process] to ensure [outcome]
3. Coordinates [activity] across [stakeholders]

Position Requirements

To perform this position successfully, an individual must be able to perform the essential functions with or without reasonable accommodation. The requirements outlined below represent the knowledge, skills, and abilities necessary for the role. This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The organization reserves the right to modify, assign, or remove duties as necessary to meet business needs.

Minimum Qualifications

1. Education:
2. Experience:
3. Certifications/Licenses:
4. Technical Skills:

Preferred Qualifications (Optional)

1. Additional experience:
2. Industry exposure:
3. Specialized tools/systems:

Knowledge, Skills, and Abilities (KSAs)

Define 5-8 total based on role requirements. KSAs should be customized based on the specific responsibilities and level of the role. Avoid generic or overly broad statements that do not directly relate to job performance. Prioritize KSAs that directly impact performance in the first 6–12 months.

Knowledge (What you need to know)

1. Knowledge of relevant systems, processes, or industry practices
2. Understanding of policies, procedures, or regulatory requirements

Skills (What you need to do)

1. Effective communication (written and verbal)
2. Problem-solving and critical thinking
3. Time management and prioritization
4. Customer service or stakeholder support
5. Data analysis or technical proficiency (as applicable)

Abilities (How you apply it)

1. Ability to work independently and manage multiple priorities
2. Ability to collaborate effectively across teams
3. Ability to adapt to changing priorities or environments
4. Ability to exercise sound judgment and decision-making

Work Environment and Physical Demands

The work environment and physical demands described below are representative of those required to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

1. Work is performed in [office / field / hybrid / etc.]
2. Physical requirements may include [sitting, standing, lifting up to X lbs, etc.]

Confidential and/or Sensitive Information

This role may have access to confidential information, including but not limited to employee, organizational, and customer data. Employees are expected to maintain confidentiality and comply with all applicable data protection policies.

Personal Contacts and Purpose

This role interacts with internal teams, external stakeholders, and/or the public to support operational and organizational objectives.

Acknowledgement

I acknowledge that I have reviewed and understand the responsibilities and expectations outlined in this job description. I understand that this document describes the general nature and level of work assigned to this position and is not intended to be a comprehensive list of all duties or responsibilities. I further understand that duties may be assigned, modified, or removed at any time based on organizational needs. I acknowledge that my employment is at-will and may be terminated at any time, with or without cause or notice, by either myself or the organization.

Employee Name (Print): _____

Signature: _____

Date: _____

Supervisor Name (Print): _____

Signature: _____

Date: _____