

# How to Write a Job Description

T.A.N.G.O. Tool

## What Should The Job Description Contain?

The components or sections of the job description include:

- Basic header information; i.e. Position Title and Number, Supervisor's Position Title and Number, Work Unit, Location, etc.
- Program in which the position resides
- Purpose of Position, or the reason for the existence of the position
- Nature of Work and Position Links
- Specific Accountabilities/Deliverables
- Financial responsibility and authority
- Responsibility for management and direct supervision of others
- Special requirements of the job
- Tools and equipment used
- Working Conditions and/or Physical Demands Work examples
- Comments
- Organization Chart

While not part of a formal job description, a statement of qualifications/competencies should be included if staffing of the job is planned.

## Don't Get Bogged Down In The Details!

- A job description is not a procedure manual. It is not necessary to describe every step in a process.
- The job description becomes cluttered when excessive detail is included. You lose sight of the forest for the trees.
- Excessive detail results in unnecessarily long job descriptions. Such job descriptions make it difficult to identify the appropriate information for management and human resource purposes.
- Job descriptions with excessive detail automatically require a high degree of maintenance and upkeep when even the minutest detail of the job changes.

## Don't Over Complicate The Process!

- How often do the basic work processes in a job change? Not as frequently as do the minor details, such as tools used to perform the work, etc. Keep this in mind as you decide the key elements of a job that needs to be captured in a job description.