

WRITING JOB DESCRIPTIONS

By definition, a job description is “a list of job’s duties, responsibilities, reporting relationships, working conditions and supervisory responsibilities”. A job description is somewhat of a “snapshot” of a job. The job description aims to communicate clearly and concisely what responsibilities and tasks the job entails and to indicate, as well, the key qualifications of the job.

All job descriptions will vary; however, they all typically follow the following categories:

- Title of the position
- Department
- Reports to (to whom this position directly reports to)
- Current Incumbent in the position
- Mission Statement of the position: Summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish and the degree of freedom to act.
- Primary Duties and Responsibilities: The tasks, duties and responsibilities of the position that is most important to get the job done.
- Professional Qualification Requirements
 - Education: The minimum level of education required to perform the job.
 - Working Experience: The minimum level of experience required to perform the job.
 - Knowledge, Skills and Abilities: The specific minimum competencies required for job performance.
- Supervisory Responsibilities: The scope of the person's authority, including a list of jobs that report to the incumbent.
- Working Environment: The environment in which the job is performed, especially any unique conditions outside a normal office environment.