



Job Description - Sample #1

NOTE: This form is provided as a guide for your employee to fill out. It is without legal review. NAMTA suggests that any business utilizing any or all of this form do so after confirming that the information and/or questions on this form are appropriate according to the government bodies that have jurisdiction over your business, along with being aware of all state and federal laws regulating a form of this type.

Exempt Non-Exempt Full Time Part Time

Date: _____

Job Title: _____

Employee Name: _____

Executive Director _____

*Indicate N/A for questions that are not applicable.
Use additional pages to complete questions, as needed.*

1. BASIC JOB SUMMARY – summarize the overall purpose and function of this position.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES – list in order of importance the essential duties and responsibilities of the position. In the left hand column, estimate the annual percentage of time and frequency (daily, weekly, monthly, etc.) that your position requires for each major area.

% Time	Frequency	Principal Duties and Responsibilities
_____	_____	1. _____
_____	_____	2. _____
_____	_____	3. _____
_____	_____	4. _____
_____	_____	5. _____
_____	_____	6. _____
_____	_____	8. _____

3. **IMPACT/SCOPE** – The questions below address how your position relates/affects other positions within your department, company or external contacts/organizations.

a) **Supervision** – list the title of positions that directly report to this position and describe the degree of supervision.

b) **Confidentiality** – describe the exposure level to confidential company information.

c) **Planning/Decision Making** – describe the nature of the decision making ability the position requires versus the extent to which the work is governed by established policies and procedures.

d) **Contacts/Internal and External** – describe the level of contact with others within and outside the organization not under your direct supervision.

e) **Magnitude and Scope** – describe any specific measures of your position. (i.e., budge accountability, operating revenues, number of customers, etc.)

4. **QUALIFICATIONS** – summarize the necessary knowledge, skills, experience and education required for this position.

a) **Knowledge**

Required _____

Preferred _____

b) **Skills**

Required _____

Preferred _____

c) **Experience (# of years)**

Required _____

Preferred _____

d) **Education**

Required _____

Preferred _____

5. ADDITIONAL INFORMATION

- a) **Working Environment** – list any particular working conditions or physical demands with this position (i.e., hours of work, travel, workspace, etc.)

- b) **Equipment Operation** – list the equipment and/or computer packages that this position would use that requires some knowledge and skill for usage.

- c) **Other Aspects** – list aspects of your position important in understanding your job content and completing the requirements of the position.

The above statements are intended to describe the general nature and level of work being performed by people assigned to the job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the job.

Prepared by: _____ Date _____

Approved by: _____ Date _____