



Job Description Template

Job Title:

Department:

Reports To:

Grade:

Pay Group:

Date Updated:

Objective of Position: *a sentence or two*

Results to Be Achieved *5 bullet points*

1. *A short statement which describes the position in terms of results achieved*
- 2.
- 3.
- 4.
- 5.

Process

1. *The same short statement as in “results to be achieved” above*
 - a. *Describe process/best method to achieve results*
2.
 - a.
3.
 - a.
4.
 - a.
5.
 - a.

Results Measurement

- *List the specific, measurable metrics expected for the position*
- ...
- ...
- ...

Minimum Qualifications

- ...
-
-
-

A paragraph describing the necessary education, skills, certifications and years of experience.

Please see the Writing Job Descriptions procedure for assistance.

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