

2011 Southwest Ohio Local Government Wage and Benefit Survey

Position Descriptions

The position description information provided is to be used as an aid in determining comparability of positions. Wage and salary data should be provided for corresponding positions within your organization. If no comparable position is present, leave the form blank for that position. If a position exists that is not covered here, please fill in the description and data where appropriate. The descriptions are intended to be general and included as an aid to respondents in city, village, and township governments.

Police Department

Police Chief - This is highly responsible administrative and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the Police Department. An employee in this class is responsible for the total operation of the Police Department. Duties are performed under the limited direction of the Chief Executive. Plans, schedules, directs and performs programs and activities of the Police Department in accordance with professional standards and departmental policy. Reviews all reports and records prepared by police personnel; prepares necessary reports. Directs the preparation and maintenance of Police Department records and files. Prepares budget estimates and controls the expenditure of departmental funds. Formulates and enforces departmental rules and regulations and work methods and procedures. Enforces disciplinary measures when necessary. Evaluates and monitors performance of all departmental personnel. Coordinates activities between various law enforcement agencies in the apprehension of wanted criminals. Conducts long and short range planning for the Department. Manages the Department's labor relations and grievance procedure.

Assistant Chief or Captain - 2nd in Command - This is specialized administrative and supervisory work assisting in the direction of the activities of the police department. An employee in this class is responsible for the planning and scheduling of work tasks for the department, for oversight of department training, for negotiations in labor relations, and for other administrative duties. Duties are performed under the general direction of the Chief. Reviews all reports and records prepared by shift commanders; prepares necessary daily reports; performs other administrative duties as required. Evaluates and monitors the performance of all police personnel. Enforces divisional rules and regulations. Oversees in-house training and certification for uniformed personnel.

Sergeant or Lieutenant - 3rd in Command - This is technical administrative and supervisory work in assisting the supervision of the activities for the police division. An employee in this class is responsible for assisting in the planning and assigning of work tasks for the division and for other administrative duties. Duties are performed under the general direction of the immediate departmental supervisor. Assists in the planning, assigning, and evaluation of the line activities and discipline of a group of subordinates in a manner consistent with departmental policy. Prepares necessary daily reports; performs other administrative duties as required. Conducts meetings and daily roll calls with subordinate personnel. Assists in the performance evaluation of subordinates. Patrols the City/Township in vehicle or on foot as necessary. Upholds and enforces department rules and orders.

Police Officer - Peace Officer/Line Position - This is specialized work in the protection of life and property through an enforcement of laws and ordinances for the City/Township and the State of Ohio. An officer in this class is responsible for maintaining law and order and performing related assignments such as traffic control, criminal investigations, and crime prevention. Duties are performed under the limited supervision of the immediate departmental supervisor. Patrols the City/Township in vehicle, on bike, or on foot to maintain law and order; prevents or discovers commission of crimes; apprehends criminals, enforces motor vehicle operation and parking regulations. Answers and responds to calls and complaints about fire, automobile accidents, robberies, and other crimes and incidents. Conducts preliminary investigations, gathers and assumes control of evidence, obtains witnesses, makes arrests, and does follow-up investigations. Interviews complainants, witnesses, suspects, and prisoners to obtain information about crimes. Checks doors, windows, and premises of unoccupied buildings or residences to detect any suspicious conditions and performs community service functions such as vacation checks and opening locked doors. Performs specialized tasks including breath analysis, photography, and videotaping. Testifies when necessary, on traffic, criminal, and civil matters. Enforces all federal, state, and local laws, statutes, and ordinances.

Police Clerk - This is specialized clerical and administrative work in the Police Division. A worker in this class is responsible for a variety of secretarial and bookkeeping responsibilities. Duties are performed under the limited supervision of the immediate departmental supervisor. Performs division bookkeeping responsibilities (paying out citations to the respective dockets). Maintains records of all adult and juvenile citations. Prepares a variety of correspondence, reports, forms, and other materials, including

abstracts for the Bureau of Motor Vehicles, Mayor's Court Council Reports, and State Treasurer's Reports. Performs a variety of secretarial and administrative duties.

Communications/Dispatcher - Under the general direction of a sergeant, the dispatcher is responsible for receiving complaints and requests for services from citizens (mostly via telephone communications) and dispatching police patrol forces to respond to these requests in accordance with departmental policy. Work extends to operation of computers to maintain accurate logs and complaint information records as well as perform other general clerical and record-keeping functions. Employees also maintain the City/Township jail and are responsible for the safekeeping of prisoners and providing visitation rights. Employees in this class do not supervise any subordinate personnel. Work involves considerable responsibility for accuracy and attention to duty. Performs related duties as assigned. Answers all citizen requests for service, obtains appropriate basic information and transmits appropriate information to police vehicles for response. Keeps in follow-up radio contact with operating units for the protection and well-being of the patrol force; initiates back-up called for in accordance with departmental procedures. Directly provides some information over the telephone in accordance with departmental procedures. Maintains radio and telephone contact with other emergency organizations as required, such as neighboring police departments, County Sheriff's Department, ambulance services, towing services. May book prisoners, feed prisoners, provide showers and visitation for prisoners, take bond and other duties required for the safekeeping of prisoners. Monitors alarms and weather alerts. Maintains departmental records such as accident report forms, radio log, and tow truck requests. Operates LEADS and inputs required information on computer. Accepts payments of parking tickets.

Fire Department

Fire Chief - This is highly responsible administrative and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the Fire Department. An employee in this class is responsible for the total operation of the Fire Department. Duties are performed under the limited direction of the Chief Executive. Plans, schedules, directs, and performs programs and activities of the Fire Department in accordance with professional standards and departmental policy. Reviews all reports and records prepared by fire/emergency service personnel; prepares necessary reports. Prepares budget estimates and controls the expenditure of departmental funds.

Assistant Fire Chief, or Captain (2nd level of administrative control) - This is specialized administrative and supervisory work assisting in the direction of the activities of the fire department and personnel. May serve as shift supervisor. An employee in this class is responsible for development and implementation of programs in training, aids in the counseling and performance evaluation of personnel in the department, as well as other administrative duties. Duties are performed under the general direction of the Fire Chief. Assumes the duties of the Chief in the event of his/her absence. Responsible for keeping abreast of changes in local, state, and national fire codes and regulations. Assists in the administration of daily activities and initiation of procedural changes for service delivery. Assists in the development and implementation of training policies. Enforces departmental rules and regulations.

Lieutenant/ Fire Inspector (3rd level of control) - This is specialized technical work in the fire department. May serve as a station or company supervisor. An employee in this class is responsible for enforcement of the fire code, development and implementation of commercial building plans, as well as other safety related administrative duties. Duties are performed under the general direction of the Fire Chief. Responsible for assignment of the appropriate unit for each call. Responsible for current inspections of all City/Township businesses. Maintain the records of current pre-fire plans for all businesses, schools, industries and other buildings as required by the Fire Chief. Responsible for ensuring currency of the City/Township street and road guide. Issue all related building permits. Issue all prevention permits. Conduct inspections of all three-family or larger buildings.

Firefighter/Paramedic/EMT - This is highly skilled work. An employee in this position is responsible for fire fighting, fire prevention, and for providing emergency medical service. Duties are performed under the direction of the Assistant Fire Chief. Extinguish fires. Perform rescue and salvage operations. Operate emergency vehicles and auxiliary equipment. Respond to calls for medical assistance. Deliver the appropriate medical service. Transport victim(s), if necessary, to the appropriate medical facility. Inspect, clean, test, transport, and perform parts replacement on fire and safety equipment.

Administrative Classified Positions

Account Clerk III & II - Under general supervision, an employee in this class performs a variety of responsible tasks involving advanced bookkeeping techniques in the preparation and maintenance of general City/Township accounts; the preparation, maintenance and update of records in the area of assignment. Position requires the ability to perform with speed and accuracy and requires the use of independent judgment. Performs other work as requested. Prepares reports of activity, showing monies received; prepares bank deposits; assists in preparation of monthly and quarterly reports. Compiles data and prepares monthly, quarterly, and annual financial statements, reports, surveys and special documents. Prepares payroll; computes and verifies correct deductions on all payroll checks, cuts checks, and disburses funds. Prepares monthly payroll summary, calculates and prepares all W-2 forms annually; prepares other payroll-related reports. Prepares invoices for payment; verifies accuracy for quantities ordered and received; maintains roster of vendors; maintains record storage and retrieval system. Performs other clerical and accounting tasks specific to area of assignment. Assists Assistant Finance Director in preparation of budget estimates.

Account Clerk I - Under general supervision, an employee in this class is responsible for the maintenance of routine financial records in a limited or well-defined area. A variety of routine tasks are performed requiring application of judgment based upon knowledge gained through experience. Performs related work as requested. Takes payments, makes change, balances cash drawer, prepares bank deposits and balances, reconciles accounts and bank statements. Types routine correspondence. Sets up accounts and routine financial reports. Enters data into computer. Handles routine customer questions and complaints. Files work materials as needed. May explain procedures and rules and regulations of area assigned.

Secretary to the Manager/Administrative Assistant - Under the direct supervision and working closely with the jurisdiction's chief executive (Manager, Administrator, Mayor), an employee in this class performs general clerical tasks to assist in administration and operations. Assists citizens by providing information, making referrals, and handles sensitive administrative or public relations disclosures and related situations. Answers phone, takes messages, and makes referrals to the proper person or department. Schedules appointments. Copies material. Sets up and maintains files. Performs light typing and/or computer input or data entry. Skill in accurately recording written material and/or numbers. Ability to prioritize and handle multiple priorities in a stressful environment. Ability to establish and maintain good working relationships with the public and co-workers.

Secretary II - Under the direct supervision of a department/division head or other supervisor, an employee in this class performs general clerical tasks to assist in program or department operations. The employee performs related work as requested. Assists citizens by providing information, making referrals, and/or helping to complete forms or accepting payments. Answers phone, takes messages, and makes referrals to the proper person or department. Schedules appointments. Copies material. Sets up and maintains files. Performs light typing and/or computer input or data entry. Skill in accurately recording written material and/or numbers. Skill in operating a cash register and making change if and when necessary. Ability to speak distinctly when relaying messages in person or on the phone. Ability to deal with repetitive tasks. Ability to prioritize and handle multiple priorities in a stressful environment. Ability to establish and maintain good working relationships with the public and co-workers.

Secretary I / Receptionist - This is semi-skilled office work. A worker in this class is responsible for assisting in a variety of clerical and other tasks. Duties are performed under the close supervision of the immediate departmental supervisor. Answers telephone, takes messages, and transfers numbers to appropriate offices. Assists in sorting mail and delivering it to appropriate offices. Assists in the performance of various clerical duties, such as filing, typing, and answering the telephone as needed. Assists in the preparation of papers. Coordinates reservations for the use of City/Township facilities. Assists in filing, office correspondence, and record-keeping.

Utility Billing Clerk - This is skilled clerical work. A worker in this class is responsible for the coordination and performance of duties associated with the timely production and processing of utility and solid waste billing documents and payments. Records meter data and maintains records including establishing and maintaining accounts, posting payments into the computer system, balancing entries, and performing batch operations. Coordinates all steps of the billing procedure to maintain billing records. Transfers data collected from Hand Held Meter Reading unit. Reviews reports from automated data collection and prepares billing statements. Posts receipts, deposits moneys, and makes necessary journal adjustments (A/R). Processes work orders in response to water leaks and service demands. Responds to utility customer requests and complaints. Installs, upgrades, and maintains computer system. Performs various clerical duties, such as filing, typing, and answering the telephone as needed.

Water/Wastewater/Power Utilities Departments

Water Superintendent - This is skilled and semi-skilled work in the Water/Wastewater Department. An employee in this class is responsible for the general operation of the City/Township water plant. Duties are performed under the limited direction of the Utilities Director. Collects water samples and performs laboratory tests on water samples in accordance with professional standards and departmental policy. Supervises Water Operators II & I (certified and non-certified). Supervises and participates in the connection and installation of water and sewer lines. Responsible for the maintenance of the main trunk line. Operates all necessary water treatment equipment. Assists in the planning, scheduling, supervising, and performance evaluation of programs and activities at the water plant in accordance with professional standards and departmental policy. Responsible for the repair of water-main breaks and leaks. Locates and inspects new water and sewer lines within the City/Township. If combined Water/Sewer Superintendent, please note and report in Water Superintendent response area.

Wastewater Superintendent - This is specialized work in the treatment operation of the water treatment facility. A worker in this class is responsible for performing tests and inspections on water materials and ensuring the proper handling of materials along with supervision of employees. Assists in the planning, scheduling, supervising and performance of programs and activities of the water plant in accordance with professional standards and departmental policy. Prepares laboratory for various tests and coordinates treatment of wastewater including compliance with NPDES discharge limits. Maintains industrial pretreatment program. Performs laboratory tests on wastewater samples in accordance with professional standards and departmental policy. Assists in the training of employees, inspects vehicles for repair and replacement and makes recommendations to supervisor. Operates all necessary treatment equipment. Maintains test results and maintenance records for E.P.A. compliance.

Water Treatment Plant Operator III, II, I - This is skilled and semi-skilled work in the Water/Wastewater Department. An employee in this class is responsible for assisting the Water Superintendent in the general operation of the City/Township's water plant. Duties are performed under the limited direction of the Utilities Director. Collects water samples and performs laboratory tests on water samples in accordance with professional standards and departmental policy. Collects and records various water data at the water plant and monitors chemicals. Responsible for the City/Township's Backflow Program in accordance with EPA policy. Installs and repairs water meters and completes work orders. Operates all necessary water treatment equipment. Responsible for the repair of water-main breaks or leaks and routine plumbing and pipefitting. Operators III's may have plant supervisory responsibility.

Wastewater Treatment Plant Operator III, II, I - This is skilled work in the treatment operation of the wastewater treatment facility. A worker in this class is responsible for performing tests and inspections on wastewater materials and ensuring proper materials handling. Duties are performed under the general supervision of the immediate departmental supervisor. Prepares laboratory for various tests and inspections and performs basic plant functions including monitoring temperature, pH, % solids, % volatile, 30 minute settling tests, suspended solids, chlorine residuals, ammonia, BOD, fecal coliforms, and volatile acids. Performs laboratory tests on wastewater samples in accordance with professional standards and departmental policy. Operates all necessary treatment equipment and prepares monthly plant performance reports. Maintains test results and maintenance records for E.P.A. compliance. Assists in preparing monthly and annual plant performance reports for USEPA or OEPA. Operators III's may have plant supervisory responsibility.

Utility Meter Reader - This is semi-skilled work in the Water Department. A worker in this class is responsible for reading meters. Duties are performed under the direct supervision of the immediate departmental supervisor. Equipment used includes a hand-held computer and a meter testing board. Reads water meters in both residential and commercial establishments, makes entries in hand-held computer. Checks meters for damages, makes small repairs if possible. Tests meters for accuracy and adjusts when necessary.

Power Distribution Manager - This is specialized work for which an employee is responsible for the operation, maintenance, and construction of the electric distribution system. An employee in this position schedules, assigns, organizes, and oversees electrical line construction and maintenance work. Inspects completed electrical line work. Assists with the layout of street lights. Prepares switch orders for switching circuits. Troubleshoots problem areas on the electric system. Conducts repairs on electrical outages. Supervises tree clearance. Conducts electrical line surveys and stakes new lines. Coordinates work with other departments and contractors as necessary. Secures right of ways and easements as needed. Investigates and responds to citizen complaints/concerns. May manage and supervise line crews.

Power Plant Maintenance Supervisor - This is skilled and semi-skilled work for which an employee is responsible for the maintenance of the power plant, peaker units, steam, and hot water distribution systems. Maintains all equipment. Conducts

periodic checks and system inspections on all turbines, pumps, fans, and lines. Prepares maintenance reports and records. Trains and supervises employees. Responds to citizen complaints/concerns. Monitors inventory and requisitions supplies as necessary.

Public Works - Street and Facilities Maintenance Departments

Superintendent of Streets - This is highly responsible administrative, supervisory, and technical work in planning, directing, and coordinating the operations, personnel, and resources of the Service Department. An employee in this class is responsible for the total operations of the Service Department. Duties are performed under limited direction. Plans, schedules, directs, and performs programs and activities of the Street Department in accordance with professional standards and departmental policy. Oversees the work of Service Department crews and contractors engaged in the construction and/or repair of streets, alleys, municipal parking lots, and the storm sewer system. Insures the proper posting and maintenance of street and traffic signs throughout the City/Township. Designs routes and supervises the removal of snow and ice from City/Township streets and municipal parking lots. Trains, schedules, supervises, and evaluates all departmental employees. Maintains records of the Service Department, including work orders, requisitions, and maintenance records on equipment. Manages inventory and requisitions all materials needed for departmental work. Prepares budget estimates and controls the expenditure of departmental funds. Manages street, sidewalk, street lighting, traffic light, and park inspections. Responsible for storm water management. Operates, when needed, all equipment used by the department.

Foreman/Crew Leader - This is skilled work. A worker in this class is responsible for the performance of a variety of types of specialized labor along with other administrative and physical labor. Duties are performed under the limited supervision of the departmental supervisor. Equipment used includes backhoes, loaders, bush hogs, saws, lift truck, snow plow, and various hand tools. Performs a variety of skilled labor, including plumbing, carpentry, electrical, landscaping, and care and maintenance of storm sewers. Assists in the training, supervising, and coordination of work of departmental employees. Coordinates seasonal work such as snow removal or lawn maintenance. Performs various physical labor including hauling, cutting, cleaning, shoveling, and painting. Operates a variety of manual and power tools and equipment appropriate to job related tasks. Responds to emergency calls concerning ice and snow removal, storm damage, and street damage.

Municipal/Township Service Worker III - This is skilled work. A worker in this class is responsible for the performance of a variety of types of skilled labor along with other administrative and physical labor. Duties are performed under the general supervision of the departmental supervisor. Equipment used includes: loader, bucket truck, backhoe, large mowing equipment, dump truck, snow plow, salt spreader, paint striper, tar kettle, jack hammer, lawn mowers, weed eaters, leaf machine, chain saw, power saw, table saw, welder, and a sign machine. Performs a variety of skilled labor, including plumbing, carpentry, electrical, concrete work, and landscaping. Responsible for routine operation and maintenance of various types of equipment. Assists in training and supervising departmental employees. Performs physical labor including hauling, cutting, cleaning, shoveling, and painting. Operates a variety of manual and power tools and equipment appropriate to job related tasks. Responsible for pruning, planting, and maintaining trees, shrubs, and flowerbeds. Other titles might include Working Supervisor.

Municipal/Township Service Worker II - This is semi-skilled work. A worker in this class is responsible for the performance of various physical tasks including assistance in the maintenance of streets, parks, buildings, and vehicles in the City/Township. Duties are performed under the direct supervision of the immediate departmental supervisor. Operates a variety of manual and power tools and equipment appropriate to job related tasks. Performs seasonal work such as snow removal, lawn mowing, and the filling of potholes. Assists in routine grounds maintenance functions. Operates light equipment such as tractors and lawn mowers. Performs routine street maintenance, including the installation of traffic signs. Responsible for the recycling of Christmas trees and yard waste. Other titles might include Leadman or Laborer.

Mechanic I - An employee in this class is responsible for performing repair jobs on all City/Township vehicles, motorized and trailer equipment. Work also extends to doing electric and gas welding and fabrication jobs when necessary. Performs related work as requested. Performs major overhaul repairs and adjustments to automotive systems such as brakes, ignition systems, electrical systems, transmissions, fuel systems, heating and cooling, and other similar systems. Overhauls diesel and gasoline engines of all sizes. Overhauls and repairs transmissions and differentials of all sizes and speeds. Makes repairs, overhauls and makes adjustments on hydraulic components for crawlers and rubber tired heavy equipment and fire-fighting equipment. Performs maintenance and repairs on air brakes and component parts. Performs electric and gas welding and minimal body repair when necessary. Cleans and maintains work area.

Municipal/Township Service Worker I - This is considered an entry-level position of general semi-skilled work. A worker in this class is responsible for assisting in the maintenance of City/Township streets, parks, buildings, structures, and vehicles. Duties are performed under the close supervision of the immediate departmental supervisor. Performs physical labor including hauling, cutting, cleaning, and shoveling. Assists in the maintenance and repair of City/Township streets and alleys,

curbs, and sidewalks. Performs seasonal work such as snow removal and lawn mowing. Operates a variety of manual and power tools and equipment appropriate to job related tasks. May operate light equipment such as lawn mowers.

Unclassified and Other Positions

Manager/ Administrator - Under administrative direction, is responsible for performing highly responsible professional work of considerable difficulty in planning, developing, and directing major programs and projects for the City/Township. Supervision is exercised through both functional and line authority over subordinate personnel and department heads engaged in a wide range of tasks necessary for the smooth operation of the City/Township government. Performance is reviewed through periodic conferences, reports and attainment of goals. Performs other work as requested. Carries out the directives and policies of elected City/Township officials; enforces all orders, resolutions, ordinances, and regulations of the City/Township Council to assure that they are faithfully executed. Signs all contracts; authorizes expenditures; meets with citizens. Prepares reports on action taken pursuant to any directive or policy as requested. Prepares and controls all operating and capital expenditure budgets. Directs, monitors and evaluates the activities of designated department heads. Provides leadership and guidance as to goals and objectives of City/Township government. Attends and participates in conferences, meetings and work sessions on behalf of the City/Township. Prepares correspondence and/or supporting data as may be needed by the City/Township Council. Writes reports as requested. Establishes and maintains cooperative relationships with other governmental agencies, various community groups, and the news media.

Assistant Manager/ Assistant Administrator - Under administrative direction of the City/Township Manager or CEO, is responsible for performing highly responsible professional work of considerable difficulty in planning, developing, and directing major programs and projects for the City/Township. Supervision is exercised through both functional and line authority over subordinate personnel and department heads engaged in a wide range of tasks necessary to the smooth operation of the City/Township government. Performance is reviewed through periodic conferences, reports, and attainment of goals. Performs other work as requested. Assists the City/Township Manager in carrying out and enforcing the directives, policies, orders, resolutions, ordinances, and regulations of City/Township Council to assure that they are faithfully executed. Performs the duties of and acts on behalf of the City/Township Manager in his absence. Prepares reports for the City/Township Manager on action taken pursuant to any directive or policy as requested. Assists in the preparation and control of the annual operating budgets of Parks & Recreation/Plant Maintenance, Personnel, CATV and Equipment Maintenance. Directs, monitors and evaluates the activities of designated department heads. Serves as Chief Labor Negotiator representing the City/Township in negotiations with unions; handles grievances, arbitration, and related labor relations matters. Attends and participates in conferences, meetings and work sessions on behalf of the City/Township Manager. Prepares correspondence and/or supporting data as may be needed by the City/Township Manager or City/Township Council; writes reports and/or summarizations as requested. Establishes and maintains cooperative relationships with other governmental agencies, various community groups, and the news media. Serves as liaison to the Mayor's Beautification Committee and the Cable Advisory Board.

Finance Director - This is highly responsible administrative and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the Finance Department. An employee in this class is responsible for the total operation of the Finance Department. Duties are performed under the limited direction of the Chief Executive. Prepares and executes annual budgets and manages all accounting systems to conform to state and county accounting requirements. Keeps accurate records of all moneys, prepares annual budgets and appropriations and manages accounting system. Manages all accounts payable and City/Township held investments. Coordinates financial data processing systems for the City/Township. Manages information systems and prepares GAAP reporting for the state. Trains, schedules, supervises, and evaluates all department employees. Coordinates all bond and note financing for the City/Township. Responsible for analyzing all City/Township insurance proposals.

Recreation Director - This is highly responsible administrative and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the Recreation Department. An employee in this position is responsible for the total operation of the Recreation Department. Duties are performed under the limited direction of the President of the Recreation Commission or Chief Executive of the City/Township. Work sites include the City/Township's recreational facilities. Equipment used includes general types of office equipment and recreational equipment. Develops programs for youths and adults, introduces new program materials and equipment, arranges suitable space for programs, and supervises their administration. Trains and supervises summer workers who are responsible for children's activities. Promotes new and existing programs within the community. Oversees recreation maintenance. Conducts periodic safety checks on playground equipment and park maintenance equipment.

Human Resources Director - This is highly administrative work in planning, directing, and coordinating the activities of the centralized personnel management system. An employee in this position performs planning, organizing, and supervisory duties relating to the central personnel management activities, including recruitment and selection, orientation, classification and compensation, rules and

regulations, performance evaluation, and maintenance of personnel records. Establishes, updates, and administers municipal employment rules and regulations and affirmative action programs. Conducts periodic salary and benefit surveys. Reviews personnel requisitions. Analyzes, interprets, and implements collective bargaining agreements, legal documents, rules, laws, and court decisions. Maintains a working relationship with union leadership, civil service commission, labor management groups, health insurance advisory committee, and chamber of commerce groups. Acts as chief negotiator in collective bargaining endeavors. Serves as EEO offices and ensures compliance with AA, FMLA, ADA, and all other applicable state and federal statutes.

Economic Development Director - This is highly responsible administrative and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the Economic Development Department. An employee in this position is responsible for the total operation of the Economic Development Department. Builds partnerships and business relationships with representatives of potential investors in order to acquire profit-making business ventures for the City/Township. Develops strategies for establishing partnerships with business representatives. Provides support in negotiations, contract development, and other business development projects. Estimates consumer demand for proposed projects based on market research and consumer trends. Creates financial projections for growth and profitability of future potential ventures. Seeks out and researches prospective projects through phone calls, travel, attending conferences, and utilizing other electronic media. Maintains a working relationship with other City/Township Departments, such as the Finance, Tax, and Public Works Department. Works to ensure requirements are defined and met according to the economic plan.

Planning/Community Development Director - Under general administrative direction, is responsible for planning, organizing, and coordinating all activities relative to existing zoning ordinances, zoning ordinance interpretation and enforcement, planning requirements for the development of property, thorough-fare planning, and related responsibilities. Work involves the review of proposed subdivisions, planned unit developments, zoning changes, zoning permits, site plans and variances; compilation and analysis of research data; the exercise of considerable judgment in technical planning matters. Supervision may be exercised over employees on special projects, including Economic Development activities. Performs other work as requested. Plans, organizes, and coordinates City/Township review of development proposals for their compliance with City/Township ordinances, standards and policies as well as sound planning principles. Checks, in detail, building site plans for compliance with Zoning Code. Reports to superior on progress of work, makes adjustments as necessary in the scheduling of work and prepares the reviews, plans, and reports. Confers with the public on matters concerning planning and development approval matters. Prepares public presentations, speeches and holds individual conferences as necessary. Acts as staff liaison to Planning Board, attends Zoning Board of Appeals and other meetings as requested. Updates elements of the Comprehensive Plan, prepares special area plans, zoning and subdivision amendments and environmental impact studies as directed. Conducts data collection and analyzes data for reports and studies, as directed. Conducts field inspections, reviews field inspection reports, and takes appropriate action related to planning. Assists with zoning administration and enforcement as needed.

Planner I - Under the direction of the Planning Director, is responsible for entry-level responsibilities relevant to planning, organizing, and coordinating activities relative to existing zoning ordinances, zoning ordinance interpretation and enforcement, planning requirements for the development of property, thorough-fare planning, and related responsibilities. Work may involve the review of proposed subdivisions, planned unit developments, zoning changes, zoning permits, site plans and variances; compilation and analysis of research data; the exercise of considerable judgment in technical planning matters. May act as staff liaison to Planning Board, and attends Zoning Board of Appeals and other meetings as requested. Updates elements of the Comprehensive Plan, prepares special area plans, zoning and subdivision amendments and environmental impact studies as directed. Conducts data collection and analyzes data for reports and studies, as directed. May conduct field inspections, reviews field inspection reports, and takes appropriate action related to planning.

Chief Engineer - An employee in this class performs professional level work of considerable difficulty in coordinating the City/Township's civil engineer activities. Work includes planning, developing, and directing major programs and projects of the City/Township. Incumbent performs professional engineering work and coordinates and supervises complete engineering projects. Work assignments are received in writing or orally. Work is reviewed through observation, conferences, and reports. Performs other work as requested. Prepares engineering designs for City/Township projects; reviews and evaluates proposed projects; and prepares reports and recommendations. Plans, directs, and coordinates the inspection of construction projects to ensure compliance with engineering plans, specifications, and City/Township code. Plans, assigns, directs and evaluates the work of assigned subordinates. Maintains liaison with consulting engineers and appropriate City/Township, County, State and Federal agencies regarding joint projects. Meets with the public and developers to discuss the City/Township's codes and regulations.

Engineering Technician - This is advanced specialized and supervisory field and administrative technical engineering work with regard to public works projects. An employee in this position performs specialized design, construction inspection, and engineering records maintenance. The application of extensive technical knowledge in the engineering field is required. Prepares

construction drawings for publicly funded capital projects. Collects and interprets field survey data to inform construction drawings. Directs field survey data collection efforts. Inspects construction sites. Investigates and responds to citizen complaints/concerns.

Building Inspector – An employee in this class is responsible for directing and coordinating the enforcement of building codes, zoning ordinances, and safety standards. Work decisions on enforcement activities are usually made independently, but administrative consult on overall enforcement policy is available from immediate supervisor(s). Plans, supervises, and participates in all phases of building and plumbing inspection; confers with subordinate inspectors, discusses problems, and makes plans for future work loads. Performs actual on-site inspection and approves plans. Appraises soundness of building and zoning ordinances and makes recommendations for changes in ordinances and regulations governing zoning and building inspection. Checks building plans in detail; prepares complaints for legal action against violators of Building, Zoning and Minimum Housing Code regulations. Consults and advises with Board of Appeals. Prepares special reports as well as surveys of conditions in areas requiring special emphasis. Supervises maintenance of property records, transfers, etc.

Code Enforcement Officer - This is highly administrative work. An employee in this position performs general field inspection work regarding the enforcement of zoning, building, property, maintenance, abandoned vehicle, and nuisance laws and regulations. Familiarity with various codes is essential. Investigates and responds to citizen complaints/concerns. Develops code enforcement information. Develops departmental procedures. Prepares and presents cases for court hearings. Conducts surveys of all properties in the City/Township. Maintains up-to-date knowledge of new ordinances and laws.

Director of Public Works - Under the administrative direction of the City/Township Manager, is responsible for all division heads and activities of a combined Public Works Department - Streets and Utilities. Work involves the planning, organizing and directing of the division heads in providing essential services concerned with street maintenance, water and sewer utilities, wastewater treatment, and engineering. Considerable independent judgment and discretion is required in directing the daily operation of the department. Performs other work as requested. Directs the development, administration, and review of the division budgets and exercises control over expenditures. Prepares the budget and evaluates the need for and recommends the addition of new personnel, material, and equipment. Plans, schedules, directs, and reviews the work of division heads through reports or personal observation of work in progress or completed projects. Works in close cooperation to coordinate various City/Township projects with other department directors. Directs responses to citizen inquiries and complaints regarding City/Township services performed by any public works employee. Directs the development and implementation of the City/Township's five year capital improvement plan. Prepares and submits periodic reports. May assist the City/Township Manager on special projects. Reviews and recommends proposals from engineering consultants involving engineering project design and implementation.

MIS/DP Manager - Under the administrative direction of the City/Township Manager, an employee in this class is responsible for planning and coordinating the use of information technology by the jurisdiction. Work involves the planning, organizing and directing of division heads in providing essential services concerned with information management and reporting. Considerable independent and technical judgment and discretion is required in assisting the daily operation of multiple departments. Directs the development, administration and review of the division budgets and exercises control over expenditures. Prepares the budget and evaluates the need for and recommends the addition of new personnel, material, and equipment. Plans, schedules, directs, and reviews the work of division heads through reports or personal observation of work in progress or completed projects. Works in close cooperation to coordinate various City/Township projects with other department directors. Prepares and submits periodic reports. May assist the City/Township Manager on special projects.