

City of Joy
JOB DESCRIPTION:
Worksheet

Job Title: _____

Department: _____

A. Purpose: What is the purpose of this job position?

B. Location: Where is the primary worksite? Is the job primarily indoors or outdoors?

C. Hours: How long is a typical work week? Seasonal/Temporary/Part-Time/Full-Time?
When must the employee report to work? What days of the week? Will the
employee be expected to be on-call?

D. Essential Functions:

(i.e., specific tasks that are regularly performed, including whether supervisory)

1. _____
2. _____
3. _____
4. _____
5. _____

E. Requirements:

(e.g., experience, education, certification, licenses, skills, lifting, sitting, standing,
communications, criminal history, drug screening, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

F. Preferences

(i.e., background or attributes that would be nice for a candidate to have, but are not required
– eg, bilingual)

1. _____
2. _____
3. _____
4. _____
5. _____

G. Expectations:

(what are the goals or objectives the City wants to see in an employee in this position?)

1. _____
2. _____
3. _____
4. _____
5. _____

H. Hired by: _____? City Council?

I. Supervisor: _____? Mayor ?

J. Compensation: Hourly: \$____; overtime or exempt? Managerial position?

K. Benefits: Medical, Vacation, Comp Time, Sick Leave, Retirement, Training ?

Notes:

1. *This form should be completed for each position within the City.*
2. *Supervisors can help fill-in the information, but the Mayor/City Manager should have the final word.*
3. *One for each position is required. It is not necessary to create one for each employee. (assuming some employees perform the same job).*
4. *It is wise to have the city attorney review all job descriptions.*