

# Job Summaries

## **Assist Superintendent Public Works**

Provides assistance to the Department Superintendent Public Works in administrative and operational functions of the Public Works Department.

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## **Assistant CAO**

Works under the direction of the Chief Administrative Officer. Performs administrative duties involving legal, financial and public relations matters and other related duties as assigned. Job duties are of a highly professional nature. Possesses a thorough knowledge of the laws and regulations controlling the office of the Mayor, to include municipal ordinances, state and federal laws and civil service rules and regulations.

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## **Assistant Court Clerk**

Performs a variety of advanced clerical duties involved in the operation of the Municipal Court.

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## **Assistant Fire Chief**

Oversees the care and maintenance of all fire department equipment and property, provides final approval for scheduling of personnel, and maintains department inventory of supplies. Assists in the preparation of the departmental operating budget and participates in the departments public education program. Performs the duties of the Fire Chief in the Chief's absence. Works with a high degree of independence in the performance of assigned duties, discussing work assignments with, and having work performance reviewed by the Fire Chief.

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## **Assistant Municipal Clerk**

Makes preparations for council meetings and prepares weekly calendar of meetings for distribution and indexing of ordinances and resolutions. Acts as Municipal Clerk in their absence. Distributes and processes daily correspondence, requisitions, expense reports, assists with travel and seminar arrangements for the Municipal Clerk and the Council. Compiles and maintains mayor and council attendance records and profile information. Assists with record pulling and search requests and projects.

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## **Assistant Police Chief**

Assist in the planning and directing of departmental operations, including the management of personnel; maintaining departmental equipment, property, and supplies; managing record keeping; performing public relations duties; and assisting in directing law enforcement activities of the department. May be required to perform the duties of the Police Chief in the Chief's absence. Works with a high degree of independence, reporting to and having work reviewed by the Police Chief.

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## **Asst Superintendent Electric**

Under general direction of the Department Superintendent Electric, the Assistant Superintendent assists in the planning, directing, and supervision of the Electric Department and related work as required. This position is immediately below that of the superintendent and in the superintendent's absence, temporarily assumes full command of operations.

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### **Asst Superintendent Garbage**

Under general direction of the Department Superintendent Garbage, the Assistant Superintendent assists in the planning, directing, and supervision of the Garbage Department and related work as required. This position is immediately below that of the superintendent and in the superintendent's absence, temporarily assumes full command of operations.

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### **Asst Superintendent Gas**

Under general direction of the Department Superintendent Gas, the Assistant Superintendent assists in the planning, directing, and supervision of the Gas Department and related work as required. This position is immediately below that of the superintendent and in the superintendent's absence, temporarily assumes full command of operations.

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### **Asst Superintendent Recreation**

Under general direction of the Department Superintendent Recreation, assists in the planning, direction and supervision of Recreation Department activities. In the absence of the superintendent assumes full command of operations.

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### **Asst Superintendent Sewer**

Under general direction of the Department Superintendent Sewer, the Assistant Superintendent assists in the planning, directing, and supervision of the Sewer Department and related work as required. This position is immediately below that of the superintendent and in the superintendent's absence, temporarily assumes full command of operations.

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### **Asst Superintendent Streets**

Under general direction of the Department Superintendent Streets, assists in the planning, direction, and supervision of the operation of the Street Department and related work as required. This position is immediately below that of the superintendent, and in the superintendent's absence assumes full command of operations.

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### **Asst Superintendent Water**

Under general direction of the Department Superintendent Water, the Assistant Superintendent assists in the planning, directing, and supervision of the Water Department and related work as required. This position is immediately below that of the superintendent and in the superintendent's absence, temporarily assumes full command of operations.

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### **Auditor**

Responsible for independent protective and constructive audits for management review. Examines records of departments to insure proper recording of transactions and compliance with applicable laws. Inspects accounting systems to determine their efficiency and protective value. Reviews records pertaining to material assets, such as buildings or

manpower, to determine degree to which they are being utilized. Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with established policies or procedures. Prepares reports of finding and recommendations.

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### **Bookkeeper**

Keeps records of financial transactions using calculator and/or computer. Verifies, allocates and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs and computer printouts.

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### **Building Inspector**

Performs Journeyman level skilled inspection work to insure compliance with municipal ordinances and regulations governing construction to buildings and housing, and effective compliance with legally established specifications and requirements.

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### **Central Services Manager**

Responsible for management of the procurement functions of the municipality. Establishes practices and procedures to be followed by department personnel. Responsibilities include the negotiating of price and delivery; selecting vendors, assessing vendor capabilities, developing alternate sources, and evaluating vendor performance. Assures that department records are maintained and that purchases are followed up or expedited when required. Department records include price histories to provide information on price variance.

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### **Chief Administrative Officer**

Head of the Department of Administration and responsible for planning, organizing, directing and controlling the day to day operation of municipal government. Responsible for the performance of all municipal department functions - personnel administration, public safety, streets, parks and grounds, water and sewer, central services, recreation, and building inspection.

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### **Clerk - Fire**

Types forms, reports, and other records, proofreads and corrects said material, and files these records and reports in a manner established by departmental policy. Position is non-supervisory in nature.

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### **Clerk - Police**

Types forms, reports, and other records, proofreads and corrects said material, and files these records and reports in a manner established by departmental policy. Position is non-supervisory in nature.

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### **Clerk-Typist**

Performs routine clerical or office duties under direct supervision. Tasks performed are well structured and defined within a set of procedures so that there is limited need for individual judgment.

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### **Controller**

Performs all management duties of the Accounting Division including, but not limited to, the budget, investments, financial reports, capital projects, payroll, accounts payable/receivable, cash management, bond debt, financial reports, and state/federal grants.

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### **Councilman/Alderman**

Elected

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### **Dept Superintendent Electric**

Responsible for the overall direction of the Electric Department. Plans, organizes, directs and controls the activities of the operation functions for the department. Responsible for outlining the policy and procedures for all crew functions - material management, maintenance, tools and equipment.

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### **Dept Superintendent Garbage**

Responsible for the overall direction of the Garbage Department. Plans, organizes, directs and controls the activities of the operation functions for the department. Responsible for outlining the policy and procedures for all crew functions - material management, maintenance, tools and equipment.

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### **Dept Superintendent Gas**

Responsible for the overall direction of the Gas Department. Plans, organizes, directs and controls the activities of the operation functions for the department. Responsible for outlining the policy and procedures for all crew functions - material management, maintenance, tools and equipment.

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### **Dept Superintendent Public Works**

Directs and coordinates Public Works operations.

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### **Dept Superintendent Recreation**

Responsible for the overall direction of the Recreation Department. Implements and directs athletic and recreational programs, along with other leisure and cultural activities and functions of the municipality relevant to the recreation department.

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## **Dept Superintendent Sewer**

Responsible for the overall direction of the Sewer Department. Plans, organizes, directs and controls the activities of the operation functions for the department. Responsible for outlining the policy and procedures for all crew functions - material management, maintenance, tools and equipment.

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## **Dept Superintendent Streets**

Responsible for the overall direction of the Streets Department. Plans, organizes, directs and controls the activities of the operation functions for the department. Supervises personnel in the maintenance of streets, municipal right-a-ways, and the maintenance and repair of equipment.

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## **Dept Superintendent Water**

Responsible for the overall direction of the Water Department. Plans, organizes, directs and controls the activities of the operation functions for the department. Responsible for outlining the policy and procedures for all crew functions - material management, maintenance, tools and equipment.

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## **Director Public Works**

Responsible for the overall direction of the Public Works Department. Plans, organizes, directs and controls the activities of the operation functions for the department. Responsible for outlining the policy and procedures for all crew functions - material management, maintenance, tools and equipment.

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## **Dispatcher - Fire**

Receives requests for fire services via multi-line telephones; operates various telecommunications equipment; simultaneously attends to telephone and radio traffic while inputting and extracting data from computer systems; prepares reports, maintains files.

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## **Dispatcher - Police**

Receives requests for police services via multi-line telephones, dispatches public safety units; operates various telecommunications equipment; simultaneously attends to telephone and radio traffic while inputting and extracting data from computer systems; prepares reports, maintains files.

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## **District Fire Chief**

Manages the fire suppression activities of the department on an assigned shift. Responds to all fire alarms received on the assigned shift and directs emergency scene activities until relieved by a superior officer. Assumes primary responsibility for supervising subordinate personnel on their assigned shift, for assisting the Assistant Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. Works with a high degree of independent in the performance of their assigned duties. Work performance is reviewed by the Assistant Fire Chief.

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## **Driver - Fire**

Responsible for driving fire equipment to and from the scene of a fire and for operating pumps and other equipment as required. Performs routine tasks independently.

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## **Finance Director**

Works with financial data, and information relating to the major accounting functions of the municipality. Monitors revenues and expenditures in relation to projected budgeted amounts for all municipal departments; assists in the preparation of the municipal budget; and develops data-entry and accounting programs. Performs audits of specialized areas as requested.

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## **Fire Chief**

Head of the Fire Department and responsible for planning, organizing, directing and controlling day to day operations. Directs and is responsible for fire prevention; fire extinguishments and salvage operations; inspection and recommendations concerning the fire code of the municipality; investigations of fires and their causes; and the conduct of the fire safety and prevention programs.

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## **Fire Inspector**

Performs inspections of commercial buildings, institutional buildings, and schools to check for violations of fire codes and keeping records of such inspections. The fire inspector also performs fire investigations duties at the scenes of fires and performs public relations duties such as giving talks and demonstrations on fire prevention when assigned. Duties are performed with a great deal of independence and work is reviewed by the Assistant Director of Fire Prevention and the Director of Fire Prevention. A certain amount of risk is associated with investigative duties and the incumbent may be required to carry and operate a firearm.

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## **Fire Lieutenant**

Assists superior officers in the management of all department operations on one shift, responding to emergency calls, keeping all fire equipment in working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting the training of subordinate employees. Works with a high degree of independence and reports to and has work reviewed by the District Fire Chief.

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## **Firefighter**

Responsible for the operation of apparatus and equipment and the protection of life and property through fire prevention, rescue, and the extinguishing of fires. Performs routine tasks independently.

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## **Foreman**

Leads and participates in the work of crew performing equipment operations, manual labor and semi-skilled tasks in Public Works projects. Responsible for hiring, firing, training, and discipline of crew.

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## **Heavy Equipment Operator**

Responsible for safe and efficient operation of heavy construction equipment with the ability to accurately complete assigned work. Performs highly skilled work in the operation of heavy equipment. Work is performed in accordance with the instructions received by immediate supervisor and the employee is expected to carry out the assignments free of direct supervision, except for the more complicated jobs. Employee is responsible for the efficient working condition of assigned equipment and/or expected to perform minor servicing and maintenance, or refer major problems to the supervisor at the first sign of trouble. Work is reviewed by observation of results, observation of equipment conditions, and through analysis of equipment and maintenance cost.

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## **Helper**

Assists in general repair duties. Works under direct supervision. Completes paperwork to request supplies and materials.

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## **Laborer**

Provides manual labor following basic routines directed by an immediate supervisor during construction repair and maintenance of municipal services and facilities.

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## **Light Equipment Operator**

Performs semi-skilled work in operating a variety of maintenance equipment in the maintenance of municipal properties.

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## **Mayor**

Elected

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## **Mechanic**

Performs journeyman level mechanic responsibilities for major overhauls, repairs and maintenance on a wide variety of gasoline and diesel powered vehicles, motorized construction equipment, and other power driven machinery. Inspects work of other mechanics and may provide technical leadership.

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## **Meter Reader**

Responsible for the accurate reading and recording of consumption for utility customers.

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## **Municipal Clerk**

Acts as a liaison between citizens and their elected representatives. Keeps official records of actions and legislation adopted by the Council. Issues legal notices of Council activities. Directs and coordinates day to day activities of the Council's office. Prepares and implements training orientation for members of municipal boards and commissions, and supervises subordinates.

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### **Municipal Court Clerk**

Responsible for daily intake, balancing, and accountability of all bonds, fines, court costs, restitution, and jail time credits. Provides discharge forms for inmates' release. Screens defendants for financial responsibility. Enroll defendants in alternative court-ordered programs. Enforces compliance of driving privilege/suspensions. Prepares bench warrants and arrest warrants.

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### **Patrol Officer**

Patrols assigned districts, enforces state, municipal and federal laws, answers all calls for medical and police related service, makes arrests, issues citations and prepares reports. May also work traffic, perform drug demonstrations, care for K-9, dispatch and perform criminal investigations.

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### **Patrol Officer First Class**

Experienced Officer, performs at advanced journeyman level. Patrols assigned districts, enforces state, municipal and federal laws, answers all calls for medical and police related service, makes arrests, issues citations and prepares reports. May also work traffic, perform drug demonstrations, care for K-9, dispatch and perform criminal investigations.

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### **Payroll Assistant**

Under general supervision, performs duties that involve the processing of time and earnings records of all municipal employees, resulting in the distribution of payroll checks. Prepares various reports and payments for filing/transmittal to any public safety unions, insurance carriers, and governmental agencies.

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### **Personnel Director**

Responsible for developing a system of personnel administration that provides the means to recruit, select, develop and maintain an effective and responsive work force. The system shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits.

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### **Police Captain**

Manages a single functional unit within the department. Responsible for the supervision of lieutenants, sergeants, corporals and/or other non-supervisory personnel. Recommends disciplinary actions, analyzes police problems, and formulates solutions. Performs special projects as assigned from higher ranking officers.

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### **Police Chief**

Elected; or Head of the Police Department and responsible for planning, organizing, directing and controlling day to day operations. Directs and is responsible for the preservation of public peace and order; prevention of crime; apprehension of criminals; assistance to the courts and other law enforcement officials; and the enforcement of the laws of the state and the ordinances of the council.

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### **Police Corporal**

Responsible for the direction and supervision of police officers and/or juvenile officers. Functions as a lead, performing essentially the same work as those directed. Supervision is exercised through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Work independently in most areas, but receive specific instructions on special projects from superior officers.

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### **Police Lieutenant**

Supervises and monitors performance for several groupings of employees or work units. Responsible for the direction and supervision of sergeants, corporals, police officers and/or juvenile officers. Supervision is exercised through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Work independently in most areas, but receive specific instructions on special projects from superior officers.

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### **Police Major**

Manages several functional units within the department. Responsible for the supervision of captains, lieutenants, sergeants, corporals and/or other non-supervisory personnel. Recommends disciplinary actions, analyzes police problems, and formulates solutions. Performs special projects as assigned from higher ranking officers.

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### **Police Sergeant**

Supervises and monitors performance for a single regular group of employees or work unit. Responsible for the direction and supervision of corporals, police officers and/or juvenile officers. Supervision is exercised through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Work independently in most areas, but receive specific instructions on special projects from superior officers.

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### **Purchasing Agent**

Primary duties are to accomplish all phases of the purchasing process as mandated by municipal policy which includes but is not limited to: processing and initiating requisitions, issuing purchase orders, negotiating prices, inventory maintenance, researching products and services, coordinating the delivery of products, and selecting and evaluating vendors and their performance.

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### **School Guard**

Responsible for helping students safely cross public streets.

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### **Secretary**

Performs complex secretarial work of an administrative nature.

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## **Treasurer**

Responsible for financial planning, procurement, fund investment. Analyzes financial records, forecasts budget requirements, prepares financial reports, and provides recommendation regarding investments and loans.