

Aquaculture Boot Camp

Writing a Job Description:

1. **Job Title:** The Title of the position
 - a. Examples: Sales Clerk, Production Specialist, Feed Manager
2. **Job Purpose:** In one or two sentences, summarize the primary function of this job.
 - a. *Example: Production Manager: Insures the accuracy, safety and operation of farm equipment by performing preventative maintenance, repair and calibration of equipment. Oversees production of field crops by managing supplies, crop health, necessary production staff and equipment needs.*
3. **Work Activities:** List the main duties of this position in order of importance. To do this, employees may want to start at the beginning of the work day and think of all the things they do in the normal sequence of a day. Activities may need to be described in some detail. Some descriptions estimate the percentage of time spent on each activity.
4. **Job Requirements:** Specifies the qualifications, skills, education, experience and type of person desired for the position.
5. **Work relationships:** Identifies this person's position in the chain of command and key working relationships they have with other employees. Generally will pinpoint :

Reports to: The person or department head which directly supervises this job,

Supervises: Any workers who report to the person in this position.

Key Relationships: Likely contacts and relationships with other co-workers, departments and customers.