



Job Description Template

(All updates to job descriptions must be approved by your supervisory chain and then forwarded to the Office of Human Resources for final review.)

Date: _____

Job Position (Title): _____

Department: _____

Division: _____

Local Job Title: _____

State Job Title: _____

Reports To: _____

Position #: _____ Salary (Annual): \$ _____

Managers (Non-Union):

Union: AFT

NJLESA

CWA

NJSOLEA

IFPTE

PBA

Job Location:

*Main Campus – Galloway

** 101 Vera King Farris Drive*

Galloway, New Jersey

AC-Carnegie

AC-Gateway

AC-Noyes Arts Garage

AC-Rothenberg Building

Egg Harbor Township-Stockton ARTP

Galloway-SRI & ETTC

Hammonton-Kramer Hall

Manahawkin Instructional Sites

Port Republic-Coastal Research Center

Woodbine-Azeez

**Multiple Locations

***Locations will vary, check all that apply*

Brief Job Overview / Summary: *(Please list detailed job duties on 2nd page)*

Essential Duties and Responsibilities: *Please complete a percentage of time spent performing each duty, as well as how often (frequency) the duty is performed..*

	Description of Essential Duties/Job Responsibilities	Frequency: Daily, Weekly, Monthly, Quarterly, Yearly	% of Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.	Other Duties as Assigned		
Total Percentage of Time (should equal 100%)			

Does this position supervise other employees? No Yes (*How many employees?*) _____

Does this job require work at night and/or weekends? No Yes (*Please specify*) _____

Are there any physical demands associated with this job? No Yes (*Please list below*)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised Job Description NO Yes (*If yes, please provide Date*) _____