

**POSITION DESCRIPTION**

**\*\*\*NEW POSITION\*\*\***

**POSITION TITLE:**

**JOB CODE: TBD  
PAY GRADE: TBD**

**POSITION TYPE:**

**REPORTS TO:**

**COST CENTER TITLE:**

**SUPERVISORY RESPONSIBILITY:**

**DESCRIPTION:**

**ESSENTIAL FUNCTIONS:**

**SPECIAL CONSIDERATIONS: (TRAVEL, WORK HOURS, WORKING CONDITIONS, ETC.)**

**DESIRED QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES & SKILLS:**

**ESSENTIAL PHYSICAL SKILLS:**

**ENVIRONMENTAL CONDITIONS:**

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**\*\*USE WHEN DEVELOPING NEW POSITIONS\*\*  
(Email to Chris Chellberg for review)**