

Job Description

Date _____
Prepared By _____

Title _____
Department _____

Job Description

Job Title:	Reports to:
Job Summary:	
Salary Range & Benefits:	
Hours Required:	

Major Duties

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Minor Duties

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Relationships

Number of People Supervised:
Person Assigning Work Assignments: