

Template 2: Position Description Questionnaire

Position Description Date:	
Position Title:	
Organization:	

Position Summary

Brief overview of job purpose. (Why does the job exist? What is the main function or overall purpose of the job?)

Major Responsibilities

- **Responsibilities**

Identify 8-10 major job responsibilities.

- **Essential**

Place an "X" in the left column of responsibilities which are Essential functions of the position.

All functions may not be considered essential. An essential function is defined as:

1. Job tasks that are fundamental and not marginal, or the reason the position exists is to perform that function, OR
2. The number of employees available to perform that function is limited, OR
3. The function may be so highly specialized that the person in the position is hired for his / her expertise or ability to perform the particular function.

ESSENTIAL	RESPONSIBILITIES
X	Example: Develops Annual Business Plan
X	Example: Develops and submits funding proposals to Government and other potential funders
	OTHER DUTIES AS ASSIGNED

Qualifications

- Education**

Check the **minimal** educational background, certification and licensure **required** to competently perform the essential responsibilities of the job.

	No formal education requirements
	High School diploma or General Education Degree (GED)
	College Diploma (indicate specific field, if required)
	Bachelor's degree (indicate specific field, if required)
	Bachelor's degree or equivalent experience (indicate specific field, if required)
	Master's degree (indicate specific field, if required)
	Certification, professional license, or credential
	Valid driver's license (indicate required class)
	Other:

- Experience**

Indicate below the **minimum** number of years and type of experience **required** to perform the essential responsibilities of the job.

- Specialized Skills**

List special skills and/or behavioral competencies **required** to perform the essential responsibilities of the job. (e.g. Financial management, program evaluation, report writing, sound decision-making etc.)

- Optional**

Indicate preferred education, experience or specialized skills.

Supervision

	The position does not have any regular responsibility for overseeing or supervising the work of other employees*
	The position has immediate oversight of employees* while most of the time performing the same or directly related work as those the position leads.
	The position supervises or manages the work of at least two full-time employees* or the equivalent. The position includes decisions or recommendations regarding personnel actions such as hiring, disciplinary action, overtime, changes in pay and terminations.

*do not include students

# of Employees supervised (FTEs):	
# of Students supervised (If the position supervises students):	

Budget

- Indicate the annual dollar budget over which the incumbent has responsibility.

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- Describe funding sources for the organization.

Tools And Technology

- Describe the tools and technology used to accomplish the job responsibilities.

Working Relationships/Interactions/Contacts

- List the primary organizations and individuals with whom the position interacts to carry out the primary responsibilities of the position.