

Description of Positions in 2005/2006 Survey

ELECTIVE AND APPOINTIVE POSITIONS

Aldersperson/Commissioner/Council Member

Judge

Mayor

Vice Mayor

ADMINISTRATIVE

ADMINISTRATIVE ASSISTANT—This position performs responsible administrative work involving the study and application of administrative systems, policies, procedures and practices. He or she assists the city manager/administrator/mayor with day-to-day administrative duties. An employee in this position may also be responsible for special areas as assigned by the city manager/administrator/mayor.

ASSISTANT CITY MANAGER/ASSISTANT CITY ADMINISTRATOR—This position performs high-level administrative and management work and serves as assistant to the city manager/administrator in carrying out the operations and activities necessary for the effective and efficient operation of the city.

CITY ATTORNEY—This position performs a variety of duties related to legal questions, problems, and cases. He or she prepares draft opinions or other kinds of legal work in areas such as claims, taxation, regulatory functions, licensing, and labor laws. In addition, the city attorney is expected to independently investigate the facts, search out precedents, define the legal issues, and draft all necessary documents and opinions.

CITY CLERK—This position is responsible for the recording and maintenance of official acts of the governing body. Work includes executing difficult typing and clerical duties. An employee in this position may also be required to assist the city recorder.

CITY MANAGER/CITY ADMINISTRATOR/CHIEF ADMINISTRATIVE OFFICER—This position is the appointed chief administrative officer of a political subdivision. Work is performed in planning, organizing, and directing all municipal operations.

CITY RECORDER—This position is responsible for recording, transcribing, and maintaining official acts of the governing body. He or she acts as the repository of all official documents and often serves as chief financial officer and/or register of vital statistics, as well as acts as the custodian of the seal of the city.

CITY COURT CLERK—This position is under general supervision in executing difficult typing and clerical duties involving issuing warrants for city employees and private citizens in regard to violations of city ordinances; collecting fines on city ordinances, citations and warrants; and keeping financial records regarding those funds. In addition, he or she maintains court records and minutes, and keeps the court docket.

CLERICAL

ACCOUNT CLERK/BILLING CLERK/CASHIER—Work is performed in the maintenance of general books of accounts according to established accounting classifications and format. He or she assists in making adjustment entries and financial statements, collecting money, and reconciling statements.

ADMINISTRATIVE SECRETARY—This position serves as the secretary to a major municipal department head. Duties include opening and answering correspondence, handling complaints and referring them to the proper department, typing, taking shorthand or transcribing from a dictation machine, and familiarity with routine budget reports.

CLERK-TYPIST/GENERAL CLERK/RECEPTIONIST—This position performs clerical duties of limited scope. Duties include processing documents, keeping records, working with figures, operating simple office machines (i.e., adding machine, calculator, typewriter, etc.) answering questions and directing callers to proper departments, and being in contact with customers, suppliers, and other departments.

EXECUTIVE SECRETARY/SENIOR SECRETARY—This position works under direct supervision of the chief administrative official or mayor of a municipality performing difficult, responsible, and confidential secretarial and administrative task. An employee in this position may also supervise personnel of lower classifications in the same work environment. Duties include typing, taking shorthand, handling routine complaints, and performing other routine clerical tasks.

SECRETARY I/SENIOR CLERK/SENIOR TYPIST—This position performs a variety of clerical and typing duties, including typing rough-copy letters, tables, and reports operating general office equipment, and interviewing the public on matters requiring the interpretation of routine policies and regulations. An employee in this position may also deal with the public in obtaining information related to the office function.

SENIOR ACCOUNTING CLERK/BOOKKEEPER/JUNIOR ACCOUNTANT—Work performed in executing difficult clerical/accounting or auditing work and/or supervising employees of lower classifications. He or she typically maintains sets of double-entry books, prepares financial statements, and operates independently with little direction.

LABOR AND TRADE

ANIMAL CONTROL OFFICER—This position is under general supervision responsible for maintaining city streets free of stray, injured and dead animals. Maintains animal shelter daily, collects license and shelter fees, shelter fees and issues citations for violations of animal control laws. (L014)

BUILDING MAINTENANCE WORKERS/BUILDING ENGINEERS—This position performs a variety of tasks related to building construction including painting, carpentry, plumbing, and minor electrical work. An employee in this position is usually responsible for the efficient operation of a building heating system.

ELECTRICAL SERVICEMAN—Employees in this position are under general supervision of the electrical services supervisor. Work is performed installing, testing, repairing and cutting off electric meters. Employees in this position may also check customer complaints concerning electric bills, including physical inspection of meters. (L010)

ELECTRICAL SERVICES FOREMAN—Under general supervision, work involves servicing and supervising others servicing the electric system including planning and scheduling work; assigning employees to specific duties; and determining material, equipment and supplies to be used on projects. (L011)

GAS FOREMAN—Under general supervision, work is performed supervising employees in the maintenance of the gas distribution system. Employee may assist in planning and scheduling maintenance, installation, and repair of gas lines, gas connections, valves and related gas distribution equipment. (L012)

GAS SERVICEMAN/GAS OPERATION TECHNICIAN—This position is under general supervision and work is performed in the servicing of the gas distribution system. Employees install and take out meters, locate breaks and leaks in gas lines. (L013)

HEAVY EQUIPMENT OPERATOR/MOTOR EQUIPMENT OPERATOR II/ CATERPILLAR DRIVER/TRUCK DRIVER—Work is performed in the operation of heavy equipment of more than four tons, such as road graders, bulldozers, backhoes, tractor-trailer trucks, large asphalt rollers, large hi-lifts, and heavy load hydraulic sanitation equipment. This position may also act as lead person on a construction crew.

LIGHT EQUIPMENT OPERATOR/DRIVER/ MOTOR EQUIPMENT OPERATOR I/ TRUCK DRIVER—Work is performed in driving a variety of light equipment, such as small rollers, small dozers, Bush Hogs, and trucks with up to four tons in capacity. An employee in this position may also be required to perform manual labor.

METER READER—Work is performed in reading gas, water or electrical meters and recording consumption. Duties also include checking to see that meters are functioning properly and reporting any defects.

SANITATION SUPERVISOR/REFUSE SUPERVISOR/REFUSE FOREMAN—This position supervises the collection of refuse, maintains contact with refuse crews and the public on complaints relating to garbage collection, and ensures the safe and efficient collection of refuse. An employee in this position may also be in charge of recycling efforts.

SANITATION WORKER/REFUSE COLLECTOR/ REFUSE WORKER—This position is responsible for loading garbage/refuse on trucks, replacing cans and lids in proper places, washing and maintaining garbage trucks, and raking and collecting leaves. The worker may also assist in removing snow from streets; repair broken water mains and sewer lines; spray garbage cans, dump trucks, and standing water for mosquitoes and flies; or prepare and place bait for rodents.

STREET SUPERVISOR/STREET FOREMAN—Work is performed in the supervision, maintenance, and construction of streets and sidewalks. This position is responsible for supervising and directing semiskilled and unskilled workers engaged in the construction, maintenance, and repair of streets and storm drainage.

STREET WORKER/LABORER—This position is responsible for performing maintenance and construction tasks. Work may include mowing street right of way; digging ditches; or loading and unloading dirt, gravel, and other debris. The worker may also repair roads as part of a crew, and clean and maintain equipment and tools.

UTILITY WORKER/SERVICEMAN—This is skilled and supervisory work in the maintenance of city water distribution and sewage systems. An employee in this class is responsible for participating in a variety of semiskilled and skilled tasks in the location, installation, maintenance, and repair of water mains and sanitary sewers. This position is also required to work in other specialized areas that require knowledge of water system operations and plumbing and pipe-fitting practices.

PROFESSIONAL

ACCOUNTANT/INTERNAL AUDITOR—This is a professional accounting person who is responsible for the application of a complete financial management system, maintenance of important control accounts, preparation of regular and special financial analysis and reports, auditing of fiscal transactions, and posting of journal entries to ledger accounts.

CITY ENGINEER—This position is responsible for directing the civil engineering activities of the municipality, including rendering technical engineering advice, preparing capital budgeting data for public works improvements, and conferring with the public concerning complaints and problems. He or she may design and approve plans and specifications for city construction contracts, maintain records and reports necessary for inspections and maintenance of city projects and serve as the administrator of capital projects.

CITY PLANNER—This position is responsible for the assembly and presentation of data related to the development of a master plan for such areas as economic development, resource utilization, street and highway construction, parks, and recreational and cultural facilities. He or she formulates planning policies for vote by a planning commission or city council, as well as advises and directs studies on annexation, zoning, and subdivision regulations. The city planner is responsible for mapping city streets in accordance with municipal policies and may supervise the community development function.

DIRECTOR OF GOLF/HEAD PROFESSIONAL — This position is under the administrative direction of the city clerk/coordinator or his administrative assistant. The employee is responsible for efficient management and operation of the municipal golf course and the promotion of interest in the sport and use of the golf course, including providing professional instruction to golfers. The work is performed in conformance with policies of the city, but independent judgment and initiative must be exercised in the technical and professional details of the operation. (P014)

INFORMATION SYSTEMS DIRECTOR — This position is under executive direction, responsible for the development and implementation of all policies, procedures and standards for information management for the organization. It manages all operations, personal computer networks, mainframe applications, and software. (P015)

FINANCE DIRECTOR/TREASURER—(This may also be incorporated in the function of the city recorder.) Work is performed supervising the overall financial management system of the municipality. This position is responsible for directing and coordinating budgeting, central accounting, and treasury management and for assessing, billing, and collecting city revenues. He or she supervises the preparation of statements and reports on city financial affairs for administrative officials, the city commission, and the general public.

HEAD LIBRARIAN/LIBRARY DIRECTOR—This position is responsible for planning, organizing, and administering programs and procedures governing library services. He or she hires staff, provides readers with advisory and reference services, and interprets library objectives. Other duties include planning and organizing new activities and selecting, reviewing, and approving the acquisition of books, periodicals, and other materials.

PARK/RECREATION DIRECTOR—This position is responsible for planning, organizing, and directing the activities of municipal recreation, including playgrounds, centers, swimming pools, adult and youth recreation, and citywide recreational events. He or she may be in charge of maintenance of park facilities.

PERSONNEL DIRECTOR/PERSONNEL MANAGER/PERSONNEL OFFICER—Work is performed in administering the central personnel program for a municipality. This position is responsible for adherence to equal employment opportunity principles and the formulation of an affirmative action plan. He or she may confer with departmental officials, supervisors, and employees to establish or interpret personnel policies and procedures. Other duties include carrying out rules and regulations concerning placement, transfer, training, performance rating, promotion, discipline, discharges, and related personnel transactions, as well as assisting in preparation of the budget.

PURCHASING AGENT/PURCHASING OFFICER/BUYER—Performs technical work involved in the large-scale processing of a wide range of materials, supplies and equipment. Makes contracts with vendors; drafts specifications for all major commodities; prepares bid advertisements; maintains files of current catalogues, specifications, vendors and history of purchases; and sells condemned city property. The position requires thorough knowledge of business methods, market and purchasing practices, and laws related to public purchasing.

PUBLIC INFORMATION/PUBLIC RELATIONS OFFICERS—This position is responsible for a variety of informational and public relations tasks. He or she prepares and disseminates reliable information to the public and news media on services and functions performed by the city.

**PUBLIC WORKS DIRECTOR/
SUPERINTENDENT OF PUBLIC WORKS/
SUPERINTENDENT OF STREETS AND
SANITATION**—This position is responsible for planning, organizing, and directing the overall activities of the public works department. General supervision usually encompasses street maintenance, sanitation collection and disposal, parks and recreation, and fleet management; and often includes capital projects, utilities, code enforcement, planning and zoning, and storm water works.

RISK MANAGER—This position is responsible for risk management and loss prevention programs for the city, including management of insurance programs, claims, and settlement handling. An employee in this position may also be responsible for safety programs.

UTILITY MANAGER—This position is responsible for administrative and professional engineering work in the direction of municipal gas, water and sewer, streets, and/or sanitation departments. Responsibilities include planning, directing, and controlling all phases of city utility operations; the operation and maintenance of existing facilities; and the development of recommendations as to changes in the rate structure.

**WATER PLANT MANAGER/WASTEWATER
PLANT MANAGER**—This position is responsible for general supervision over all water and wastewater departments of the city, including the technical and supervisory work related to the operations and activities of the municipal water/wastewater treatment plant and laboratory.

PUBLIC SAFETY

ASSISTANT FIRE CHIEF—An employee in this position assists the fire chief in planning, directing, and controlling the activities of the fire department. Other duties include assisting in the coordination of formal and on-the-job training programs for recruits.

ASSISTANT POLICE CHIEF—An employee in this position assists the chief in directing, planning, and organizing the activities of the municipal police department. He or she performs administrative activities for the department, including records, payroll, and annual budget estimates.

DETECTIVE—This position requires the ability to act independently and to meet the public as a representative of the police department. He or she conducts specialized investigations of criminal offenses using considerable discretion and applying specialized knowledge and abilities. An employee in this position usually dresses in plain clothes rather than a police uniform.

**DISPATCHER/RADIO OPERATOR/CIVILIAN
COMMUNICATION OPERATOR**—This position is responsible for receiving and transmitting routine and emergency messages pertaining to arrests, accidents, fires, stolen property, and/or other law enforcement or fire emergencies by radio and telephone. Duties include maintaining a log on all radio messages received or transmitted as required by the FCC and the department. Responsibilities may also include the operation a computer terminal.

FIRE CAPTAIN—This position directs the activities of an entire shift of firefighters and is responsible for several stations or a small group of fire stations in a large municipality. In addition, he or she serves as a training officer or a fire prevention officer.

FIRE CHIEF/DIRECTOR OF FIRE SERVICES—

This position is responsible for planning, directing, and controlling the activities of the fire department, including coordinating formal and on-the-job training programs for recruits and personnel development.

FIRE DRIVER/ENGINEER—An employee in this position is responsible for operating fire apparatus or a given piece of equipment. He or she requires detailed knowledge of a municipality's streets and location of fire hydrants.

FIREFIGHER—This is an entry-level firefighting position requiring mechanical ability, personal stability, and above average health. An employee in this position performs skilled work in fighting fire and in maintaining firefighting equipment.

FIRE LIEUTENANT—This position performs and supervises firefighting work and is responsible for directing the activities of a firefighting unit.

FIRE MARSHALL/FIRE INSPECTOR/ARSON INVESTIGATOR—This position is responsible for conducting investigations of arson and suspected arson. Additional duties include conducting fire drills in commercial locations and school buildings, as well as investigating complaints and possible safety hazards in commercial and public locations. Responsibilities may also include organizing and directing an industrial safety program.

POLICE CAPTAIN—A captain acts as a staff officer who reports to a chief or assistant chief of police. He or she is responsible for planning, assigning, supervising, and participating in the programs and activities of a designated shift or tour of the uniform patrol, the bureau of identification and record, or of the detective, traffic, or juvenile division.

POLICE CHIEF/DIRECTOR OF POLICE SERVICES—

This position is responsible for directing, planning, and organizing the activities of the municipality's police department. Duties include performing administrative activities of the department, including the records, payroll, and annual budget estimates.

POLICE LIEUTENANT—A lieutenant assists in planning, organizing, and directing the overall activities of the department. He or she may also have executive responsibility for the supervision of technical police work.

POLICE OFFICER—This is an entry-level police position. He or she performs general-duty police work in the prevention of crime and enforcement of laws, serves as a patrol officer in an assigned area, handles traffic control, either on foot or as a motorcycle patrol officer, and may make investigations of crimes.

POLICE SERGEANT—A sergeant acts as a field officer who supervises the field activities of a particular work unit. Responsibilities include supervising general police work, conducting investigations of crimes and accidents, and protecting property, facilities, and citizens through law enforcement.

PUBLIC SAFETY DIRECTOR/CHIEF—This is a responsible administrative and professional position involving the planning, administration, and coordination of a municipal public safety program involving law enforcement, police patrol, and fire prevention and control. Responsibilities include promoting public safety to various community organizations and the public, developing a reporting system necessary to evaluate the activities and programs of the department, directing police and firefighting strategies and operations, and coordinating the activities of the public safety department with other city departments.

TECHNICAL

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER—This position is responsible for administering and enforcing zoning, building, and other regulatory codes. He or she inspects construction, alterations, and repairs to houses and commercial buildings for conformity to structural safety regulations and requirements. Requirements usually include general knowledge of Southern Building Codes, city housing codes, and construction methods.

CHIEF MECHANIC/LEAD MECHANIC/GARAGE FOREMAN/SUPERVISOR/SHOP FOREMAN—This position supervises the work of gasoline and diesel vehicle repair performed by skilled and unskilled personnel. Duties include planning daily work programs, adjusting and readjusting schedules to meet fluctuations in maintenance needs, and maintaining records of completed work.

MECHANIC—This position maintains and repairs automobiles, construction equipment, tractors, and trucks with gasoline and/or diesel engines. Additional duties include painting, welding, and machine work incidental to completion of repair assignments.

UTILITIES DISTRIBUTION AND COLLECTION SUPERVISOR—Under the direction of the water and wastewater superintendent, the utilities distribution and collection supervisor directs general maintenance crews in the repair and construction of water and sewer line components. (T011)

WASTEWATER TREATMENT PLANT OPERATOR II—This position possesses a Grade II operator's license and performs a variety of tasks in the operation of a wastewater treatment plant, including performing regular inspections of plant and equipment, collecting and storing samples, controlling the transfer of the volume of sewage, skimming scum and grease from settling tanks, maintaining shift logs, and recording meter and gauge readings.

WASTEWATER TREATMENT PLANT OPERATOR III—This position possesses a Grade III operator's license and performs skilled technical work in the operation of a wastewater treatment plant, including checking chemical feeders and chlorinators, collecting samples, observing and interpreting meter and gauge readings, and testing results to determine processing requirements.

WASTEWATER TREATMENT PLANT OPERATOR IV—This position possesses a Grade IV operator's license and performs skilled technical work in the operation of a wastewater treatment plant, including checking chemical feeders and chlorinators, collecting samples, observing and interpreting meter and gauge readings, and testing results to determine processing requirements. Additional responsibilities include supervising other operators and trainees of lesser classifications.

WATER TREATMENT PLANT OPERATOR II—This position possesses a Grade II operator's license and is responsible for the operation of water filters and chemical feeders. Duties include taking samples for laboratory analysis and reading and recording meter readings at regular intervals. The work is supervised by the water plant operator III.

WATER TREATMENT PLANT OPERATOR III—This position possesses a Level III certificate and is responsible for the operation of water filters and chemical feeders used in the treatment of water. Duties may include supervision of operator I.

WATER TREATMENT PLANT OPERATOR IV—This position possesses a Level IV certificate and uses considerable latitude and independent action. Responsibilities include the supervision and operation of water filters and chemical feeders. This employee may serve as the chief water plant operator and may be required to supervise other operators.

WATER/WASTEWATER LAB TECHNICIAN—This position is responsible for making continuous chemical analyses of the municipal water supply and the wastewater treatment process. Tests are also made on stream and river water and on effluent from industrial plants.

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