



Major functional responsibility:	
% time spent:	
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% time spent:	

**III: POSITION SUMMARY/PROFILE:** *Brief summary statement explaining the overall reason for the existence of the position, including the major end result the position should achieve.*

**IV: MINIMUM QUALIFICATIONS/REQUIREMENTS:** *List the minimum education, experience, and skills required to perform the job successfully.*

**V: ENVIRONMENT/CONDITIONS:** *(including schedule, i.e. part-time, full-time, term or temp; tools and equipment used; and supervision of others, if applicable).*

**VI: APPROVALS:**

(Supervisor/Hiring Manager):	
(Cabinet Member, if different from above):	