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## Job Descriptions Toolkit

Effective, up-to-date job descriptions form the strong foundation for many human resources processes. They play an important role in helping municipalities manage numerous tasks and functions such as recruiting, hiring, and orienting new employees, performance management, compensation management, legal compliance, safety promotion, and managing return-to-work situations.

VLCT's Job Descriptions Toolkit provides tips and job description templates. Bear in mind that job descriptions are "living documents" that should be reviewed and updated regularly.

While every effort is made to provide members with the most accurate information possible, these documents do not constitute legal advice.

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VLCT members may contact the Municipal Assistance Center Inquiry Service for assistance with employment law related matters at 1-800-649-7915 or email [info@vlct.org](mailto:info@vlct.org) [1]. PACIF members may contact Jill Muhr, Senior Human Resources Consultant, at [jmuhr@vlct.org](mailto:jmuhr@vlct.org) [2] or 802-262-1923 for individual assistance.

### Documents:

-  [Ten Reasons for Job Descriptions.pdf](#) [3]
-  [Tips for Effective Job Descriptions.pdf](#) [4]
-  [General Job Description Template.docx](#) [5]
-  [Highway Supervisor Job Description Template.docx](#) [6]
-  [Highway Maintenance Worker Job Description Template.docx](#) [7]

### Links:

- [Job Functional Analyses Small and Large Municipality](#) [8]
- [Human Resources Page](#) [9]

### Publication Date:

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## Resource Category:

- Guidance
  - Template
  - Toolkit
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### Links

[1] <mailto:info@vlct.org>

[2] <mailto:jmuhr@vlct.org>

[3] [https://www.vlct.org/sites/default/files/documents/Resource/Ten%20Reasons%20for%20Job%20Descriptions\\_0.pdf](https://www.vlct.org/sites/default/files/documents/Resource/Ten%20Reasons%20for%20Job%20Descriptions_0.pdf)

[4] [https://www.vlct.org/sites/default/files/documents/Resource/Tips%20for%20Effective%20Job%20Descriptions\\_0.pdf](https://www.vlct.org/sites/default/files/documents/Resource/Tips%20for%20Effective%20Job%20Descriptions_0.pdf)

[5] <https://www.vlct.org/sites/default/files/documents/Resource/General%20Job%20Description%20Template.docx>

[6] <https://www.vlct.org/sites/default/files/documents/Resource/Highway%20Supervisor%20Job%20Description%20Template.docx>

[7] <https://www.vlct.org/sites/default/files/documents/Resource/Highway%20Maintenance%20Worker%20Job%20Description%20Template.docx>

[8] <https://www.vlct.org/resource/functional-job-analysis-sample-reports-highway-employees>

[9] <https://www.vlct.org/municipal-assistance/municipal-topics/human-resources>