



FARM JOURNAL
Legacy Project

DEVELOPED BY FARM JOURNAL
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Cultivating Multigenerational Success
 in the Agricultural Community

Job Description Template

One aspect of effective succession planning and leadership development is to fit the best candidate to each operational role, and ensure that everyone involved is clear about the position’s qualifications and expectations. Non-emotional, objective decisions promote rational, consistent and fair outcomes. Emotion as a motivator is necessary, but it must be tempered with prudent thought – committed to writing.

Role: _____ (Equipment Operator, Accounting, etc.)

Job title				
Brief Description of Duties				
Primary Responsibilities				
Secondary Responsibilities				
Direct Supervisor				
Direct Report				
Other Functions as Needed				
Specific Qualifications & Special Training				
Skills Required				
Suggested Experience				
Recommended Education				
Attributes, Abilities or Interests				
Physical Requirements				
Salary Range	Low:		High:	
Work Hours				
Overtime	Never:		Seldom:	
Benefits				
Safety Responsibilities				