

JobTitle	JobDescription
911 Dispatch Supervisor	Manages personnel and resources for the successful operation of a 911-dispatch system (including multi-line telephones, E911 and/or computer-aided dispatch systems(CAD)). Interviews, selects, supervises, trains, and evaluates 911 dispatchers (public safe
911 Dispatcher	Receives requests for police, fire, and emergency medical services via multi-line telephones, including E911 lines and computer-aided dispatch (CAD); dispatches public safety units; operates various telecommunications equipment; simultaneously attends to
Accountant-Entry Level	Performs general accounting functions. Responsible for the completion and maintenance of general ledgers and financial reports. May examine claims for payment and perform audits on amounts received. Works under immediate supervision, within pre-establish
Accountant-Journeyman Level	Performs general accounting functions and applies principles of accounting in support of accounting systems for assigned funds. Responsibilities may include: the design of records systems, preparation of financial reports, interpretation of financial data
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. CPA preferred.
Accounts Supervisor	Supervises and provides work direction to a clerical accounting staff engaged in repetitive accounting activities supported by standard procedures and policy guidelines.
Administrative Adjudication/Hearing Officer	Adjudicates local ordinance violations.
Administrative Assistant	Provides administrative support to a major department for coordinating and performing administrative activities; preparation of reports and studies, collection and organizing information, analyzing administrative processes and procedures.
Assistant City Manager	Provides support to the City Manager in the performance of delegated responsibilities for city administration. Supervises major municipal activities as requested.
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.
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.
Assistant Police Chief	Provides administrative guidance and control to the city police department. Plans, directs, coordinates and supervises all divisions of police department.
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.
Assistant to City Manager	Provides administrative assistance to the City Manager and/or Deputy/Assistant City Manager in all phases of city operations. Completes research, surveys, and special projects as directed.

Automotive/Equipment Technician	Performs preventative maintenance & minor repairs of City automotive and industrial equipment. Maintains building & shop equipment within compound.
Batallion Chief	Supervises a company of firefighters on an assigned shift. Enters fire site during fires to coordinate and supervise fire fighting activities of companies onsite.
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 prog
Building Inspector	Performs 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. May include enforcement of
Building Maintenance Technician	Performs skilled and unskilled repairs and maintenance on public buildings involving HVAC, electrical, plumbing or carpentry. Operates, maintains and repairs a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compre
Building Services Superintendent	Plans, assigns and directs the operation and work of personnel engaged in the maintenance, repair, renovation and construction of new or existing city facilities (including heat/air, plumbing and electrical systems) by private companies or city personnel.
CAD Operator	Prepares contour maps, cross sections, detailed drawings and other pertinent charts and graphs both manually and by using AutoCAD. May program applications for use with AutoCAD and Arclnfo GIS.
Cashier	Receives payments from the public. Sorts and counts money.
Chemical Applicator	Performs applications of herbicides/pesticides on City property. Calibrates spraying apparatus and operates spray rig, spreader & tractor. License/Certification: State Certified in Chemical Application.
Chief Building Official	Senior level responsibility for coordinating and controlling building inspection activities to meet structural, electrical, plumbing and zoning criteria. Insures residential, industrial, and commercial constructions are in compliance with applicable codes
City Attorney	Provides counsel and direction for all legal related work in the city. Provides supervision to legal staff. License/Certification.
City Clerk	N/A
City Engineer	Provides professional engineering leadership and technical services in connection with planning and executing a wide variety of public works improvement programs. Directs construction and maintenance activities at project sites. Design projects may inclu
City Manager	Chief Executive or Administrative Officer for the City. Responsible to the city council for the proper administration of city affairs as assigned by state statue, ordinance or directive.
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 report

Clerk-Entry Level	Incumbent follows a few clearly detailed procedures in performing simple, repetitive tasks in the same sequence, such as: data entry; filing pre-coded documents in a chronological order; distributing materials; compiling routine reports; and greeting visi
Clerk-Journeyman Level	Procedures and outlines of assignments are provided. However, the clerical steps can vary in nature and sequence, depending on the task. The incumbent may select appropriate methods from a wide variety of procedures or make simple adaptations and interpre
Clerk-Senior Level	Incumbent performs a variety of complicated tasks. Some subject matter knowledge and independent judgment and initiative is applied to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods an
Code Enforcement Officer	Performs a variety of code enforcement inspections on public and private property. Investigates citizen complaints regarding potential code violations pertaining to nuisances, sewage, trash, debris or related unsanitary conditions. Investigates complaint
Community Development Director	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
Community Service Director	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.
Computer Operator	Under immediate supervision, assists in operating the city's computer and monitoring system performances by means of a console and on-line terminals.
Councilmember	N/A
Crewleader	Leads and participates in the work of crew performing equipment operations, manual labor and semi-skilled tasks in City Public Works projects.
Crime Scene Technician	Obtains and manages physical evidence in criminal cases including photographing, obtaining prints, and gathering physical and trace evidence. Provides written and verbal documentation for courtroom testimony.
Custodian	Performs a variety of routine cleaning tasks for buildings and surrounding grounds.
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
Deputy City Secretary	Performs a variety of responsible and confidential administrative duties in support of the City Secretary's office. Prepares agenda and assembles agenda packets for City Council meetings. Drafts minutes of City Council meetings. Assigns numbers to ordin
Draftsperson/Engineering Aide	Prepares working plans and detailed drawings for water, sewer, paving and drainage projects. Drafting assignments are of medium complexity and are performed from verbal instructions, rough or detailed sketches, written instructions, field notes and/or res
Driver I	Drives a rear loader sanitation vehicle and collects and disposes of solid waste in residential areas.

Driver II	Drives a side loader vehicle and collects and disposes of solid waste on a scheduled route in commercial and residential areas. May perform operational servicing of equipment, including fueling, oil/fluid levels, tire pressure and vehicle cleaning.
Economic Development Director	Plans, directs, manages and coordinates activities of staff involved in economic development initiatives. Negotiates with industry representatives to encourage location in area. Directs activities such as research, analysis and evaluation of technical i
Electrical Inspector	Performs skilled inspection work to insure compliance with municipal ordinances and regulations governing the installation and operation of electrical systems and equipment.
Engineering Technician	Performs semi-professional engineering research and design work, and provides technical supervision to drafters and technical support staff. Prepares specifications for civil engineering projects, reviews engineering plans and participates in field survey
Equipment Mechanic-Journeyman Level	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 mechanic
Executive Secretary	Advanced secretarial work in support of a Department Director. Compose, prepare and review a variety of memorandums, correspondence, reports, affidavits, statements, public notices and documents. Handle confidential information. Participate in annual depa
Field Supervisor	Oversees the work of crews engaged in a trade or utilities maintenance activity. Responsible for hiring, firing, training, and discipline of crew.
Finance Director	Provides administrative direction and supervision to the municipal financial activities, including budget preparation, cash management, bank relations, purchasing and debt management. CPA preferred.
Fire Apparatus Operator	Journeyman level responsibility for performing general fire fighting and rescue services. Operates/drives fire trucks and equipment to incident scene. Activities include laying and connecting hoses, maintaining pumping apparatus, holding nozzles and dire
Fire Captain	Supervises and coordinates activities of firefighters within assigned area, and directs fire fighting and rescue activities. Ensures proper maintenance of equipment and facilities. Participates in the development and administration of the budget; forecast
Fire Chief	Supervises the planning, operation and administration of fire fighting, emergency medical servis, and administrative employees. Establishes policies, procedures and regulations. Develops annual budget and controls expenditures.
Fire Deputy Chief	Oversees various departmental operations and programs. Provides direction and supervision for a staff of firefighters, technicians and administrative employees. Monitors performance reports and investigates unusual occurrences to ensure performance stand
Fire Lieutenant	Assists in supervision and coordinates the activities of a company of firefighters on an assigned shift. Trains firefighters. Provides basic emergency aid at accident scenes.

Fire Private	Journeyman level responsibility for performing fire prevention, fire fighting and rescue work. Performs duties within well-established guidelines.
Fire Recruit	Entry level fire-fighting responsibility for receiving training and completing qualifications as a firefighter. Performs duties under close supervision.
Fire Training Officer	Supervises and coordinates fire fighting and rescue training activities. Ensures proper maintenance and use of equipment and facilities.
Garage Superintendent	Supervises and coordinates the repair and maintenance of all city vehicles and heavy equipment. Supervises all garage personnel. Administers the department budget. Approves purchases of equipment and supplies.
GIS Coordinator	Provides management and coordination of electronic mapping and databases associated with the City's Geographic Information System GIS. Analyzes, evaluates and maintains GIS computer systems including developing master conversion plans, integration, progra
GIS Technician	Operates computer systems and peripheral equipment to produce "as-built" drawings and maps of electric power systems, streets, alleys, potable water supply and wastewater drainage systems. Produces and maintains site maps for Geographical Information Sy
Heavy Equipment Operator	Responsible for the safe and efficient operation of heavy construction equipment such as front-end loaders, bulldozers, graders or heavy trenching machines.
Information Technology Analyst	Performs on-site analysis with end users to determine requirements, analyze work processes and data flows.
Information Technology Director	Plans, directs and coordinates the management of the Computer Information Systems function. Ensures support for all operating entities of the organization through the application of advanced data processing and information systems methodologies.
Information Technology Manager	Plans, directs and supervises the Computer Information Systems function.
Internet Specialist	Researches, develops, produces and maintains information content for City Internet Web site pages.
Laborer	Under immediate supervision, completes manual labor following basic routines in the construction, repair and maintenance of city services, facilities and grounds.
LAN Coordinator	Manages and administers all activities for Local Area Networks (LAN). Acquires, installs, maintains and monitors the usage of the City's network systems which include the use of communication hardware and software for connecting multiple platforms for ci
Legal Assistant/Paralegal	Provides highly responsible support to municipal attorneys. Prepares complex documents and/or litigation such as briefs, pleadings, appeals, affidavits and reports. Completes research and analysis of law sources, including but not limited to statutes, jud
Light Equipment Operator	Responsible for the safe and efficient operation of light construction equipment that requires accurate performance of simple, routine and repetitive procedures for operation. Equipment may include tractors, mowers, and augers. Performs manual labor as ne

Mainstreet Manager	Coordinates the downtown revitalization plan and programs with an effort to encourage the beautification of the downtown area and development of the public educational and cultural entitles located in the district.
Mayor	N/A
Meter Maintenance Worker	Performs a variety of skilled duties and responsibilities involved in the maintenance, repair, service and installation of commercial and residential utility meters (water/gas/electric). Inspects, maintains, repairs, tests and services commercial and resi
Meter Reader	Responsible for the accurate reading and recording of consumption for utility customers.
Paramedic (non Firefighter)	Protect lives and property through emergency medical service (EMS) duties and drives ambulance. Observes, records, and reports to physician the patient's condition and reaction to drugs, treatments, and significant incidents.
Paramedic or EMT Firefighter	Performs a wide variety of technical tasks in support of fire suppression, prevention and emergency rescue operations. Performs search and rescue for trapped or injured persons. Provides necessary medical care including the use of defibrillators, breathi
Parks & Recreation Director	Plans, directs and coordinates the management of municipal park system and recreation program. Manages the design, construction, maintenance, and operation of municipal park facilities and recreation programs.
Parks Superintendent	Directs and supervises maintenance and development activities on parks grounds, buildings, athletic facilities, and equipment.
Personnel Generalist-Entry Level	Performs a variety of activities in the support of Human Resource functions including employment, benefits, compensation and records. Compiles data for various reports and studies.
Personnel Generalist-Journey Level	Performs a variety of activities in the support of Human Resource functions including employment, benefits, compensation and records. Advises employees and management on the interpretation of city policies, programs and procedures. Assures that programs
Personnel Generalist-Senior Level	Directs and performs a variety of complex analysis and planning activities in support of personnel functions, including employment, benefits, wage and salary administration and Equal Employment Opportunity (EEO).
Personnel/Human Resources Director	Provides leadership and direction to the personnel practices of the municipality. Administers major programs in the areas of recruiting, compensation, benefits, payroll, employee records, performance reviews, employee relations and communications.
Plan Reviewer/Permits	Reviews plans of new construction, alterations and additions for compliance with City Code of Ordinances. Confers with and advise members of the general public, property owners, architects, engineers, developers, and others regarding building and construc
Planner-Entry Level	Reviews plans and programs for utilization of land and physical facilities of cities, counties, and metropolitan areas.

Planner-Journeyman Level	Develops and reviews plans and programs for utilization of land and physical facilities of cities, counties, and metropolitan areas. Provides technical planning and zoning assistance to the public and city departments.
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.
Planning Director	Directs development and administration of comprehensive and subsidiary plans for the physical development of the city. Plans, organizes, assigns, directs and reviews the activities of personnel engaged in the platting and zoning ordinances and in the deve
Plumbing Inspector	Performs skilled inspection work to ensure compliance with municipal ordinances and regulations governing the installation and operation of plumbing and heating systems and equipment.
Police Captain	Provides senior level supervision and administration of a major department of the police department, such as: Special Services, Patrol or Inspection. Organizes, plans, supervises, coordinates activities and prepares budgets for assigned department.
Police Chief	Top-level responsibility for planning, directing and controlling all police department activities within the city. Provides overall direction for police department staff. Establishes departmental policies, procedures and regulations.
Police Deputy Chief	Manages multiple departments. Organizes, plans, supervises, coordinates activities and prepares budgets. Recommends disciplinary actions, analyzes police problems and formulates solutions.
Police Investigator	Investigates criminal offenses, securing sufficient evidence to file cases and effect arrests.
Police Lieutenant	Provides supervision to a major police activity, such as Patrol, Detective of Juveniles, during an assigned shift. Advises and instructs subordinate officers in the methods to be followed.
Police Private	Crime prevention and law enforcement responsibilities for the conduct of routine patrols, preliminary investigations, and traffic control duties in a designated area during an assigned shift.
Police Records Manager	Plan, direct, coordinate and control computer system software/hardware in the Records Section of the Police Department. Supervises Police Records supervisors and Data Entry clerks.
Police Recruit	Entry-level police responsibility for receiving training and completing qualifications as a police officer. Performs duties under close supervision.
Police Sergeant	Provides technical assistance and supervision to a small number of assigned police officers. Journeyman level responsibility for providing leadership and participating in work of assigned officers engaged in general patrol or specialized police work durin
Pool Manager	Supervises lifeguard and swimming pool operations.
Print Shop Manager	Manages the printing, reproduction and duplication of printed material, as well as the collection and distribution of municipal mail. Plans, organizes, trains and evaluates staff assigned to print shop and mailroom operations.

Programmer	Performs technical and analytical work related to the development and maintenance of computer application programs. Designs and tests program logic, codes programs and prepares documentation for production.
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.
Public Works Director	Provides administrative direction for several major components of the municipality. Administers policies and programs for the municipal engineering, building inspection, planning, and major public works activities of the city. Provides leadership to city
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 favorabl
Purchasing Director	Provides control and consistency to the procurement of all supplies, materials and equipment of the desired grade and quality at prices favorable to the City. Plans, organizes, trains and evaluates the work of subordinates responsible for the purchasing.
Receptionist	Provides general receptionist duties, handling all incoming calls and forwarding to the proper department.
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.
Recreation Manager	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.
Recycling Administrator	Under general direction, develops, plans and administers the city's recycling program.
Risk Manager	Develops and manages a cost effective risk management program through effective budgeting and administration of worker's compensation funds, insurance procurement, risk analysis and loss control. Identifies and estimates recurring risk. Recommends changes
Safety Program Coordinator	Develop, administer and coordinate overall safety program that will provide and maintain a safe and healthful working environment. Provide safety training to city employees.
School Crossing Guard	Assists children across busy roadways near school property. Must work through all weather conditions.
Secretary to City Manager	Advanced high-level executive secretarial and clerical duties in support of the City Manager. Responsible for the coordination of items for the City Council agenda. May supervise lower level secretaries and/or clerks.
Secretary-Entry Level	Performs basic secretarial functions. Composes and types routine correspondence; prepares and maintains records and documents required by the department or city; compiles and summarizes data for reports. Answers phones and directs calls and visitors.

Secretary-Journeyman Level	Performs clerical work and minor administrative and business duties to relieve officials of administrative details. Compiles and summarizes data for reports. Schedules appointments and makes reservations. Performs duties using some independent judgment.
Sewage Plant Superintendent	Provides supervision and administrative direction to all sewage plant operations, maintenance, construction, and improvement activities. Controls and monitors all chemical testing, sewage pumping, mechanical functions, labor and records administration. Li
Street Superintendent	Provides overall administration and supervision for City's street maintenance and construction activities. Coordinates and supervises crews engaged in a variety of public works projects.
Survey Crew Chief	Plans, directs and supervises the work activities of a professional surveying crew. Prepares and reviews legal descriptions which are utilized in land conveyance activities. May appear in court for the city.
System Analyst	Provides support to end-users by analyzing and defining complex solutions to software needs and problems. Reviews computer system capabilities, workflow, and scheduling limitations to software development requests. Writes detailed description of user nee
System Technician/Specialist	Installs approved hardware and software for city personnel. Sets up and supports desktop and laptop computers, printers, off-the-shelf software, custom software, dial up and IP network connections and security. Provides on-going troubleshooting on compute
Tax Collector	Supervises the activities of staff engaged in collecting municipal tax levies. Oversees tax bill preparation, tax collection and maintenance of tax records.
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 agen
Traffic Engineering Director	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 o
Traffic Signal Technician	Provides journeyman level technician skills in installing, repairing, and maintaining traffic control systems. Hangs signals on cable and builds signal heads. Other tasks include sawing loops in the street, placing wire in the sawcuts, sealing sawcuts, an
Traffic Superintendent	Provides overall administration and supervision for the City's signal and signs marking activities. Coordinates and supervises crews engaged in a variety of public works projects. Budgets, maintains inventory control and directs the field operations of t
Treasurer	Elected
Utility Billing Manager	Supervises meter readers and billing personnel to ensure correct billing.
Water Plant Superintendent	Provides supervision and administrative direction to all water plant operations, maintenance, construction, and improvement activities. Controls and monitors all water distribution and storage treatment facilities, mechanical functions, labor and records

Water/Wastewater Director	Provides administrative direction to the planning, operation, maintenance, and improvement of municipal water and wastewater utility services.
Water/Wastewater Lab Manager	Supervises, assigns, reviews and participates in the work of staff responsible for providing water production and analysis services. Monitors water consumption and water quality and conducts water audits by analyzing use patterns. Directs the operation an
Water/Wastewater Plant Operator II	Performs a variety of semi-skilled technical and maintenance work in the operation, maintenance and repair of water treatment facilities and systems. License/Certification
Water/Wastewater System Supervisor	Provides supervision to all activities at a major filtration plant; chemical treatment, mechanical functions, labor and administration. May include supervision of highly technical computerized systems. License/Certification
Website Manager/Coordinator	Manage the City's website and network systems development, server administration, intranet and Internet administration.