

Job Description Outline by Employee

Date: _____

Name: _____

Job Title: _____

Department: _____

Reports to: _____

Supervises: _____

Primary Purpose of the Job:

| |
|--|
| |
|--|

Most Important Duties of the Job/Percentage of Time on Job:

| 1. | | % |
|----|--|---|
| 2. | | % |
| 3. | | % |
| 4. | | % |
| 5. | | % |
| 6. | | % |

Job Duties (identify frequency, i.e. weekly, monthly, occasionally, etc.):

| |
|--|
| |
|--|

Skills, Licenses, Knowledge, Experience, Education:

.....

Working Conditions of the Job:

.....

Safety Hazards of the Job:

.....

Other Information Regarding the Position:

.....

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Budget Officer's Signature _____

Date: _____

Budget Review Officer's Signature _____

Date: _____