

TOWN OF HALIFAX –EMPLOYEE POSITION DESCRIPTION

Position Title:	Department:
------------------------	--------------------

Hours Worked Per Week/Month:	Hourly Wage/Salary:
-------------------------------------	----------------------------

Purpose of Job: (General statement of position)

Supervision Received (Supervisor’s titles and how assignments are given)

Direct Supporting Staff who report to employee and titles.

Their Staff

Detailed Statement of Duties and Responsibilities (List tasks performed by employee)

Qualifications required at hire (List knowledge, skills, and abilities – What employee must know to perform this job)

Qualifications acquired on the job (List knowledge, skills, abilities what did/do the employee learn on the job to help them do their job better)

Minimum entrance requirements (any education degrees, work experience or special certification/license requirements)

Working conditions (Describe working environment office, outside, on patrol, and any physical requirements).

Signature of Supervisor

Date

Reviewed by Wage and Personnel Board

Date