



Workforce Boulder County

Job Description Template

This template details the major categories that you should include in your job descriptions. Fill out the fields below and provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish where indicated. Included in this template are fields for describing the primary job duties and responsibilities along with desired skills and abilities for the listed position.

Business Information

Business Name: _____

Site Address: *(Location for this position)* _____

City, State, Zip: _____

Is this site within a Bus Route? **Yes** **No**

Is this site accessible to individuals with disabilities? **Yes** **No**

Immediate Supervisor: _____

Phone Number: _____ **Email:** _____

Substitute Supervisor: _____

Phone Number: _____ **Email:** _____

In the spaces below, identify the minimum qualifications required to successfully perform the job. These are the qualifications that are determined as necessary for someone to be considered for the position. All qualifications must comply with county human rights legislation. Qualifications may include Education, Specialized knowledge, Specific skills or abilities, Professional certifications or license, and/or Experience.

Position Information

Position Title: _____

Minimum Age Requirement: _____ **Hours per Week:** _____

Hours of Operation for this Position are: **From:** _____ **To:** _____ **Days of the Week:** _____

Required Pre-Employment Screens: **Background** **Motor Vehicle** **Drug** **Physical Evaluation** **N/A**

Driver's License Required: **Yes** **No** **Required Education:** _____

Work Attire: *(e.g. Business, Business Casual, Uniform)* _____

Required Clothing/Tools: _____

Position Details

Duties and Responsibilities: *(Please feel free to attach your agency job description)*

Required Qualification, Skills and Abilities:

Additional Comments:
