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MTAS Salary and Fringe Benefit Survey (2004/2005)

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MTAS
Municipal Technical Advisory Service
In cooperation with the Tennessee Municipal League

#114
HOT topic

April 19, 2005

THE 2004/2005 MTAS SALARY AND FRINGE BENEFIT SURVEY

Richard L. Stokes, PHR, IPMA-CP, Municipal Human Resources Consultant

The MTAS annual salary and fringe benefit survey for 2004/2005 is complete and shows salary increases for city employees rose significantly over 2003/2004 data. This report contains a summary of the findings as well as a means to request specific information. Pages 6 and 7 are request forms you can send back to us for the specific salary and benefit information you need.

Salary information for the 2004/2005 survey was gathered in five categories: (1) number of employees, (2) hours worked, (3) minimum salary, (4) maximum salary, and (5) FLSA status. In some instances, an employee may have held more than one position such as a clerk-typist who also serves as a secretary. For these cases, respondents were asked to report the salary for the position in which the employee spends more than 50 percent of his or her time.

Some positions didn't apply to some cities. If that was the case, respondents were asked to leave the category blank. A copy of the job descriptions used in the questionnaire accompanies this report.

The Survey Results

Based on data submitted, salary changes in the 2004/2005 fiscal year for employees of Tennessee cities and towns were significantly less than the general rate of inflation. A number of factors, including adjustments in compensation plans, salary adjustments, eliminations and additions of positions, could have affected the integrity of the information. Another factor affecting the data could be the result of corrections made to previously reported misleading information or incorrect assumptions made during data entry. Additionally, Memphis, the largest city in the state did not participated in this years' survey, and results of the city of Knoxville's broadband plan continued to significantly increase the salary ranges for similar sized city positions.

Calculations in the survey are the result of comparing average minimum and maximum salaries from one year to the next. The extent of change from one year to another was then determined and reported by position, by class, and by total salary ranges.

The U.S. Bureau of Labor Statistics' Consumer Price Index (CPI-U), a measure of the average change in prices over time in a fixed market basket of goods and services, covers about 80 percent of the total population. The CPI-U for all urban consumers grew by 3.3 percent for cities in the South, while salaries of Tennessee cities grew by 3.21 percent. On the national level, the CPI-U showed the average rate of inflation of 3.4 percent. (*Summary Data for the Consumer Price Index News Release*, December 2004.) What this means to Tennessee cities is that during the past year, salaries were increased at a rate that almost mirrored the expenditures on the national level for goods and services.

The average minimum salary for all positions in 2003/2004 was $29,552.49. The average minimum salaries changed in 2004/2005 by 2.95 percent (from

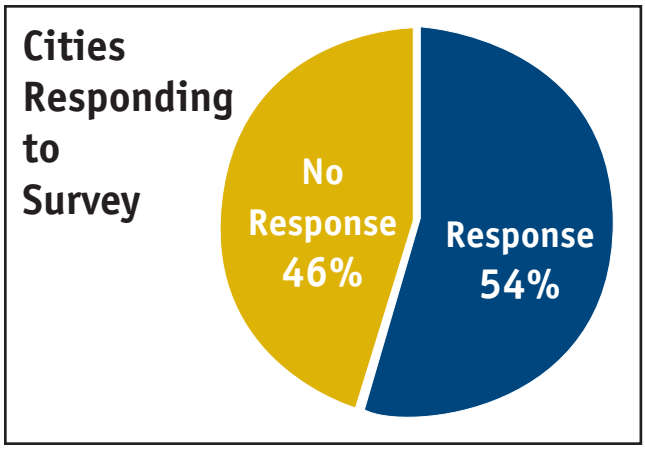
$29,552.49 to $30,425.42). The average maximum salary for all positions in 2003/2004 was $36,507.32. The average maximum salaries change from 2003/2004 to 2004/2005 was 2.24 percent (from $36,507.32 to $ 38,726.77).

Changes in salary ranges by grand division showed Middle Tennessee cities outpacing West and East Tennessee. Middle Tennessee reported salary increases of 9.07 percent, compared to 7.69 percent in West Tennessee and -4.16 percent in East Tennessee.

Among individual positions, several positions had significant average decreases over 2003/2004 data. Director of public safety had an average decrease of 21.00 percent. Vice mayors followed closely with a decrease of 10.35 percent. Aldermen reflected a 5.18 percent decrease. City recorders showed a 2.87 percent decrease. Mayors showed a 2.86 percent decrease and administrative assistants had a 2.39 percent decrease. Significant decreases were also reported for city planners (2.34 percent), animal control officers (1.75 percent), city clerks (1.20 percent), refuse foremen (1.17 percent), refuse workers (0.75 percent), street workers (0.70 percent), utility managers (0.65 percent), risk managers (0.45 percent), fire marshal (0.39 percent), executive secretary (0.30 percent), water operator II (0.29 percent), and secretary (0.17 percent).

The largest salary increase in reported salaries was for parks director. Cities reported an increase of about 19.64 percent (statewide average minimum salary changed from $29,374 to $39,783; statewide average maximum salary changed from $48,581 to $50,452). Increases in statewide average salaries were also reported for electric servicemen (19.48 percent), head librarian (14.90 percent), city attorney (12.49 percent), fire chief (12.01 percent), public information officer (10.32 percent), fire fighters (10.21 percent), director of golf (9.72 percent), judge (8.22 percent), and city engineer (7.76 percent).

The Salary Information



For regular users of our survey information, this document will look familiar. It is our attempt to announce the availability of salary survey reports and to get the most basic information into the hands of Tennessee city officials in a faster, more economical manner. Data from the survey is entered into a database and reports can be generated in the same format from previous years.

MTAS received responses this year from 187 of the 348 Tennessee cities. This represents 54 percent of the total number of Tennessee cities. Of the total number of cities, 161 or 46 percent did not respond to the survey.

Benefit Information

MTAS also gathered extensive data on benefits of Tennessee municipal workers. A check mark or a number was all that was required to complete most of the benefit questions. However, space was provided for additional comments.

Average State-Wide Salary Ranges by Position

	MINIMUM RANGE	MAXIMUM RANGE
ACCOUNTANT	$25,569.81	$36,491.20
ACCOUNTING CLERK	$22,205.93	$28,754.86
ADMIN ASST	$27,775.67	$34,269.33
ADMIN SECRETARY	$23,741.33	$31,049.69
ALDERMAN	$ 1,987.73	$ 2,069.91
ANIMAL CTRL OFF	$20,666.07	$26,400.18
ASST CITY MGR	$62,644.70	$80,437.71
ASST FIRE CHIEF	$34,138.97	$44,126.58
ASST POLICE CHIEF	$39,347.36	$50,060.18
BLDG ENGINEER	$22,955.16	$31,717.33
BLGD INSPECTOR	$26,543.03	$34,318.63
BOOKKEEPER	$25,343.31	$32,804.16
CHIEF MECHANIC	$30,823.47	$39,984.72
CITY ATTORNEY	$18,088.80	$30,297.88
CITY CLERK	$26,025.85	$31,519.43
CITY ENGINEER	$58,077.42	$77,559.80
CITY MANAGER	$66,122.99	$72,507.15
CITY PLANNER	$43,323.75	$59,249.84
CITY RECORDER	$27,995.40	$31,631.17
CLERK-TYPIST	$19,746.73	$25,391.61
COURT CLERK	$24,589.47	$29,892.32
DETECTIVE	$31,384.72	$38,189.84
DIR OF GOLF	$51,568.03	$61,206.49
DIR PUB SAFETY	$37,392.37	$43,741.97
DISPATCHER	$22,989.49	$29,674.89
ELEC SERVICEMAN	$37,700.75	$53,482.50
ELEC SVC FOREMAN	$26,334.95	$37,467.72
EXEC SECRETARY	$28,759.55	$38,462.75
FINANCE DIRECTOR	$58,607.92	$76,808.11
FIRE CAPTAIN	$34,335.32	$43,909.57
FIRE CHIEF	$36,178.85	$46,870.56
FIRE DRIVER	$30,072.91	$38,805.66
FIRE FIGHTER	$24,278.32	$31,624.49
FIRE LIEUTENANT	$30,921.94	$40,179.83
FIRE MARSHAL	$39,390.70	$51,947.34
GAS FOREMAN	$32,571.41	$35,774.82
GAS SERVICEMAN	$23,842.93	$27,205.60
HEAD LIBRARIAN	$26,767.67	$33,779.73
HVY EQUIP OPER	$24,776.06	$32,451.58

	MINIMUM RANGE	MAXIMUM RANGE
IS DIRECTOR	$52,788.37	$76,050.26
JUDGE	$ 9,499.19	$10,235.72
LGT EQUIP OPER	$21,016.10	$27,433.66
MAYOR	$10,478.04	$10,595.67
MECHANIC	$24,934.57	$33,152.03
METER READER	$19,010.99	$24,506.05
PARKS DIRECTOR	$39,782.66	$50,451.65
PERSONNEL DIR	$51,933.07	$67,607.93
POLICE CAPTAIN	$38,889.25	$48,553.86
POLICE CHIEF	$40,543.90	$48,128.76
POLICE LIEUT	$34,162.86	$41,819.97
POLICE OFFICER	$24,601.68	$29,894.68
POLICE SERGEANT	$30,310.54	$35,950.65
PUB INFO OFF	$41,968.58	$56,074.63
PUB WORKS DIR	$43,760.26	$53,407.82
PURCHASING AGENT	$37,770.47	$49,798.15
REFUSE FOREMAN	$28,528.99	$37,154.02
REFUSE WORKER	$18,173.26	$22,686.86
RISK MANAGER	$46,367.35	$62,979.08
SECRETARY I	$20,451.90	$26,048.55
STREET FOREMAN	$29,032.69	$35,707.83
STREET WORKER	$18,624.31	$23,410.91
UTILITY DIST SUPER	$41,404.93	$49,954.89
UTILITY MANAGER	$41,701.88	$49,383.46
UTILITY WORKER	$20,084.34	$26,850.92
VICE MAYOR	$ 2,215.51	$ 2,224.25
W/WW LAB TECH	$26,972.01	$34,448.50
W/WW PLANT MGR	$32,594.82	$40,806.12
WATER OPER II	$21,352.93	$26,046.59
WATER OPER III	$25,146.71	$30,952.65
WATER OPER IV	$30,876.86	$36,917.33
WWATER OPER II	$23,148.62	$28,678.17
WWATER OPER III	$24,441.90	$31,916.37
WWATER OPER IV	$30,077.68	$37,558.90
	MINIMUM	**MAXIMUM**
STATE-WIDE AVERAGE	**$29,136.98**	**$37,387.24**

Available by request is information on workweek hours, breaks, probationary periods, hours required for full benefits, longevity pay, cost-of-living increases, uniforms, moonlighting policies, health and dental insurance and deductibles, disability, holidays, vacations, sick leave, personal time, retirement, tuition reimbursement, drug testing, workers' compensation, credit unions, child-care assistance, deferred compensation, parking, and more.

Summary benefit data suggest that the average total number of full-time employees is 139. The minimum number of full-time employees is 0, while the maximum total number of full-time employees is 9,188. The average number of total part-time employees is 22.2. The minimum number of part-time employees is 0, while the maximum number of part-time employees is 1644. The average personnel cost is $2,636,406.07. The minimum personnel cost is $0.00, while the maximum personnel cost is $34,115,880.00.

Two hundred fifty-two cities report that they have developed personnel policies, up from 247 last year (based on current and last year's data), while 93 indicate that they either do not have personnel policies or did not respond to the question. Two hundred thirty-five cities indicated that they provide a paid lunch break, while the remaining either did not respond or indicated that they do not provide paid lunch periods. The majority (99) provides at least a one-hour lunch break, while 136 provide 30 minutes. Forty-four cities indicated some variation to the amount of time they provide for lunch depending on departments.

With regard to holidays, 106 cities indicated that they did not provide holiday pay. Two cities indicated that they provide 1 holiday, 4 cities provide 5 holidays, 14 cities provide 6 holidays, 10 cities provide 7 holidays, 22 cities provide 8 holidays, 44 cities provide 9 holidays, 46 cities provide 10 holidays, and 89 provide more than 10 holidays per year. The average number of sick leave days provided is 11.6. The minimum number is 0, while the maximum number is 120 days.

How to Get More Information

To understand the process of requesting additional salary or benefit information, you may need to understand a little about how the survey database is constructed. This will help you understand the constraints imposed on MTAS by the software used.

We are capable of generating salary information based on populations. Population statistics used in the survey were obtained from the *Directory of Tennessee Municipal Officials*.

The groupings are
Group 1—populations with more than 100,000,
Group 2—populations between 15,000 and 99,999,
Group 3—populations between 8,000 and 14,999,
Group 4—populations between 4,000 and 7,999,
Group 5—populations between 2,000 and 3,999, and
Group 6—populations with less than 2,000.

The database is divided into sections called tables. Each table is associated with a particular section (topic) of the questionnaire that cities completed and returned. There is a general table that contains statistical information about every city in the state. Included in this table is information about population, grand division, county, the contact person and telephone number, and the MTAS municipal management consultant serving the city. This table is what allows the computer to generate reports.

Two tables are associated with the salary questionnaire. A title table contains a listing of the 65 benchmark positions (the listing appears on your request form). The salary table includes salary information for all positions in each of the seven job categories: (1) elective, (2) administrative, (3) professional, (4) clerical, (5) technical, (6) public safety, and (7) labor and trade.

The remaining tables are associated with the benefits portion of the questionnaire. The tables are (1) staffing information, (2) hours, (3) salary payment policies, (4) employee insurance, (5) holidays, (6) leave, (7) other leave, (8) retirement benefits, and (9) other benefits. Some information on part-time employees is also available.

Individual reports may be tailored and generated exclusively for a requesting city. This gives you more control over what information you receive and how that information is presented to you. Examples of acceptable database requests are

- city manager salary data for cities with populations between 15,000 and 25,000 in West Tennessee,
- all clerical salaries in population group 4,
- police chief salaries for Maryville, Hendersonville, Jackson, and Clarksville, or
- cities that pay less than 75 percent of their employees' insurance premium.

Salary data is also available by geographical and statewide averages, counties, or by selected cities.

Use the forms provided on pages 6 and 7 to prepare your information request(s). Feel free to duplicate the forms as often as necessary. You may request as many reports as you need. All requests will be processed as they are received. Please send all data request forms to: Salary Survey Request, The University of TN-MTAS, 600 Henley Street, Suite 120, Knoxville, TN 37996-4105.

MTAS

2004/2005 SALARY SURVEY DATA REQUEST FORM

The following form has been prepared to help you request information contained in the salary survey database. Should you have any questions about how to use the form, contact Richard L. Stokes at (615) 532-6827.

NAME: _____

TITLE: _____

MAILING ADDRESS: _____

_____

	ELECTIVE		ADMINISTRATIVE		PROFESSIONAL		CLERICAL		TECHNICAL		PUBLIC SAFETY		LABOR
	Mayor		City Manager		Finance Director		Admin. Secretary		Chief Mechanic		Police Chief		Lg. Equip. Oper.
	Vice Mayor		Asst. City Mgr.		Personnel Director		Exec. Secretary		Mechanic		Asst. Police Chief		Hvy. Equip. Oper.
	Alderman		Admin. Assistant		Purchasing Agent		Secretary I		Bldg. Inspector		Police Captain		Meter Reader
	Judge		City Recorder		Public Works Dir.		Clerk-Typist		Water Pl. Oper. II		Police Sergeant		Bldg. Maint.
			City Attorney		Utilities Manager		Account Clerk		Water Pl. Oper. III		Detective		Sanit. Foreman
			City Court Clerk		City Engineer				Water Pl. Oper. IV		Police Officer		Sanit. Worker
			City Clerk		City Planner				WWater Pl. Oper. II		Police Lieutenant		Street Foreman
					Accountant				WWater Pl. Oper. III		Fire Chief		Street Worker
					Parks Director				WWater Pl. Oper. IV		Asst. Fire Chief		Utility Worker
					Head Librarian				Laboratory Tech.		Fire Captain		Elec. Serviceman
					Risk Manager				Ut. Dist./Coll. Sup.		Fire Marshal		Elec. Svc. Fmn.
					Public Info. Off.						Fire Lieutenant		Gas Foreman
					WWater Plant Mgr.						Fire Driver		Gas Serviceman
					Dir. Golf						Fire Fighter		Anim. Cont. Off.
					Info. Systems Dir.						Dispatcher		
											Dir. of Pub. Safety		

GENERATE A REPORT FROM _____ (TABLE/TABLES)

INCLUDE: _____ POSITIONS

SORTED BY

1. POPULATION BETWEEN _____ AND _____ OR _____
2. POPULATION GROUP _____ (1-6 OR ALL) AND _____
3. GRAND DIVISION _____ (E, M, W, OR ALL)

MTAS

2004/2005 BENEFIT DATA REQUEST FORM

The following form has been prepared to help you request information contained in the salary survey database. Should you have any questions about how to use the form, contact Richard L. Stokes at (615) 532-6827.

NAME: _____

TITLE: _____

MAILING ADDRESS: _____

_____

	STAFF/HRS.		SALARY		INSURANCE		HOLIDAYS		LEAVE		OTHER		RETIREMENT		BENEFITS
	Total # Emp.		Longevity		Health Coverage		Total # Days		Vacation Leave		Use Sick		Ret. Prog.		% Payroll
	Dept. Totals		% COLA		% Premium		New Year's Eve		Carryover VL		Use Vac.		TCRS		Tuition
	Pers. Cost		Uniforms		Deductible		New Year's Day		Cash-In VL		Use LWOP		Early Ret.		Phys. Exam
	Hours Worked		Allowance		Deduct. Amt.		Memorial Day		Vacation		Jury Duty		Vesting		Drug Testing
	Fire Cycle		Uniforms/Supv.		Pre-Certification		M. L. King Day		Sick Leave		Jury Check		# Years		Worker Comp.
	Police Cycle		Paydays		Elected Officials		Columbus Day		# Sick Days				Ins. Over 65		Travel
	Shifts		Wages		% Premium		Wash. B'day		Public Safety				% Premium		Parking
	Weekends		Second Job		Family Coverage		President's Day		Waiting				Ins. Under 65		Counseling
	Holidays				% Premium		4th of July		Wait Length				% Premium		Credit Union
	Lunch				Waiting		Labor Day		Carryover SL				Ret. Credit		Savings
	Paid Breaks				Major Medical		Good Friday		Cash-In SL				# Days Credit		Deferred Comp.
	Policy Manual				Maximum Amt.		Thanksgiving		Sick LV						Bond Insurance
	Probation				Alternate Cov.		Day aft. Thanks.								Xmas Bonus
					Dental Ins.		Veteran's Day								Separation Pay
	PART-TIME				Life Ins.		Xmas Eve								EAP
	Prorated Ben.				Coverage		Xmas Day								Well Program
	Hours PT Ben.				% Premium		Employee B'day								Child Care
	Hours FT Ben.				Added Coverage		Other Days								Mileage
					Disability Ins.		Holiday Pay								Food
							Cash-In								Tools
															Awards

GENERATE A REPORT FROM_____ (TABLE/TABLES)

SORTED BY

1. POPULATION BETWEEN_____ AND_____ OR_____

2. POPULATION GROUP_____ (1-6 OR ALL) AND _____

3. GRAND DIVISION_____ (E, M, W, OR ALL)

DESCRIPTION OF POSITIONS

ELECTIVE AND APPOINTIVE POSITIONS

ALDERMAN/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, or 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 is performed in 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, 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 regards 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 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 department head of a municipality. 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 task.

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

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 is this position is usually responsible for the efficient operation of a building heating system.

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, bushhogs, and trucks with up to four tons in capacity. An employee is 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 is 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 semi-skilled 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-ways; 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 semi-skilled 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.

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 meter. (L010)

ELECTRICAL SERVICES FOREMAN—Under general supervision, this employee services and supervises 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, this employee supervises others 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)

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

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 the 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, as well as serve as the administrator of capital projects.

CITY PLANNER—This position is responsible for the assimilation 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 of city streets in accordance with municipal policies and may supervise the community development function.

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

PURCHASING AGENT/PURCHASING OFFICER/BUYER—This position performs technical work involved in the large scale processing of a wide range of materials, supplies, and equipment. He or she 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 the planning, directing, and controlling of 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.

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. He or she manages all operations, personal computer networks, mainframe applications, and software (P015)

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 the coordination of 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.

FIREFIGHTER—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 the maintenance of firefighting equipment.

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

FIRE MARSHAL/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 by 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 maintenance of 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 regular inspections of plant and equipment. He or she collects and stores samples, controls the transfer of the volume of sewage, skims scum and grease from settling tanks, maintains shift logs, and records 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 reading, 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 reading, 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 utilizes 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 analysis 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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