

## EXEMPT JOB DESCRIPTION

JOB \_\_\_\_\_

### **EDUCATION AND EXPERIENCE**

Describe required formal training, education, certification, license, or knowledge and how it is used on the job. Add any requirement for related work experience, indicating amount, type, and how it is used on the job.

### **DECISION MAKING IMPACT**

Describe the latitude given and impact on the organization of decisions made in this job.

### **CREATIVE AND ANALYTICAL REQUIREMENTS**

Describe the required degree of imagination, creativity, resourcefulness, invention, problem identification, analysis, and interpretation.

### **INSIDE AND OUTSIDE CONTACTS/RELATIONS**

Describe the nature, degree, frequency, and difficulty of communications with people both within and outside the organization, and the positions of the people most frequently contact.

## **EXEMPT JOB DESCRIPTION**

**Continued**

### **MANAGERIAL AND LEADERSHIP RESPONSIBILITIES**

**Describe responsibilities for policy/guidelines formulation and interpretation. Also, indicate people managed, including number and skills, and work direction of others not managed.**

### **FINANCIAL RESPONSIBILITIES**

**Describe the extent of budget development, responsibility for control of expense and capital, selection and utilization of assets, and determination of pricing.**

### **POSITION CONDITIONS**

**Describe any unusual physical demands, extensive travel, undesirable work environment, or other restrictions which may interfere with personal life.**