

Web-Based Compensation Survey System

You have been logged out.	
Username:	
admin	
Password:	
Sign in	
Forgot your password?	
Request a New Account	
Contact Us	

This system provides comparative salary and benefits information for 75 benchmark positions in more than 200 member communities across Massachusetts.

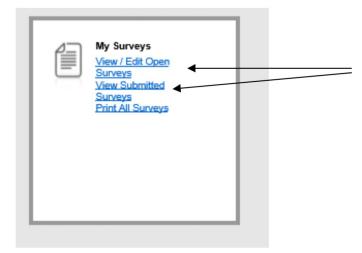
User Guide and Positions Inventory

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Home	Benchmark	Docs	Member Contacts	Admin			
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Massachusetts Munici	pal Human Resources © 2010–201	9					My Account Help Contact Admin Logout

How to Enter Your Data

- 1. Log into the website <u>https://mmhrsurvey.mma.org</u>.
- 2. Your username is your first initial and last name.
- 3. If you do not know your password, you can easily reset it by clicking Forgot your password?
- Once you log in you will see an alert on the home screen that says "You have an open benchmark survey." Click on the survey and enter your information OR

If you have already begun entering data during a prior session or want to revise prior data entered click on **My Surveys** at the bottom of the screen.



- 5. For each Position Title enter:
 - a. the number of employees in each position
 - b. hours worked **per week** each employee is regularly scheduled for (if variable as with some part-time positions, enter average hours per week)
 - c. minimum annual base pay and maximum annual base pay for each position

Position Title Accountant	# of Employees in Position	# Hours Worked per Week	Minimum Annual Pay 77932	Maximum Annual Pay 98619
Administrative Assistant	1	35	61864	78287
Animal Control Officer	1	40	41025	41025
Appraiser / Assessor	1	35	77932	98619
Assistant Appraiser / Assessor				

6. <u>ALWAYS</u> click **Save and Publish** at the bottom of the page before you log out. This makes the data you have entered accessible for other communities to search on. *Your survey can be reopened for editing at any time.*

TIPS

- A. Some surveys copied over with total hours per year instead of per week. Please be sure to change the hours to hours per week if this happened for your survey. The hours carry forward from one year's survey to the next so fix it once and never have to worry about it again!
- B. For Fire, Police, and other positions with variable-day schedules use the average weekly hours.

C. Position Titles may not exactly match the titles in your community. Match as best you can. If you don't see a title that would reasonably match a position, contact the MMA's Member Services Department at 617-426-7272.

How to Search for Benchmark Data

- 1. Click on the Benchmark Tab Welcome, admin My Account | Help | Contact Admin | Logout Home Benchmark Docs Member Contacts Admin
 - 2. Under Start a New Search select the:
 - a. fiscal year you want to search on
 - b. Cities/towns you want to search
 - c. Desired job titles.

Select a Saved Search Load Search Delete Search Select Cities / Towns Include Surrounding Cities/Towns Population to Search Save this Search Clear Search			Q	Select Cities / Towns Include Surrounding Cities/Towns Population to Search Save this Search
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When selecting Cities/Towns, and Job Titles, 🗹 check on the desired items then click Select.

NOTE: You must select **your** city or town in the "Select Cities/Towns" section then check "Include Surrounding Cities/Towns" feature in order to search your pre-set comparables. For more information about pre-set comparables see **How to Pre-Set Your Comparables** section of this guide.

Select Cities / Towns			
Abington	Creat Barrington	Pelham	*
Acton	Greenfield	Pembroke	E
Acushnet	Groton	Pepperell	
Agawam	Groveland	Petersham	

- 3. After you enter your search criteria, click Search.
- 4. Results will show up in the lower window.

- 5. You can:
 - a. View results by **Job** or by **City**
 - b. Export the data into a pdf or csv by clicking the desired **Export** button.
 - c. Print the results by click on **Print**

iew by Job	View by City				Export Current Title (PD	F) Export A	All Titles Sea	rched (PDF)
					Export Current Title (CS	V) Export A	All Titles Sea	rched (CSV)
								Print Page
Showing: Account	ant	ᅌ page 1 of	42 Next					
MMHR Sala	ary Benchmark Surv	ey						
Position:	Accountant			Category: Finar	ice			
Position: Description:		professional accounting di	luties; develops and implen			odifies and modernize	s existing m	ethods and
	Performs working level p procedures. Maintains ar	nd balances accounts aga	ainst other accounting reco	nents new accounting tech ords. Makes final accountir	niques and systems or mong of cash funds, vouchers	s, and encumbrances.	Prepares ba	
	Performs working level p procedures. Maintains an sheets. Conducts interna	nd balances accounts aga al audits. Compares expe	ainst other accounting reco	nents new accounting tech ords. Makes final accountin opriations. Assist in the pre	niques and systems or mo ng of cash funds, vouchers paration of reports which s	s, and encumbrances. serve as a basis for bi	Prepares baudget	alance
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- 6. When you have finished your search, look at the window below to:
 - a. Save the search criteria for future use by clicking **Save this Search** Clear the search criteria to start a new search by clicking **Clear Search**.

Se Se	ved Searches elect a Saved Search ▼ .oad Search Delete Search	Q	Start a New Search Select a Fiscal Year 💌 Select Cities / Towns	Select Job Titles
I			Include Surrounding Cities/Towns	
I			Population	
			to	Search Save this Search
				Clear Search

How to Pre-Set Comparables (Surrounding Cities/Towns)

Many have a set of cities and towns they consider to be good comparisons (aka: comps) for your community. These communities may be in the immediate area, of similar size, of similar budget, have similar forms of government, department sizes, or organizational structures.

The "Include Surrounding Cities/Towns" feature makes it easy to search data for your specific comps. Users can select what communities are included in this search feature, making searching data for your unique comps as simple as checking that box. In order for this function to work properly, be sure to select your community and only your community in the Select Cities / Towns section in addition to checking the Include Surrounding Cities/Towns box.

Saved Searches Select a Saved Sea Load Search	arch V Delete Search	Start a New Search Select a Fiscal Year Select Cities / Towns Include Surrounding Cities/Towns Population to Budget to Clear Search
Select Cities / Town	s Sel	ect your city/town only here!
Abington	Greenfield	Pelham
Acton	Groton	Pembroke
Acushnet	Groveland	
Agawam	Hadley	Petersham
Alford	Halifax	
Amesbury	Hamilton	
Amherst	Hanover	Plymouth
Andover	Hanson	
Aquinnah	Hardwick	
Arlington	Harvard	Quincy
Ashburnham	Harwich	Randolph
Ashby	Hatfield	Reading
Ashland	Haverhill	Rehoboth
Athol	Hawley	Revere
Attleboro	Hingham	Richmond
Auburn	Hinedala	Rochaeter

Saved Searches	Start a New Search	
Select a Saved Search 💌	Select a Fiscal Year -	Select Job Titles
Load Search Delete Search	Select Cities / Towns	
	Include Surrounding Cities/Towns	
	Population	
	to	Search Save this Search
		Clear Search

To Pre-Set Your Comps

1. Click on the **Admin** Tab

HR HUN PROMOTE	CHUSETTS MUNICIPAL IAN RESOURCES Ng excellence in municipal hr				Welcome, adm	in My Account Help Contact Admin Logout
Home	Benchmark	Docs	Member Contacts	Admin		

2. Click on My Cities and Towns.

Home	Benchmark	Docs	Member Contacts	Admin		
Admin S	ection					
Cities a	nd Towns	Users				
My Cities	and Towns	My Account				

- 3. Click on Edit.
- 4. From this screen you can update your community and select your Cities and Towns.
- 5. Don't forget to click **Update** at the bottom of the page to save your changes. Whenever you select "Surrounding Cities/Towns" in the search feature, the communities you selected here will be searched.

How to Convert a CSV file to Excel

One of the greatest benefits of the Benchmark Tool is the ability to download searched data into a file type that facilities analysis. The CSV (comma separated values) file type is an Excel type file that allows you the ability to manipulate the data for your needs including sorting, filtering, performing calculations, generating graphs, and other steps.

To download the *Searched Data* into a CSV file click on the **Export Current Title (CSV) or Export All Titles** Searched (CSV)

View by Job	View by Cit	У			Export Current Title	(PDF) Export /	All Titles Searched (PDF)
					Export Current Title ((CSV) Export /	All Titles Searched (CSV)
							Print Page
Showing: Account	tant	page 1 of	42 Next				
		17.5					
MMHR Sala	ary Benchmark Su	rvev					
Position:	Accountant			Category: Fina	nce		
Position: Description:	Performs working leve	el professional accounting d		ments new accounting tecl	hniques and systems or		
	Performs working leve procedures. Maintains	s and balances accounts ag	ainst other accounting rec	ments new accounting tech ords. Makes final accounti	hniques and systems or ing of cash funds, vouch	ners, and encumbrances.	. Prepares balance
	Performs working leve procedures. Maintains sheets. Conducts inte	s and balances accounts ag rnal audits. Compares expe	ainst other accounting rec inditures with budget appr	ments new accounting tecl ords. Makes final accounti opriations. Assist in the pre	hniques and systems or ing of cash funds, vouch eparation of reports whic	ners, and encumbrances. ch serve as a basis for b	. Prepares balance udget
	Performs working leve procedures. Maintains sheets. Conducts inte requests.Minimum Qu	s and balances accounts ag	ainst other accounting rec nditures with budget appr duation from a college or	ments new accounting tecl ords. Makes final accounti opriations. Assist in the pro- university with a bachelor's	hniques and systems or ing of cash funds, vouch eparation of reports whic	ners, and encumbrances. ch serve as a basis for b	. Prepares balance udget
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	Performs working leve procedures. Maintains sheets. Conducts inte requests.Minimum Qu	s and balances accounts ag rnal audits. Compares expe ualifications may include gra	ainst other accounting rec nditures with budget appr duation from a college or	ments new accounting tecl ords. Makes final accounti opriations. Assist in the pro- university with a bachelor's	hniques and systems or ing of cash funds, vouch eparation of reports whic	ners, and encumbrances. ch serve as a basis for b	. Prepares balance udget

If you are prompted by your computer to open, save or save as, select **Open**.

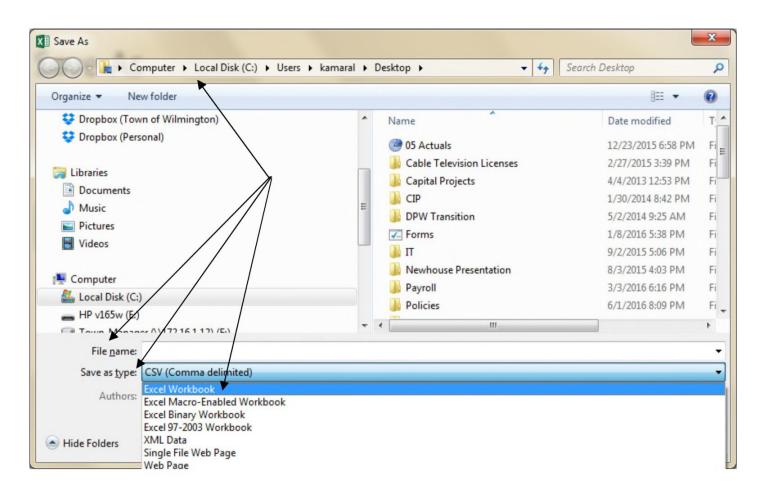


If you have Excel on your computer, the file will open in Excel. If you use another product, it should open to that as default.

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4	Andover	FY16 Benc	2016	865	MIS Direct	Informatio	1	36	87482	119231	########	#			
5	Arlington	FY16 Benc	2016	865	MIS Direct	Informatio	1	35	89136	128806	########	#			
6	Attleboro	FY16 Benc	2016	865	MIS Direct	Informatio	1	35	78192	105084	########	#			
7	Ayer	FY16 Benc	2016	865	MIS Direct	Informatio	1	40	69342	90514	########	#			
8	Barnstable	FY16 Benc	2016	865	MIS Direct	Informatio	1	40	94595	113050	########	#			
9	Bedford	FY16 Benc	2016	865	MIS Direct	Informatio	1	40	67053	92199	########	#			
0	Belmont	FY16 Benc	2016	865	MIS Direct	Informatio	1	40	68871	97798	*****	#			
11	Berlin	FY16 Benc	2016	865	MIS Direct	Informatio	1	0	2		7/1/201	0			
12	Billerica	FY16 Benc	2016	865	MIS Direct	Informatio	1	40	87149	87149	########	#			
13	Boston	FY16 Benc	2016	865	MIS Direct	Informatio	1	35	110000	155000	########	#			

Before you begin altering the data, save it to your computer as you would any other file. Click File, Save As.

In addition to selecting the file destination and **File Name**, in the **Save As Type** click on the drop down list and select **Excel Workbook** (or your preferred file type).



The file and the data will look no different after you do this, however the file name will change to an Excel file.

Document Library

The Benchmark Tool has a powerful document storage tool that makes it easy to upload and search for job descriptions, contracts, policies and other documentation.

To Upload Documents

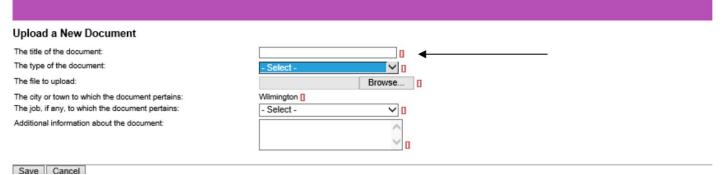
1. To access the Document Library, both to upload and search for documents click on the **Docs** tab.

Home	Benchmark	Docs	Member Contacts	Admin
• Y	′ou have open Benchmark su	rvevs: FY11 Benchmark :	Salary Survey EV18 Benchmark Sc	Jack Sussey

2. To Upload documents click on Upload New Document.

In this section you can share documents related sheets & plan summaries, and job descriptions.		ple, we encourage you to download collective bargaining a	greements, compensation plans, insurance rate
My Documents Upload New Document	Saved Searches Select a Saved Search ✓ Load Search Delete Search	Start a New Search Select Cities / Towns Include Surrounding Cities/Towns Population Sort by City / Town V	Select Job Titles Select a File Category V Select a File Type V Search Save this Search Clear Search

3. Provide a Title for your document. Example: Computer Use Policy or Example: Police Chief



4. Select the *Type* of document you are uploading. This allows it to be tagged for searches.

Upload a New Document

The title of the document:	Police Chief
The type of the document:	- Select -
The file to upload:	Rate Sheet Collective Ba
The city or town to which the document pertains: The job, if any, to which the document pertains:	Contract Position Des
Additional information about the document:	Other

Police Chief	0
- Select -	
Rate Sheet Collective Bargaining Agreement Contract	. 0
Position Description Other	_
	Q a

Save Cancel

5. Click on **Browse** to find the document on your computer/network.

How to Delete and Uploaded Document

To delete an uploaded file, please contact the MMA's Member Services Department at 617-426-7272 with the file name and type.

How to Search Document Library

Searching for Documents works the same as Searching for Salaries (see How to Search Benchmark Data)

1. To search documents select your desired parameters. For documents, you may not want to narrow your search by location (Cities/Towns). Click on **Select Job Titles** to select the job that the document pertains to, if any. Add any further description and click Save.

Saved Searches Select a Saved Search ✓	Q	Start a New Search Select Cities / Towns	Select Job Titles
Load Search Delete Search		Include Surrounding Cities/Towns Population	Select a File Category
		Sort by City / Town V	Search Save this Search Clear Search

2. Select the **File Category** of file you are seeking.

3. Click Search.

	Saved Searches	Q	Start a New Search Select Cities / Towns	Select Job Titles
()	Load Search Delete Search		Include Surrounding Cities/Towns Population to	Position Description Select a File Type
			Sort by City / Town V	Search Save this Search

4. Click on **Download** to access the document. You can also look at documents by Community click **Report View or Sheet View**. In all cases to download the document simply click **Download**.

Survey View Report View	Sheet View		Export Cur	rrent Title (PDF)	Print Page
Showing: Lexington - Lexington Fire Chief	v page 1 of 3 Next				
Uploaded Document	Lovington Fire Chi	of			
The title of the document:	Lexington Fire Chie Position Description				
	Position Description				
The title of the document: The type of the document: Download the file:	Position Description				
The title of the document: The type of the document:	Position Description				

Need More Help?

Need help, run into something you don't know what to do with, something not working the way it seems it should?

No problem! To contact the Administrator for help, use the Contact Us links located at the top right and bottom right of any page. This will bring up a form to send the Administrator an email. The Administrator will respond as soon as possible. Fill out all the fields on the form and then click on the **Send Message** button.

Or contact the MMA's Member Services Department at 617-426-7272.

MMPA Benchmark Survey Tool Positions and Descriptions

Accountant	Category:	Finance					
Performs working level professional accounting duties; develops and implements new accounting techniques and systems or modifies and modernizes existing methods and procedures. Maintains and balances accounts against other accounting records. Makes final accounting of cash funds, vouchers, and encumbrances. Prepares balance sheets. Conducts internal audits. Compares expenditures with budget appropriations. Assist in the preparation of reports which serve as a basis for budget requests .Minimum Qualifications may include graduation from a college or university with a bachelor's degree in accounting or a related field and two to four (2-4) year of related experience, or an equivalent combination of education and experience.							
Administrative Assistant	Category:	Clerical / Administrative					
Under general supervision of department head, serves as lead staff member (office manager) coordinating clerical and administrative functions of three or more office personnel.							
Administrative Assistant to the Board	Category:	Clerical / Administrative					
Animal Control Officer	Category:	Public Safety Support					
Responds to public complaints re animals. Issues licenses for anin slaughter cases. Transports anir	egarding ani mals. Picks u mals to shelte d one (1) yea	nals. Captures and confines stray animals. mals. Issues citation and impounds p injured animals. Investigates theft or er. Minimum Qualifications may include ar of experience performing above or of education and experience.					

Appraiser / Assessor	Category:	Finance
assessing real and personal pro	pperty, in plar	ry, and professional work in appraising and nning, managing and directing the activities he Board of Assessors with all municipal

Assistant Appraiser / Assessor	Category:	Finance
day to day functions of the offic the accuracy of the appraising a	e of Appraise and assessing unctions in as	I support duties as needed to expedite the er/Assessor. Generally assists to ensure g of real and personal property. May ssisting the Board of Assessors with all

Assistant Chief Admin Officer	Category:	Management / Administration
The assistant to the Executive S municipality.	Secretary, To	wn Administrator or Manager of the

Assistant HR Director	Category:	Human Resources

Assistant Recreation Director	Category:	Recreation

Assistant Town Accountant	Category:	Finance
and expedite effective day to d responsibilities. Performs repo in maintaining accounts and ba process purchase orders and v graduation from high school, p	lay operation rting and fina alance sheet vouchers. Mi lus, two (2) y	visory support duties as needed to ensure as related to "Town Accountant" ancial duties assisting the Town Accountant s. Also performs internal audits and may inimum Qualifications may include years of specialized training related to al operations or an equivalent combination

Assistant Town Clerk	Category:	Clerical / Administrative
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Performs a variety of working level, general and routine clerical duties as needed to expedite the delivery of services of the office of city or town clerk. Assists the general public over a counter, telephone or through the mail; receives and processes information related to the functions of the department. Enters account information into computer data base; updates records as needed; generates various status reports as requested. Receives payment for fines, fees, services, taxes, etc., and issues receipts; verifies accuracy of various public records, accounts, etc. May attend council meetings to take minutes. Minimum Qualifications may include graduation from high school and two (2) years, 18 months of which must have been directly related to the duties of a statutory department of the entity. Working knowledge of standard office practice and procedures, including personal computer (word processing, spread sheet, etc.). Ability to demonstrate some skill in human relations and interpersonal communications.

Assistant Town Treasurer / Collector	Category:	Finance	
Performs professional, supervisory and administrative work in the collection of all monies due the town, and in the receipt, expenditure, and custody of municipal funds.			

Assistant Treasurer	Category:	Finance

The Assistant Treasurer performs responsible supervisory, administrative and financial duties assisting the Treasurer/Collector with the operation of the office and maintaining the town's cash position; other related work, as required.

Benefits / Payroll Coordinator	Category:	Human Resources

Budget Management Analyst	Category:	Finance

Building Commissioner	Category:	Inspectional Services
Performs complex, responsible same; and zoning codes.	e work in ent	forcing building codes, and interpreting

Chief Admin Officer	Category:	Management / Administration
As the Executive Secretary, Town Administrator or Manager, this position overseas and manages the day- to-day operations of the municipality.		

Chief Financial Officer / Finance Director	Category:	Finance

City / Town Clerk Category: Managem	nent / Administration
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Maintains all city records. Keeps City Seal. Takes minutes of council meetings, distributes and publishes minutes. Maintains records of all ordinances and resolutions. Coordinates city elections. Minimum Qualifications may include graduation from a university with an associate's degree in business administration, accounting or a closely related field and two to three (2-3) years of experience in personnel, finance or a related field or an equivalent combination of education and experience.

City Auditor / Town Auditor	Category:	Finance

City Solicitor / Town Counsel	Category:	Management / Administration

Clerk 1 (junior Clerk)	Category:	Clerical / Administrative
administrative or clerical emp a variety of routine clerical du of the functions of the depart prepares forms and other doo maintains any of a number a	bloyee perforr uties requiring ment or section cuments; recond nd/or type of t	n duties. Under direct supervision of ms, according to standard office procedures, g a limited degree of decision and knowledge on; examines documents for correctness; eives receipts for municipal services; files; gives information to the public; ng and mailing. Does not supervise

Clerk 2 (senior Clerk) Category	Clerical / Administrative
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Under supervision of administrative or clerical employee performs, according to standard office procedures, a variety of moderately complex clerical duties requiring a moderate degree of decision and knowledge of the functions of the department or section; examines documents for correctness; prepares forms and other documents; compiles any number of different type of statistics; posts and maintains general records; may, for a small percentage of time, maintain double-entry books of account; may work with payrolls and pay computation; receives receipts for municipal services; maintains any of a number and/or type of files; gives information to the public; requisitions office supplies, and does sorting and mailing. Requires general knowledge of the operation. May exercise working supervision over a few Clerks.

Clerk 3 (principal Clerk)

Under supervision of office manager or department head, provides complex secretarial services, prepares financial records and reports, organizes meetings, or does scheduling. Performs, according to standard office procedures, a variety of complex clerical duties requiring a considerable degree of decision and knowledge of the functions of the department or section; examines documents for correctness; prepares forms and other documents; compiles any number of different type of statistics; posts and maintains general records; may, for a small percentage of time, maintain double-entry books of account; may work with payrolls and pay computation; receives receipts for municipal services; maintains any of a number and/or type of files; gives information to the public; requisitions office supplies, and does sorting and mailing. Performs secretarial duties and transcription. Requires thorough knowledge of the operation. Provides working supervision over small number of employees, of routine or moderate complexity.

Clerk 4 (head Clerk)

Category:

Clerical / Administrative

Under general supervision of office manager, department head, administrator or executive, performs senior level secretarial and administrative functions, or performs complex financial processing activities in a specialized area. May supervise other clerical staff. Performs, according to standard office procedures, a variety of complex clerical duties requiring a high degree of decision and knowledge of the functions of the department or section; examines documents for correctness; prepares forms and other documents; compiles any number of different type of statistics; posts and maintains general records; may, for a small percentage of time, maintain double-entry books of account; may work with payrolls and pay computation; receives receipts for municipal services; maintains any of a number and/or type of files; gives information to public; requisitions office supplies, and does sorting and mailing. May do duties of secretary to a major department head. Requires complete knowledge of the operation. Provides working supervision over small number of employees, of complex or moderate complexity.

Conservation	Agent
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Category:

Planning & Development

Performs responsible professional, technical, and administrative work in serving as principal staff and advisor to the Natural Resources Commission, administering conservation land acquisition and wetlands protection, managing conservation lands and other town properties, conducting environmental reviews, and providing guidance

for selected projects by town boards.	for	selected	pro	jects	by	town	boards.
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Custodian	Category:	Facilities
rest rooms. Checks security of safety hazards. Orders all cust may include the ability to read	building and odial supplies well enough	cuums and dusts. Cleans windows. Cleans individual office spaces. Inspects areas for s and equipment. Minimum Qualifications to understand and follow instructions of experience performing above or related

Director of Community Services / Health and Human Services Director	Category:	Health & Human Services

Director of Emergency Medical Services	Category:	Fire

Director of Planning and Community Development	Category :	Planning & Development
as long range, current/zoning. groups, consultants, developer and performs research and an and budget allocations for sect Performs in-service training for graduation from college with a administration or a closely rela	Coordinates rs, planning alysis of pla tions. Respo staff.MININ bachelor's o ted field; an erience perfo	Planning Division or a major section such s and presents planning items to citizens, commission and city council. Supervises nning studies. Recommends work programs onsible for comprehensive plan development. MUM QUALIFICATIONS may include degree in urban planning, public d FIVE to SEVEN (5-7) years of orming above or related duties; or an experience.

Economic Development Director	Category:	Planning & Development		
As a department head provides direct supervision to CED staff, which includes Economic Development Coordinators. Works under the broad policy guidance and				

direction of the elected body while performing a variety of professional duties related to attracting commercial and industrial entities to the community.Develops and coordinates the development of industrial and commercial sites.Assesses community needs and recommends goals and direction for economic development; researches, produces and provides promotional reports.Promotes the development of tourist and recreational based economies.Minimum Qualifications may include graduation from college with a master's degree in Business Management, Marketing, Urban Planning, Real Estate or some other closely related field; and, five to seven (5-7) years of responsible experience related to the above described duties, or an equivalent combination of education and experience.

Elder Services Director	Category:	Health & Human Services
and coordinating the developm Works and coordinates with co Negotiates with cooperating or related operations. Oversees a Senior Services Division budge guidelines. Organizes fund rais needs assessment of senior pe Establishes program goals and Oversees ongoing senior servi QUALIFICATIONS may includ	nent and delive ommunity age ganizations t and performs et and assure sing events. F opulation and d objectives a ices, i.e., Mea e a bachelor	visory duties related to planning, organizing very of senior services and programs. encies, organizations, and businesses. o develop fee-based services and monitors fiscal development and management of es compliance with established fiscal Performs grant writing. Conducts ongoing I determines target population priorities. and develops implementation strategies. als-on-wheels program. MINIMUM s degree in public administration, o five (5) years of related experience.

Election Commissioner	Category:	Clerical / Administrative

Engineer Category:	Public Works
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Performs duties as a journey level licensed civil engineer. May supervise entry level engineering staff, i.e., survey crew, technicians, Engineerings In Training (EIT), etc.; may assist in training personnel. Performs quality control for assigned projects and monitors work of the project team. May participate in employee evaluations and make recommendations affecting employment status, i.e., advancement, discipline and termination. Oversees and outlines survey work such as control for aerial photography, entity owned property, etc. Draws maps and plats for voting districts and engineering projects. Writes legal descriptions. Designs and outlines survey and engineering work for storm drains, junction boxes, curb and gutter standards, road standards, cross sections, sidewalks, etc. Minimum Qualifications may include graduation from college with a bachelor's degree in civil engineering, land surveying, or a related field and four to six (4-6) years of related experience or any equivalent combination of education and experience. Must be a licensed professional engineer with the State.

Facilities Superintendent / Director	Category:	Facilities
directing all operations and ma and maintenance personnel; n	iintenance of naintains gro ding constru	sory work in planning, organizing, and f municipal buildings; oversees the custodial unds in the vicinity of all buildings; acts as ction and/or renovation projects. In many nool buildings.

Fire Captain	Category:	Fire	
Performs a variety of advanced and first-line supervisory firefighting duties related to protecting life and property of residents, including but not limited to fire suppression, rescue, hazardous materials containment, fire investigation, emergency medical response, etc. Performs advanced functions such as Engineer and serves as company training officer. May provide immediate to close supervision to Lieutenant(s), Engineer(s), and Fire Fighter(s) while in training, on a project-by-project basis. Supervisory: Performs as a shift supervisor; oversees shift activities and work schedules; assures quality of work performed and policy compliance; reviews and evaluates performance and makes recommendations affecting employment status such as advancement, retention and discipline. Serves as incident commander in the absence of a ranking officer; directs firefighting personnel in the most strategic and tactical methods of fire suppression; during large scale emergencies utilizes Unified Command System to assure efficient and effective containment and resolution; manages fire scene to assure the safety of firefighting personnel, victims and surrounding properties. Monitors readiness status of firefighting equipment and			
surrounding properties. Monitors readiness status of firefighting equipment and apparatus; assures vehicles and equipment are functional; conducts inspections and drills. Prepares various department records and reports; participates in various public			
fire safety programs and presentations to educate regarding fire prevention.			

Fire Chief

Category: Fire

Manages personnel and activities of a local fire department, oversees hiring, firing, and training of staff. Directs training of personnel and administers laws and regulations affecting the department. Evaluates fire prevention and control policies, improves fire prevention techniques. Makes final approval of new hires for the fire department. Develops and negotiates fire department budget. Assumes personal command at multiple fire alarms. Oversees maintenance of fire station and equipment. Minimum Qualifications may include graduation from a college or university with a bachelor's degree in fire science or a closely related field and five to seven (5-7) years of experience, including two (2) years of administrative or supervisory experience at the level of a fire captain; or any equivalent combination of education and experience.

Fire Deputy Chie	Эf
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Assists in the overall management of the department; supervises personnel and coordinates activities related to specific management functions as assigned, participates in hiring and firing of staff. Assists in training of personnel and monitoring laws and regulations affecting the department. Evaluates fire prevention and control policies, improves fire prevention techniques. Assists to develop preliminary budget projections and may participate in budget negotiations. Oversees maintenance of fire station and equipment. Minimum Qualifications may include graduation from college with an associate's degree in fire science or a closely related field and five to seven (5-7) years of experience, including two (2) years of administrative or supervisory experience at the level of a fire captain; or an equivalent combination of education and experience.

Fire Lieutenant	Category:	Fire
supervisory firefighting duties r Performs advanced functions a Performs as a shift or station s assures quality of work perform recommendations affecting em discipline. Serves as incident of chief or captain; directs firefigh suppression; manages fire sce surrounding properties. Overse response; monitors services in readiness status of firefighting	related to pro as a Driver or upervisor; ov ned; reviews ployment sta commander in ting personn ene to assure ees emergen progress to equipment a	a variety of advanced and first-line otecting life and property of city residents. r as an incident commander. Supervisory: versees shift activities and work schedules; and evaluates performance and makes atus such as advancement, retention and n the absence of the assistant chief, fire hel in the most strategic methods of fire e safety of firefighting personnel, victims and acy medical response teams; assures timely assure quality and consistency. Monitors and apparatus; assures vehicles and ions and drills; conducts tours for the public

Firefighter	Category:	Fire
cause of fires. Performs forcibl breathing apparatus. Identifies internal bleeding, thermal and breath. Fights fires; utilizes rop connects hydrants to pumper h record the locations of items of building inspections. Opens an various drills, training sessions property maps and sketches. A medical treatment when perfor trauma management, handles extrication and victim transport from high school or equivalent	e entry into b symptoms o chemical bur pes in fighting noses. Prepa f concern dur nd closes spri c, assists in p Acts as an an ming as a ce pediatric em- tation. Minimu and one to ty	ng duties. Determines point of origin and burning buildings. Inspects and maintains f internal bleeding; cares for individuals with ns, traumatic shock, and shortness of fires; utilizes water chutes and nozzles; res diagrams or sketches of buildings to ing pre-fire planning operations. Conducts inkling system valves. Participates in re-fire planning and development of nbulance officer; administers emergency ertified EMT; administers CPR, performs ergencies, poisoning, entrapment um Qualifications may include graduation wo (1-2) years of firefighting experience. 7/Intermediate (I.V. authorization).

Fleet Manager	Category:	Public Works

GIS Coordinator	Category:	Information / Technology
and implementation of GIS system the complex data entry and co- programming, projects and system applications; applies effective of security safeguards. Oversees simple to complex system mode confers with users to assure up resolves system problems. Add work files; applies standards, p performs basic computer codir college with a bachelor's degree	stems; may s nfiguration fu stem integrat database ma quality cont dels. Manage tility and fund ds new data procedures, o ng. Minimum se in physica d field; and l	chnical duties related to the development supervise GIS specialists or technicians in unctions. Provides coordination of all GIS tion. Defines, develops and maintains GIS anagement practices; ensures system trol activities. Conducts mapping projects, es use and access to GIS databases; ctionality of GIS components; analyzes and and manipulates existing data in multiple commands and data dictionary terminology; Qualifications may include graduation from al geography, geographic information Four (4) years of responsible experience

HR Generalist	Category:	Human Resources

Harbormaster	Category:	Other		
effective operation of the Town	The Harbormaster/Wharfinger has complete charge of and responsibility for the effective operation of the Town Marina and for the regulations of all activities there and in the Harbor. Enforces federal, state and town rules, regulations and bylaws.			

Health Agent	Category:	Health & Human Services

	Health Director	Category:	Health & Human Services
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Under broad policy guidance and direction from the Board of Health, performs as Administrative Officer of the Health Department. Promotes and completes the mandate of the Board of Health; functions within the framework of statutes, policies, rules, and regulations of the State pertaining to the local health departments. Performs personnel administration functions within the department and interprets personnel policies: determines or reviews decisions regarding personnel selection, placement, termination, transfer, etc.; motivates, evaluates, and disciplines subordinates to obtain department goals. Plans and develops the health department's programs; determines objectives, organization, finances, allocation of supervisory responsibility, work methods, incentive systems, and public relations; conducts regular meetings with department staff. Acts as a consultant to local, state, and federal officials and private and volunteer organizations in promoting public health. Directs health programs; develops and implements new programs; administers and directs enforcement of state and local health laws, regulations, and standards; manages the day to day functions of the department. Investigates the causes and supervises the control of epidemics, infections, communicable disease outbreaks, and other disease and environmental conditions affecting the health of citizens. Coordinates activities of the department with the Department Heads, political leaders, the medical profession, local governments, health professionals, and various agencies. Supervises the preparation of demographic characteristics and health information for program evaluation and change; acts as the local registrar of vital statistic. Performs public relations duties; conducts meetings; prepares news releases; organizes and participates in monthly Board of Health meetings to discuss problems, policies, and propose direction of the department. Prepares department budget for Board approval; monitors and approves expenditures; supervises grant applications for state and federal programs. Coordinates clinical activities of Department with Contract Physicians or if licensed as a Physician: Supervises and performs direct clinical services in child health conferences, family planning, venereal disease, clinics, and other health or disease investigations. Investigates the causes and supervises the control of epidemics, infections, communicable disease outbreaks, and other disease and environmental conditions affecting the health of citizens. MINIMUM QUALIFICATIONS may include graduation from an accredited college or university with a master's degree in public health, public administration, or related public health area; plus at least five (5)years of professional, full-time, senior level administrative experience in public health, OR an equivalent combination of education and experience. Preference may be given for being a licensed physician. Ability to design, organize, and administer a comprehensive public health program; communicate effectively, orally and in writing; establish and maintain effective working relationships with local, state, and federal officials, employees, and the general public; delegate responsibility, motivate and evaluate subordinates.

Heavy Motor Equipment Operator	Category :	Public Works
maintenance of heavy-duty tru	icks and coi s skilled and	nsible for the safe and efficient operation and nstruction equipment, including bulldozers, I semi-skilled work on construction and ing work.

Highway Superintendent	Category:	Public Works
terminating street personnel. P and employee performance. Put Handles incoming complaints for recommendations to the Public equipment. Inspects work for a annually regarding work perfor may include graduation from a in road construction and mainter	rioritizes and repares and rom the puble Works Dire ccuracy and med by the s high school enance work	ablic Works Director in hiring, training, and d schedules work. Monitors work progress negotiates budget for the street department. lic regarding the streets. Makes ctor for the purchasing of all major effectiveness. Completes statistical reports street department. Minimum Qualifications and five to seven (5-7) years of experience at, two (2) years of which must have been in ent combination of education and

IT Technician	Category:	Information / Technology
	training emp	a processing and information technology ployees in the use of computer software and m problems.

Intern	Category:	Administration

Performs a variety of administrative and technical research duties as needed to provide management support and participate in special projects. This position is designed to provide students with professional experience in furtherance of their education and training and are academically oriented for the student's benefit. The Student Intern must be enrolled in a current school program that is associated with the type of work they are expected to perform. Conducts research, performs analysis and exercises independent judgment in a technical or professional field. May be trained to coordinate a procedure or minor program under the direct supervision of a department head or designated supervisor; exercises independent judgment under the direct supervision of the designated supervisor. Minimum Qualifications may include one to two (1 to 2) years university-level schooling/training with current enrollment in upper level courses.

Laborer	Category:	Public Works
water/sewer, and/or parks and g	rounds cons ples include:	nvolves work in the areas of public works, struction, maintenance, and repair projects. raking asphalt, cutting brush and trees, ns.)

Library Director	Category:	Library
professional and administrative the operations of city/county lik board policies; makes and imp assures budget compliance an duties including recruitment's, supervision through first-line se library services and develops p Administers maintenance of lik developers and architects. Ove collections. Minimum Qualifica	e duties relat brary to inclue olements polie nd oversees e hiring, discip upervisors or programs to r programs to r orary facilities ersees the de ations may inc	from the Library Board, performs red to planning, organizing and controlling de one or several branches. Administers cy changes. Prepares department budget; expenditures. Performs general staffing line and discharge; coordinates daily r Branch Librarians/Managers. Evaluates meet community needs and interests. s and equipment; coordinates with evelopment and maintenance of library clude graduation from college with a MLS experience or an equivalent combination of

education and experience.		

Library Para Professional	Category:	Library
Under supervision, performs a registering borrowers, charge a		rculation desk functions, including je books.

Library Professional	Category:	Library
Performs professional and adr services; master's degree or h		vork in an assigned program of library ed.

Local Inspector	Category:	Inspectional Services
or specifications of new buildin conformance to zoning ordinal construction to insure that foot buildings comply with zoning, structural and fire safety and w regulations and codes to build construction plans to meet est mechanical inspections to insu Minimum Qualifications may in years of experience in a relate	ngs or conter nces and bui ings, framing fire, and safe varns owners ers and prop ablished star ure complian nclude gradu d field or an	rforms plan checking, examines blueprints mplated repairs of old buildings for lding codes. Inspects new buildings during g, chimney, stairways and completed ety regulations. Inspects old structures for s to correct unsafe conditions. Interprets perty owners and assists them in altering ndards. Performs electrical, plumbing and ce to national, state and local codes. ation from high school and four to five (4-5) equivalent combination of education and structural, electrical, plumbing & mechanical

MIS Director	Category:	Information / Technology
personnel; schedules, assigns and supervises the programmi the departmental budget; moni- data base operations including monitoring of DP system. Direc- long-range planning; maintains Oversees the acquisition of all consisting of programmers, pro- telecommunications specialists standard operating procedures and design documentation. Ev- software and hardware needs. input, output, processing and f include graduation from college	, and monito ng of system itors expend planning, in cts or conducts on-going co DP hardwar ogrammer/ar s and/or relats aluates requires aluates al	ted functions. Develops and implements s, including system security, quality control lest for computer services to determine time, d documents computer systems including requirements. Minimum Qualifications may helor's degree in computer science, κ (6) years of experience in information

Oil Burner Inspector	Category:	Inspectional Services	
The Oil Burner Inspector performs technical inspection work ensuring conformity and compliance by various state licensed/exempted facilities and businesses to national, state and local safety codes, statutes, rules and regulations. Schedules and conducts initial, annual and renewal inspections of oil burners.			

Parking Control Officer	Category:	Public Safety Support

Performs entry level, routine duties. Operates small motor vehicle or road cart to patrol city areas to enforce parking laws. Issues parking citations and responds to public inquiries and complaints in the field regarding parking citations. FLSA: Non-exempt. MINIMUM QUALIFICATIONS require sufficient education and training to demonstrate an aptitude or ability to perform above and related duties. Must possess a valid state driver's license.

Parks Superintendent

Supervises all Parks field and maintenance personnel; hires, oversees evaluation, disciplines and terminates personnel upon approval. Develops and negotiates parks department budget; monitors expenditures. Designs structure for and follows up on the development of new parks. Provides final approval on the purchasing of all major parks equipment. Oversees watering and maintenance of parks. Writes and negotiates contracts for the use of parks. Develops and enforces policies for public behavior in parks. Serves as a liaison for the parks between the municipal governing body and the parks department staff. Minimum Qualifications may include graduation from a college with a bachelor's degree in architecture, landscaping, horticulture or related field and three to five (3-5) years of experience in parks maintenance and management or an equivalent combination of education and experience.

Personnel / HR Director	Category:	Human Resources
maintenance and administration information systems, staffing an management and benefits and o annual salary budget. Evaluates retention. Consults with manage employee performance and emp disciplining and career developm provides counsel on grievance p appropriate access to data and o contracts. Establishes and comm strategies compatible with organ employee services, programs on throughout the organization. Mo laws and regulations related to f MINIMUM QUALIFICATIONS m a bachelor's degree in public ad	of the Huma d employme compensatio the organiz ement regarc bloyment fun nent. Monito procedures. I employee re municates hu nization goals strategies to nitors compl fair employm ay include g ministration, nd seven to f	Manages and directs the design, an Resources functions including nt, employee relations, records and data n administration. Responsible for preparing ation's programs related to recruitment and ling the development and planning of ctions such as counseling, coaching, rs employee grievance process and Vonitors HR information system usage for cords. Negotiates all benefit plan uman resource policies and develops s and objectives. Continually adapts o respond to constantly changing issues iance with various federal, state and local ent, compensation and benefit practices. raduation from a college or university with personnel administration, business ten (7-10) years of related experience; or experience.

Personnel Assistant / HR	Category:	Human Resources
Assistant		

Assists the Personnel/Human Resources Director, handles workers compensation, unemployment, Civil Service and other programs. May also serve as benefits coordinator in some instances.

Plumbing / Gas Inspector	Category:	Inspectional Services
Performs technical and administrative work in support of the Building Inspections Department. Inspects all plumbing and gas work and reviews and issues all plumbing and gas permits. Requires frequent contact with other town departments, contractors, architects, and the public.		

Police Captain	Category:	Police
serve as emergency field supe officers. Assumes command of and technical leadership; monit and research projects; prepare organizes and directs varied tra complaints involving officers. A represents department as need from a college or university with science, law enforcement, crim years of experience in law enfor	rvisor. Assur department tors division s, submits, r aining and ot ttends staff r ded. Minimur h at least one inology or a prcement, two	mands patrol or investigative division; may es high morale, discipline and training of in absence of Chief; provides executive effectiveness. Performs or directs planning eports, and explains findings. Plans, her programs. Conducts investigations of meetings, gives briefing, makes records, in Qualifications may include graduation e (1) year spent in courses related to police closely related field and four to six (4- 6) o (2) years of which must have been as a education and experience. Must be P.O.S.T.

Police Chief	Category:	Police
Serves as department head for police. Oversees suppression of disturbances and breaches of peace. Oversees the apprehension of all persons committing any offense		

breaches of peace. Oversees the apprehension of all persons committing any offense against the laws of the State or ordinances of the city. Prepares and negotiates departmental budget. Makes final approval for hiring and terminating of all staff within the department. Promotes law enforcement by speaking with various groups both inside and outside of the community. Develops more effective procedures for law enforcement. Reports to the Council or Commission and Mayor on behalf of the police department staff. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminology, public administration, or a closely related field and ten (10) years of administrative or supervisory experience at the level of a police lieutenant; must be P.O.S.T. certified or an equivalent combination of education and experience.

Police Lieutenant Police Category: Exercises general supervision over specialized activities within the department such as traffic, patrol and detective divisions. Receives and investigates citizen complaints against police officers. Participates in personnel actions such as recruitment, selection, promotion, transfer and discipline. Determines the need for new equipment and supplies Assists the police chief in preparing the department budget. Reviews offense reports and screen information for news releases. Represents the police departments at public meetings on specials topics of interest or on law enforcement in general. Provides assistance to the patrol division by being available for calls or backup when other officers need assistance. Minimum Qualifications may include graduation from a college or university with at least one (1) year spent in courses related to police science, law enforcement, criminology or a closely related field and six to eight (6-8) years of experience in law enforcement, one (1) year of which must have been as a sergeant or any equivalent combination of education and experience. Must be P.O.S.T. certified.

Performs a variety of law enforcement duties. Responds to life and property threatening calls such as robbery, burglary, family disturbance, theft vandalism, arson, riot, etc. Conducts investigation and follow- up investigation on scene and suspects; makes arrests of offenders. Writes crime case reports, arrest reports, complaint reports, etc. Appears and testifies in court. Performs traffic enforcement and routine patrol. Operates the Breathalyzer and radar equipment. Conducts security checks of business and residential establishments. Issues ticket to traffic violators. MINIMUM QUALIFICATIONS may include graduation from high school, plus completion of peace officer certification. Generally, candidates for the position must be 21 years of age.

Police Sergeant	Category:	Police
and disciplining police staff. De dispatchers for work shifts. Re- and completeness. Serves as department operations. Provide and procedures. Assists officer making arrests, testifying in co information to the public regard include six to seven (6-7) years police officer or an equivalent of peace officer certification by co	elegates case views case re shift comman es input into rs in investiga urt, writing re ding law enfo s of experien combination ompleting a s	ssists in hiring, evaluating performance, e assignments. Schedules officers and eports written by patrol officers for accuracy nder and coordinates and directs assigned the preparation of division budget, policies, ation and law enforcement duties including eports, issuing citations. Provides preement. Minimum Qualifications may ce in law enforcement as a working level of education and experience. Must maintain specified number of hours of training, rvisory certification in order to be advanced

Program Coordinator	Category:	Recreation

Public Health Nurse

Category:

Performs a variety of professional nursing services to schools, public clinics, home bound patients and other recipients of public health care provided through a local health department. Works under the general guidance and direction of the Public Health Director, Senior Public Health Nurse or Nurse Practitioner; provides close supervision to public health volunteers and office secretarial personnel. Provides community health care based on needs assessments and nursing care program planning; coordinates and develops programs designed to promote and approve community health and community health care. Develops, coordinates and conducts specialized health care clinics directed at women, infants, and children; provides health care guidance and teaching directed at disease prevention; provides preventive health care services to school personnel and students by obtaining immunization reports, instructing parents and teachers on various preventive and screening techniques, reviewing physical exams on school children to check for special health problems and consulting with teachers in preparing and delivering health education courses. Provides community health services i.e. health care, medication monitoring, services to abused or neglected children, multiple handicapped children, emotional disturbed children, other community health care problems. Minimum Qualifications may include graduation from a college or university with a bachelor degree in nursing plus two (2) years of experience as a Public Health Nurse or other related employment; or an equivalent combination of education and experience.

Public Information Specialist/Officer	Category:	Management / Administration

Public Safety Dispatcher

Performs working level emergency communications and dispatch duties; Receives and coordinates all law enforcement and other emergency requests. Relays instructions to radio units concerned; Logs and types complaints. Dispatches patrol cars and emergency vehicles and equipment as necessary. Broadcasts pick- up notices for wanted persons and stolen and suspect cars. Keeps necessary logs, records, and reports including incoming and outgoing calls, name cars and arrest records, bike registration, stolen property file and offense files. Minimum Qualifications may include graduation from high school and the ability to communicate both verbally and in writing; plus one or two (1-2) years' experience performing above duties. Must be able to demonstrate keyboard proficiency. Must be EMD certified and maintain certifications as required. Successful completion of dispatch certification school. Successful completion BCI Terminal Operator Class.

Public Works Director

Category:

ory: Public Works

Performs professional administrative duties; plans, organizes, coordinates and supervises all phases of the city, county OR special district public works program which may include engineering, airport, property and buildings, motor pool, streets, water, sewer, and planning. Supervises the department personnel, hires, fires and trains staff. Develops and negotiates public works budget. May prioritize, schedules, and assigns work. Oversees public works personnel performing maintenance, repair and construction duties. Has final approval for the purchasing of major equipment such as cats, dump truck, rollers, trenchers, sewer line TV monitoring equipment, etc. Hears public works personnel and the elected body or board of trustees. Minimum Qualifications may include graduation from college with a bachelor degree in engineering or a related field and o seven (5-7) years of experience in construction, at least three (3) years of must have been in a supervisory capacity or equivalent combination of education and experience.

Purchasing Agent	Category:	Finance
purchasing record for the city; ledgers. Receives purchasing	classifies pu request from	ministrative duties; prepares and maintains rchases by budgetary account and balances department heads; verifies that budget tion with input from departments as

appropriate; prepares invitations for bids or obtains quotes by telephone or personal contact. Evaluates and considers a variety of purchasing related items including price trends a previous prices. Supervises inventory control; arranges for the disposal or negotiate for the sale of all surplus, worn- out or obsolete equipment, supplies, or materials. Minimum Qualifications may include graduation from college with a bachelor degree in business or a related field and two (2) years of experience as a junior buyer, purchasing agent or an equivalent combination of education and experience.

Recreation Director	Category:	Recreation
and directing the recreation de position; manages multi-facete arts/crafts/dance classes, athle facilities maintenance, golf cou pools, outdoor/environmental p and after- school programs, ra center, special population prog economically disadvantaged), programs. Develops and mana department. Performs program responsible for various program staff retention, advancement of master's degree in public admini-	epartment. Fi ed operations etic classes, urse, ice aren programs, pe nger interpre grams (physi sports leagu ages budget n contract may- ms and day- or discharge. inistration, re	cutive duties related to planning, organizing unctioning as the highest level recreation s which includes some or all of the following: cross-age classes, cultural facilities, na, indoor pools, lighted ball fields, outdoor ersonal improvement/growth classes, pre- etive programs, recreation centers, senior ically or developmentally disabled, ues, tennis courts, and trail interpretive (s) and monitors fiscal condition of the anagement. Directs supervisory personnel to-day operations. Makes decisions affecting MINIMUM QUALIFICATIONS may include a ecreation management, finance or related erience performing above or related duties.

Recycling Coordinator/Environmental Stewardship Director	Category:	Planning & Development

School Superintendent

Performs a variety of executive and administrative functions related to planning, organizing, directing, and controlling the operation of a school district. Plans, directs, administers, and coordinates all programs, activities, and curriculum for various levels of secondary education, including grade schools, junior high schools, middle schools, high schools, specialized vocational schools, or special education schools including mentally and/or physically handicapped. Creates and oversees operational policies and practices; directs school operations through principals and professional administrators. Directs and oversees financial practices and budget development.

Select Board / Council Secretary	Category:	Management / Administration
Works under general supervision. Provides legal and proper notice of all official meetings of Council/Select Board. Attends meeting and takes and transcribes minutes. Performs secretarial, clerical and administrative duties. Types correspondence, memos, reports, orders and other documents; answers routine inquiries for information and composes routine correspondence for signature.		

Select Board / Council Secretary	Category:	Management / Administration
meetings of Council/Select Bo Performs secretarial, clerical a	ard. Attends nd administr her docume	s legal and proper notice of all official meeting and takes and transcribes minutes. rative duties. Types correspondence, nts; answers routine inquiries for information signature.

Sewer Superintendent	Category:	Public Works
terminating personnel. Prioritiz system; plans and coordinates assure compliance with engine systems to assure proper man and employee performance. Pri incoming complaints from the precommendations to the Public equipment. Inspects work for a annually regarding work perfor may include graduation from a relating to sewer systems, two supervisory capacity or an equi-	es and scheo line mainten eering require agement of s repares and republic regard works Direc accuracy and med by the v high school (2) years of v ivalent comb	orks Director in hiring, training, and dules work. Manages sewer collection ance and installation; monitors system to ements; monitors flood plain and drain seasonal run-off. Monitors work progress negotiates Department budget. Handles ing the department. Provides ctor for the purchasing of all major effectiveness. Completes statistical reports vater department. Minimum Qualifications and five to seven (5-7) years of experience which must have been in a lead or ination of education and experience. May Collection System Operator Certification.

Skilled Laborer	Category:	Public Works	
in trades, crafts, shop machine equipment. May require licens	Manual work requiring greater experience than laborer. May include journeyman skills in trades, crafts, shop machinery, and/or special skills to operate motorized tools and equipment. May require licenses. (Examples include: masons, welders, water/sewer craftsmen, carpenters, plumbers.)		

Systems Analyst	Category:	Information / Technology
Designs and implements new	systems, bot	lutions to meet organizational needs. h hardware and software, or adds new onality of the existing computer systems.

Tax Collector	Category:	Finance		
also responsible for issuance of and commercial) and betterme	Administrative and supervisory work in for issuance and collecting tax revenues levied; also responsible for issuance of motor vehicle excise, boat excise, real estate (private and commercial) and betterments, and all accounts due and payable to the town; all other related work as required.			

Treasurer	Category:	Finance
city including utility bills, taxes, Maintains records of funds rec bank accounts. Invests munici by receiving bill payments, and employees in the treasurer's d employees. Develops and neg Qualifications may include gra	, grant mone eived in app pal funds, m swering ques epartment; h otiates budg duation from field and thre	trative duties; receives all money paid to the y, etc. Makes necessary receipts for money. ropriate accounts; deposits money in proper onitors the investment cycle. Assists public stions and complaints. Supervises all nires, trains, evaluate, and terminates et; monitors expenditures. Minimum college with a bachelor's degree in ee to five (3- 5) years of related experience and experience.

Treasurer / Collector	Category:	Finance
municipal funds, the borrowing properties, the collection and c	and investm	he receipt, expenditure and custody of nent of money, the custody of tax title t of all monies due to the town, in ate statute and general laws; other related

Veteran Services Director	Category:	Health & Human Services
benefits. This position requires the Massachusetts General La Administration, and the Bylaws	s judgment ir aws, the Rule s and policie	pplying for and processing Town veterans' a administering benefits in accordance with es and Regulations of the U.S. Veterans' s of the town/city. Obtains and furnishes and programs, and provides technical and

Water Superintendent	Category:	Public Works
terminating water personnel. P and employee performance. Pr incoming complaints from the p recommendations to the Public equipment. Inspects work for a annually regarding work perfor QUALIFICATIONS may include training in environmental scien- to five (4-5) years of experience	rioritizes and repares and bublic regard Works Direct ccuracy and med by the v e an associa ce, water qua e. The position	ctor for the purchasing of all major effectiveness. Completes statistical reports

Weights / Measures Sealer	Category:	Inspectional Services			
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This is objective level work performing technical inspection work fostering and enforcing compliance with weights and measures laws. Under general supervision, employees in these positions perform inspection and oversight work to enforce compliance with laws, regulations, codes and standards; direct sampling and inspection activities; provide training and technical assistance pertaining to all aspects of weights and measures inspections, regulation, advertising, sales practices and claims. Employees in these positions must successfully pass all national examinations given in national training modules for Weights and Measures Inspectors.					

Wire / Electrical Inspector	Category:	Inspectional Services

Youth Services Director	Category:	Health & Human Services			
The Youth Service Director is responsible for the creation, implementation and monitoring of parks and recreation programs for young people in the community.					