

ELEMENTS OF A JOB DESCRIPTION

Job Title	The name given to the position.
Role Summary	Purpose and/or objectives of the job.
Major Responsibilities	A list of the critical job responsibilities to be performed. Job descriptions often conclude with “perform other duties as required” rather than including a detailed task list.
Primary Relationships	Indicates to whom the position reports and what roles the position is responsible for managing, if any.
Decision-making Authority	A list of the extent and limits of all major areas of responsibility, and the authority invested in the position.
Competencies and Qualifications	The job description should list the competencies (knowledge, skills, and behaviors) and qualifications required or preferred to successfully carry out the job responsibilities.
Working Conditions	A list reflecting any special or unique working conditions of the job.
Employment Classification	Include job tiers and employment type (e.g., full-time, part-time, project based), where applicable.