**Basic elements of job descriptions**

Position title

Department in which the position is located

Physical location if appropriate

Date description was prepared

Short description of the primary purpose of the position

Description of the nature and scope of the position including the size of budget controlled and number of employees being supervised, to whom the employee reports, and who reports to the employee

Identification of the primary responsibilities of the job

Statement of the required knowledge, skill, and abilities for the position (might also include preferred skills)