

Example -Job Description Template

Job Title

Position Reports To:	Position Supervises: (Job Titles)	Principal Working Relationships
General:		
Job Objectives / Role Definition:		
Primary Responsibilities & Accountabilities:		
Authority Limits:		
Salary Range:		
Benefits:		
Other Information:		

Person Specification

Capabilities Required

Essential:

Desirable:

Education and/or Previous Experience:

Direct Reports: