**Job Descriptions**

Job descriptions are an essential part of the hiring of new employees as well as managing current employees. A job description summarizes each position so that applicants have a clear understanding of the position. Job descriptions are also necessary for current employees because they serve as a major basis for outlining performance expectations, job training, job evaluation and career advancement. Job descriptions are useful tool for supervisors for measuring employees’ performance for job expectations. In addition, a job description is an important component for considering reasonable accommodation requests as required by the ADA (Americans with Disabilities Act).

A job description should describe the tasks, duties, functions and responsibilities of each position. It should clearly list the job duties and requirements of each position. Job descriptions typically include the job title, a summary of the position, essential duties and responsibilities of the position, a requirements section, and a section for other important information about the position.

A template for creating a job description has been listed below.

[insert Township logo or name here]

**JOB DESCRIPTION**

**Title:** [insert title here]

**Status:** [hourly or salaried]

**Reports To:** [insert title of who this position reports to]

**Location:** [insert municipality or location of this position or department]

**Summary:**

[this section is used to describe an overall summary of the position, usually one to two sentences describing why the position exists]

**Essential Duties & Responsibilities:**

[List 10 to 12 key essential duties and responsibilities of the job. It not necessary to list every single duty an employee does, but the overall essential responsibilities in a broad perspective. 8 to 10 is sufficient.

Essential duties are defined as the purpose for which the job exists.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**[list the qualifications and attributes required to perform this role, i.e., communication skills, equipment, etc.**

**Education and/or Experience**

[**list education that is required and year and type of experience required or preferred]**

**Computer Skills**

**[list specific computer skills needed if any]**

**Certificates, Licenses, Registrations**

**[list any licenses, certifications or registrations required, i.e., driver’s license, CDL]**

**WORKING CONDITIONS**

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Object Handling Categories [select appropriate lifting/carrying requirements below]**

Work requires the ability to lift/carry objects routinely as follows:

[ ]  Heavy Lifting: Objects weighing 35-50 pounds lifted on a regular basis. Mechanical lifting devices (carts, dollies, pallet jacks, forklift trucks, heavy machines, etc.) or team lifts should be utilized.

[ ]  Medium Lifting: Objects weighing 15-35 pounds lifted on a regular basis.

[ ]  Light Lifting: No lifting of objects weighing more than 15 pounds on a regular basis.

**Other Physical Demands (check all that apply) [select appropriate lifting/carrying requirements below]**

[ ]  Work requires the ability to stand up to two or more hours at a time.

[ ]  Work requires the ability to stoop, bend, reach and grab with arms and hands, manual dexterity,

[ ]  Work requires sufficient auditory and visual acuity to interact with and/or care for others

[ ]  Work requires color vision