

JobTitle	JobDescription
Chief Elected Official	Acts as president/chairperson of the governing board.
Chief Administrative Officer/City or County Manager	Chief Executive or Administrative Officer for the City or County. Responsible for the proper administration of city/county affairs as assigned by state statute, ordinance or directive.
Primary Assistant Manager/CAO	Provides support to the City or County Manager in the performance of delegated responsibilities for city/county administration. Supervises major activities as requested.
Clerk	Serves as the clerk of the governing board.
Chief Financial Officer	Directs the financial function of the city/county, providing financial analysis and planning, budget control, accounting methods and profit and loss reporting. Directs and coordinates the work of accounting staff. Reviews, analyzes and interprets all financial and budget reports. Makes recommendations to management on changes and improvements to systems. Establishes priorities and principles. Strong understanding of financial analysis, account budgeting and forecasting methods. CPA, with seven to ten years progressive accounting experience as well as supervisory or management experience.
Health Officer	Directs and manages the development and implementation of programs to ensure compliance with OSHA and related regulations. Plans, develops, administers and manages the organizations safety policies, programs and training. Identifies common hazards in the organization's operations and applicable governmental regulations and establishes guidelines for protection. Audits safety/health programs for compliance with organizational standards and governmental regulations. Investigates critical incidents or problem areas and makes preventative recommendations. Bachelor's degree with five to seven years of related experience, including supervisory or management experience.
Treasurer	Directs the treasury function of the city/county including financial planning, procurement, investments, cash and foreign exchange, risk management, credit and banking and investor relations. Analyzes financial records to forecast future financial position and budget requirements, evaluates need for procurement of funds and/or investment of surplus. Prepares financial reports and advises management on investments and loans for financial plans. Ensures policies and procedures meet organizational objectives and regulatory requirements. Bachelors degree with seven to ten years progressive accounting experience, including supervisory or management experience.
Director of Public Works	Provides administrative direction for several major components of municipal or county government. Administers policies and programs for municipal/county engineering, building inspection, planning, and major public works activities of the city/county. Provides leadership to city/county management in establishing policies for municipal/county maintenance and improvements.

JobTitle	JobDescription
Engineer	Makes decisions and recommendations related to engineering projects with a significant impact on organization and engineering activities. Applies thorough understanding of engineering principals to create solutions to unique and complicated problems using innovations or modifications. Contributes inventions, new designs and/or techniques of significant importance to organization and department. Interacts consistently with other engineers and organizational members to develop understanding of product and or process. Provides guidance and training to lower level employees. Bachelor's degree with five to seven years experience, including supervisory or management experience.
Director of Human Services	Provides overall direction to the patrol and fire divisions and the supporting records and communications services and departmental training activities. Makes long and short term plans for the administration of modern fire-fighting and police services; plans the activities of communications, records maintenance and training activities of the department; prepares annual budget requests; anticipates departmental personnel and equipment needs and coordinates activities of the department with other internal departments and with outside law enforcement and fire prevention agencies.
Director of Public Safety	Provides overall direction to the patrol and fire divisions and the supporting records and communications services and departmental training activities. Makes long and short term plans for the administration of modern fire-fighting and police services; plans the activities of communications, records maintenance and training activities of the department; prepares annual budget requests; anticipates departmental personnel and equipment needs and coordinates activities of the department with other internal departments and with outside law enforcement and fire prevention agencies.
Police Chief/Chief Law Enforcement Official	Top-level responsibility for planning, directing and controlling all police department activities within the city/county. Provides overall direction for police department staff. Establishes departmental policies, procedures and regulations. Develops annual budget and controls expenditures.
Fire Chief	Supervises the planning, operation and administration of fire fighting, emergency medical services, and administrative employees. Establishes policies, procedures and regulations. Develops annual budget and controls expenditures.
Director of Economic Development	Plans, directs, manages and coordinates activities of staff involved in economic development initiatives. Negotiates with industry representatives to encourage location within the city/county. Directs activities such as research, analysis and evaluation of technical information to determine the feasibility and economic impact of proposed expansions.
Director of Planning	Directs development and administration of comprehensive and subsidiary plans for the physical development of the city/county. Plans, organizes, assigns, directs and reviews the activities of personnel engaged in the platting and zoning ordinances and in the development and revision of the comprehensive plan for the city/county. Develops and recommends a city/county general plan which will provide for conditions that promote the best quality of life for the residents, giving considerations to factors such as land use, design, noise, safety and economics.

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Director of Human Resources	Manages, directs and evaluates organization's human resource activities and staff. Develops and ensures adherence to human resource's policies regarding compensation, recruitment, staffing, training and/or benefits. Ensures human resource practices, polices and objectives conform to organizational and governmental standards. Advises top management on personnel procedures and policies. Responsible for supervision, development and training of human resource staff. Knowledge of employment law and general human resource concepts. Bachelor's degree and seven to ten years of experience, including supervisory or management experience.
Risk Manager	Plans, directs and coordinates risk and insurance programs of organization to minimize risks and losses. Identifies, analyzes and classifies property, casualty and liability risks and exposures as to frequency, risk and impact to organization. Selects and evaluates techniques and programs to minimize and balance risks. Negotiates costs, terms and conditions of insurance coverage. Establishes policies, procedures and standards for loss prevention and safety. Develops and maintains related reporting systems.
Director of Parks & Recreation	Plans, directs and coordinates the management of municipal/county park system and recreation program. Manages the design, construction, maintenance, and operation of municipal/county park facilities and recreation programs.
Parks Superintendent	Directs and supervises maintenance and development activities on parks grounds, buildings, athletic facilities, and equipment.
Director of Recreation	Assists the Parks & Recreation Director in the administration of department programs. Assists with budget preparations and monitoring of expenditures. Develops, implements, and promotes a variety of recreation and athletic activities.
Chief Librarian	Directs all library services for the city/county. Has final departmental authority in all matters of policy and operation; organizes, directs and controls a continuing library system providing reading, reference, and related informational services; plans and manages a comprehensive library program; acts as the primary authority on library issues; establishes policies, procedures and regulations; develops annual budget and controls expenditures.
Director of Information Services	Directs and manages the major activities and personnel in computer operations and information technology. Activities managed include collection, communication, processing, reporting and information access for appropriate users. Establishes and ensures compliance to policies, procedures and practices for IT department. Ensures practices adhere to regulations. Interacts with upper management to assess needs and IT fit with strategic goals and objectives. Bachelor's degree with ten to fifteen years experience.
Director of Purchasing	Directs and coordinates activities and personnel of purchasing function. Ensures continuous supply products at minimum cost within established polices and guidelines. Develops and implements policies and procedures for purchasing materials and supplies. Maintains communications between purchasing, engineering and manufacturing to maintain acceptable inventory levels, needs and schedules. Reviews, approves and qualifies suppliers and authorizes purchase orders. Maintains relationships with suppliers. Bachelors degree with five to seven years experience.

JobTitle	JobDescription
Deputy City Manager	Under the administrative direction of the City Manager, monitors and directs daily operations of the organization. Advises the City Manager regarding on-going municipal operations, plans and programs. Performs as the acting City Manager in the temporary absence of the City Manager. Education: Master's Degree; Experience: 5 years of progressive responsibilities, including supervision and project management.
Director of Development Services	Directs, plans, manages, and reviews the activities and operations of Development Services Department that may include Planning and Zoning, Neighborhood Development/CDBG, Housing Assistance and Historic Preservation. Presents reports and provides high-level assistance to a variety of commissions, committees, boards and the City Council. Directs the evaluation, selection and administration of outside contracts for development Services activities. Education: Bachelor's Degree; Experience: 5 years of progressive responsibilities.
Public Information Officer	Organizes, plans, directs and coordinates the dissemination of news (written and oral) that originates within the City. Communicates with the public and media to provide information regarding city policies, operations, programs, and services. Education: Bachelor's Degree.
Director of Community Development	Provides administrative direction and coordination to local boards, agencies, associations, civic organizations, and other governmental groups that provide rehabilitation programs for deteriorated areas of the city. Organizes and develops planning program to ascertain community requirements and problems. Prepares and releases reports, studies and publications. Education: Bachelor's Degree; Experience: 5 years.
Director of Community Services	Provides administrative direction and supervision to the programs and activities of the Community Services Division. Services provided may include senior citizen activities and transportation, volunteer programs, and Health Clinics. Education: Bachelor's Degree; Experience: 5 years of progressive responsibilities, including supervision.
Director of Senior Services	Provides administrative direction and supervision to all senior services programs and activities. Services may include senior centers, transportation and meal delivery. Education: Bachelor's Degree; Experience: 4 years of progressive responsibilities.
County Auditor	Elected/Appointed Position
County Commissioner	Elected/Appointed Position
County Tax Assessor/Collector	Elected/Appointed Position
Municipal Court Judge	Presides over a municipal court of law. Education: Juris Doctor Degree; Experience: 3 years in the practice of law in Texas, including one year's experience in municipal law and drafting affidavits for warrants. (Or Mayor of a General Law City).
Assistant Engineer	Assists in the construction and maintenance work on the city/county's road system. Position requires a Bachelor's degree and 4-6 years experience.

JobTitle	JobDescription
Civil Engineer-Journeyman Level	Applies standard engineering techniques, procedures and criteria to the design and development of specific engineering projects. Coordinates activities of technicians, drafters and consultants involved in engineering projects. Prepares and reviews reports, cost estimates and makes recommendations. Education: Bachelor's Degree, Civil Engineering; Experience: 4 years.
Traffic Engineer	Designs traffic signals, signage, and pavement marking plans for City projects. Performs traffic signal warrant studies, speed studies, and impact analyses. Participates in all long-range transportation planning opportunities with other Governmental agencies. Education: Bachelor's Degree; License/Certification: PE Certification; Experience: 5 years.
Director of Traffic Engineering	Plans and directs the work of transportation planners and engineers engaged in conducting studies impacting on existing and future traffic flow. Supervises the design of plans and bid specifications for traffic signals. Coordinates and reviews the work of contractors. Education: Bachelor's Degree; License/Certification: Certified Professional Engineer; Experience: 5 years of progressive responsibilities, including supervision and project management.
Accountant-Senior Level	Responsible for the preparation of financial reports, interpretation of financial data and designing accounting controls. Prioritizes and coordinates activities of the accounting staff. Education: Bachelor's Degree; License/Certification: CPA preferred; Experience: 4 years, including 1 year in the design and implementation of internal controls for governmental agencies and fund accounting.
Assistant Auditor	Under guidance of the Internal Municipal Auditor independently conducts audits, prepares documentation, and develops findings and recommendations. Evaluates operational policies and procedures. Identifies control risks and recommends solutions. Education: Bachelor's Degree; Experience: 1 year, including financial or management analysis.
Assistant Finance Director	Assists the Finance Director in the direction and supervision of all financial activities of the city. Activities may include budget preparation, cash management, bank relations, purchasing and debt management. Education: Bachelor's Degree; Experience: 4 years of progressive responsibilities, including supervision and project management.
Budget Analyst	Perform duties relative to the preparation and administration of the City's budget and finances, along with research and analysis. Prepares professional reports on departmental or city budget activities. May assist in developing and monitoring budget programs of one or more departments. Education: Bachelor's Degree; Experience: 1 year.
Buyer-Senior Level	Purchases items and materials of a technical and specialized nature on a contract basis. Oversees bidding and contract administration. Deals with vendors, and evaluates reasons for price differences (such as quality, delivery, etc.). May plan, organize, train and evaluate the work of subordinates responsible for the procurement of supplies, materials and equipment for city departments. Education: Bachelor's Degree; Experience: 4 years.
Purchasing Agent	Maintains supervisory control over all aspects of the purchasing process. Administers the centralized purchasing system for the City. Responsible for the procurement of supplies, materials and equipment of the desired grade and quality at a price favorable to the city. Designs requests for proposals, receives and analyzes proposals and recommends purchases. Coordinates sales of surplus or salvage materials. Education: Bachelor's Degree; Experience: 5 years experience.

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HR Benefits Specialist	Researches, collects and analyzes data for benefit decision making purposes. Advises employees and management on the interpretation of benefit policies, programs and procedures. Assures that programs are carried out in accordance with established policies and procedures. education: Bachelor's Degree; Experience: 2 years.
HR Compensation Specialist	Researches, collects and analyzes data for compensation decision making purposes. Advises employees and management on the interpretation of compensation policies, programs and procedures. Assures that programs are carried out in accordance with established policies and procedures. Education: Bachelor's Degree; Experience: 2 years.
HR Employee Relations Specialist	Specialist in employee relations. Advises employees and management on the interpretation of city policies, programs and procedures. Handles grievances and complaints. May participates in union negotiations. Education: Bachelor's Degree; Experience: 2 years.
HR Employment Specialist	Collects and evaluates information for employment decision making purposes. Advises applicants and management on the interpretation of employment policies, programs and procedures. Assures that programs are carried out in accordance with established policies and procedures. Education: Bachelor's Degree; Experience: 2 years.
Training & Employee Development Manager	Develops, coordinates and implements employee, supervisory and management training programs designed to meet organizational needs. Education: Bachelor's Degree; Experience: 3 years.
Crime Victim Coordinator	Provides public awareness and assists crime victims with information regarding their rights, case status, available services and possible compensation. Acts as liaison between law enforcement, outside agencies and the courts. Position requires a Bachelor's degree and 2-4 years experience.
Director of Welfare Services	Directs all staff and administrative welfare activities that could include food stamps, housing, medical and other public assistance. Position requires a Bachelor's degree and 6-8 years experience.
Assistant Fire Chief	Supervises and directs operations for all stations, personnel, and equipment of the municipality's fire department. Provides direction and supervision for a staff of firefighters, technicians and administrative employees. Education: High School/GED diploma; License/Certification: Advanced Firefighter Certification; Experience: 7 years of progressive responsibilities, including supervision.
Director of Emergency Communications	Manages the emergency communications center. Maintains radios, dispatch systems and system records. Manages contractual relationships with vendors and with officials in the region. Position requires a Bachelor's degree and 6-8 years experience.
Director of EMS	Manages and directs Emergency Medical Services functions or division; supervises and evaluates paramedics and/or emergency medical technicians; conducts initial and refresher training for all EMTs. Serves as liaison between Fire Department and area hospitals. Education: Bachelor's degree; License/Certification: EMT/Paramedic Certificate, EMS Coordinator Certificate; Experience: 5 years of progressive responsibilities, including supervision and project management.
Jail Administrator	Coordinates and directs activities and responsibilities of personnel in the jail in conjunction with the directives of the Sheriff and in accord with policy. Position requires a Bachelor's degree and 6-8 years experience.

JobTitle	JobDescription
Attorney-Senior Level	Conducts litigation of unusual sensitivity due to public interest and/or media involvement, and performs legal counsel to boards, commissions and city departments on sensitive issues. Education: Juris Doctorate; License/Certification: License to Practice Law in the State of Texas; Experience: 4 years, including two years in municipal work.
City Attorney	Provides counsel and direction for all legal related work in the city. Provides supervision to legal staff. Education: Juris Doctorate; License/Certification: License to Practice Law in the State of Texas; Experience: 6 years, including two years in municipal work.
County Attorney	Elected/Appointed Position
District Attorney	Elected/Appointed Position
Librarian-Senior Level	Provides library services, assists in locating and furnishing materials. Explains library services, activities, facilities and rules. Supervises aides or clerical employees and assists in maintenance of library books, documents, films, periodicals, recordings and other materials. Oversees the development, maintenance and implementation of collections and programs. Education: Master's Degree, Library Science; Experience: 4 years.
Airport Director	Provides supervision and administrative guidance for the operation and maintenance of a municipal airport. Education: Bachelor's Degree; Experience: 5 years of progressive responsibilities, including supervision and project management.
Elections Administrator	Manages the elections process and determines election procedures, coordinating with political parties and local governments. Position requires a Bachelor's degree and 6-8 years experience.
Environmental Compliance Manager	Plans, manages and supervises all services and activities of the Environmental Code Department including administering, interpreting and enforcing environmental codes, ordinances and regulations. Reviews and updates building and environmental codes to ensure constitutional compliance with state and federal laws. Education: Bachelor's Degree; Experience: 3 years of progressive responsibilities, including supervision.
Website Manager/Coordinator	Manage the City's website and network systems development, server administration, intranet and Internet administration. Education: Bachelor's degree; Experience: 2 years of progressive responsibilities.
Horticulturist	Responsible for horticultural activities related to the beautification, health and aesthetics of ornamental landscape planting. Conducts experiments and investigations to determine methods of breeding vegetation with new or improved yield, adaptability and resistance to disease. Education: Bachelor's degree; Experience: 1 year.
Pool Manager	Supervises lifeguard and swimming pool operations. Education: High School/GED diploma; Experience: 2 seasons.
Recreation Center Supervisor	Plans, supervises and participates in the events at a recreation center or facility. May lead classes, design after school programs and coordinate personnel and contractors. Education: Bachelor's Degree; Experience: 3 years.
Director of Map Department	Assists the public with land issues and transactions, and coordinates with the appraisal district. Position requires a Bachelor's degree and 6-8 years experience.
Planner-Senior Level	Develops and reviews complex plans and programs for utilization of land and physical facilities of cities, counties, and metropolitan areas. May direct the work of planning staff, consultants and contractors. Education: Bachelor's Degree; Experience: 4 years.
Adult/Juvenile Probation Officer	Assesses, evaluates and makes recommendations to assist the court in determining case disposition for juveniles. Counsels, supervises and monitors probationers. Position requires a Bachelor's degree and 0-1 year experience.

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Chief Probation Officer	Directs probation programs, staff activities, caseload management and a variety of field services. Position requires a Bachelor's degree and 6-8 years experience.
Environmental Health Manager	Under general direction assures that public health statutes, standards and regulations are enforced; public health clerical services delivered; vital statistics reported and ordinances concerning animals enforced. Education: Bachelor's Degree; Experience: 5 years of progressive responsibilities, including supervision.
Supervisor-Nurses	Supervises the nursing division and provides support as needed. Coordinates nurse education and training. Position requires a Bachelor's degree and 2-4 years experience.
Assistant Public Works Director	Assists the Director of Public Works in the administration of all public works programs. Programs may include Engineering, Water Utilities, Sanitation, Streets, and Equipment Center (Garage) Divisions. Helps select, train and oversee staff. Education: Bachelor's Degree; Experience: 3 years, including supervision.
Director of Electric Utilities	Accountable for overall direction and management of municipal electric utility programs. Responsibilities include the planning, direction, financing and operations of utility services. May report to independent board or Manager. Education: Bachelor's Degree; Experience: 5 years of progressive responsibilities, including supervision and project management.
Director of Building and Facilities Maintenance	Manages all physical facilities and contracts that could include custodial, engineering, building and equipment repair, and renovations. Position requires a Bachelor's degree and 6-8 years experience.
Sanitation Superintendent	Provides overall administration and supervision for the city's solid waste disposal activities, including landfill, residential, and commercial operations. Education: Bachelor's Degree; Experience: 5 years of progressive responsibilities, including supervision.
Director of Water/Wastewater	Provides administrative direction to the planning, operation, maintenance, and improvement of municipal water and wastewater utility services. Education: Bachelor's Degree; Experience: 5 years of progressive responsibilities, including supervision and project management.