

Job Description Page

Complete this form **if you are requesting funds for personnel**. Job titles are to be consistent with positions indicated in the program budget section. **(NOTE: APPLICANTS MUST PRINT THIS PAGE FROM THE WEB APPLICATION AND COMPLETE MANUALLY IN ORDER TO SUBMIT.)**

Complete a separate form for each staff position for which you request Housing and Human Services Department Grant funds.

JOB TITLE: _____

NUMBER OF POSITIONS: _____

SPECIFIC DUTIES:

MINIMUM EDUCATION / EXPERIENCE:

SCHEDULE OF PROGRAM ACTIVITY:

Start-Up Date: _____

End Date: _____

Days / hours per week: _____

Number of weeks: _____

Position is currently filled by: _____

Position is not currently filled. If requested personnel funds are approved, hiring will be completed no later than _____.