

Position Description Planning Form

Position Title: (Indicate full or part time)

Immediate Supervisor/Title:

Position Objective: (Purpose of the position)

Essential Functions of Position: (Functions essential to attaining position objective)

Marginal Functions of Position: (Non-essential functions performed by incumbent in this position)

Principal Working Relationships: (Identify internal and external working relationships required for successful accomplishment of position objectives)

Knowledge, Skills, and Abilities: (Identify the specific areas of knowledge and abilities required to be qualified for the position)

Qualifications: (List minimum qualifications, both academic experiential, required to be eligible for the position)

Service Location(s): (Place[s] where service is performed)

Equipment Used: (List the types of tools and/or equipment used in this position)

The above functions may be completed with or without accommodations. This description lists the minimum duty requirements. Individuals may be required to perform additional position duties as requested by their supervisor.