

# Job Description

Date \_\_\_\_\_

Prepared By \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

## Job Description

Job Title:	Reports to:
Job Summary:	
Salary Range & Benefits:	
Hours Required:	

## Major Duties

1.
2.
3.
4.
5.
6.

7.
8.
9.
10.

**Minor Duties**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**Relationships**

Number of People Supervised:
Person Assigning Work Assignments: