

## **2018 H-GAC Salary Survey Job Descriptions**

### **Executive Positions**

#### **Position #1 City Secretary**

Performs tasks outlined by charter. Responsible for recording official proceedings of the City Council, conducting all city elections and maintaining official records. Knowledge, skills and abilities may be obtained through education, training and at least four years of progressive experience in a City Secretary's Office.

#### **Position #2 City Manager**

Acts as Chief Executive and Administrative Officer of the local government. Reports to the City Council for the proper administration of all city affairs assigned to the manager by charter, ordinance or directive. Requires a degree in Public Administration with five years of progressive local government experience.

#### **Position #3 Assistant City Manager**

Provides support to the City Manager in the performance of delegated responsibilities for city administration. Supervises major municipal activities or departments as requested. Requires a degree in Public Administration or equivalent experience and training plus three years of progressively more responsible experience in local government.

#### **Position #4 City Attorney**

Provides counsel and direction for all legal work in the City. Incumbent must be licensed to practice law in the State of Texas and have at least five years of municipal-related legal work as an attorney.

#### **Position #5 Community Development Director**

Plans, organizes and directs the human, financial and capital resources of the Community Development Department. Controls, coordinates and directs the Engineering, Planning/Zoning, Code Enforcement and Inspections divisions. Requirements include a B.S. in Civil Engineering, or equivalent, plus ten years of municipal experience.

#### **Position #6 Economic Development Director**

Performs management level work involving planning, directing and coordinating economic development activities. Coordinates and promotes the City's economic growth activities by attracting developers, landowners, bankers, realtors and related professionals. Requires a degree in Business, Marketing, Urban Planning or related field plus three to five years of experience.

#### **Position #7 Finance Director**

Plans, organizes and directs the financial activities of the City. Responsibilities include debt management, cash management, bank relations, purchasing and general accounting; may include budgeting. Requires a degree in Accounting, Finance or Business Administration plus five years of progressively more responsible experience in finance with supervisory responsibilities.

#### **Position #8 Library Director**

Provides administrative leadership through planning, directing and coordinating all activities of the municipal library system. Prepares reports, studies and annual budgets and makes recommendations concerning library operations. Requirements include a Master's degree from an ALA accredited program in Library Science and five years of professional level library experience, at least two of which were in a supervisory capacity.

**Position #9 Parks and Recreation Director**

Directs and supervises the design, construction, maintenance and operation of park facilities and the administration of recreation programs. Prepares budget, and controls and supervises department expenditures. Job requires skill and knowledge in landscape architecture, horticulture, recreation programming, park operation, public administration and communications. Requires a degree in Recreation Management or equivalent plus two years of related experience in parks and recreation administration.

**Position #10 Personnel Director**

Provides leadership and direction to the personnel practices of the local government. Administers major programs in the areas of recruiting, compensation, benefits, payroll, employee records, performance reviews, employee relations and communications. Requirements: Bachelor's degree with three to five years of professional human resource management experience.

**Position #11 Planning Director**

Provides administrative direction to the Planning Department. Plans, organizes, assigns, directs and reviews the activities of professional personnel engaged in the administration of the platting and zoning ordinances and in the development and revision of the City's comprehensive plan. Requires a degree in Urban Planning plus five years of experience in Urban Planning, at least two of which have been in a supervisory or management capacity.

**Position #12 Public Works Director**

Provides administrative direction for municipal engineering, building inspection and major works projects. Provides information to City management for establishing policy for municipal maintenance and improvements. Requires a Bachelor's degree with three to five years of municipal experience.

**Position #13 Information Systems Director**

Plans, directs and manages activities relative to the overall information systems function of the organization, including systems and programming procedures and computer equipment operations. Coordinates the integration of office operations and information systems. Evaluates the economics of possible alternative methods of processing. Requires the equivalent of a Bachelor's degree in Math or Computer Science plus seven years of progressively more responsible MIS experience.

**Management/Professional Positions**

**Position #14 Accountant**

Maintains ledgers and journals. Originates financial reports and statements. Audits financial transactions. Responsibilities may include the design of records systems, preparation of financial reports and the interpretation of financial data. Work involves independent judgment in the application of accounting techniques. Requires a degree in Accounting or equivalent education and experience.

**Position #15 Executive Assistant**

Works under little or no supervision with considerable autonomy when performing tasks. Requires ability to analyze and resolve problems. Plans, organizes, and develops methods to meet department needs; may include leading others who provide administrative support. Sets up administrative aspects of the department in accordance with the parameters set by the Department Director or Manager. Required to liaise with other departments at a senior level. Organizes and maintains confidential files and records of a particularly sensitive nature. Tracks correspondence; prepares and formats complex reports, presentations and studies using a combination of software. Requires an equivalent of a Bachelor's degree and/or 11+ years of related experience, advanced computer skills, ability to prioritize, and work within strict time constraints. Must be a responsible, personable self-starter with excellent written, and verbal communication skills.

**Position #16 Assistant Finance Director**

Assists the Finance Director in directing and supervising all financial activities of the City. Requires a Bachelor's degree with emphasis in Accounting plus three to five years of experience.

**Position #17 Personnel Generalist**

Performs a variety of activities in support of personnel functions including employment, benefits, wage and salary administration and records. Requires at least three years of progressively more responsible work experience in Human Resources.

**Position #18 Building Official**

Manages and coordinates building code enforcement to insure public health, safety and welfare. Establishes general department policies and procedures. Reviews plans and prepares code amendments. Requires State Code Enforcement Officer Certification plus three to five years of experience in a related field.

**Position #19 City Engineer**

Coordinates the City's engineering design and construction activities and capital improvement program implementation. Supervises preparation of cost estimates and specifications. Provides technical engineering advice to the City Manager and department heads. Requirements: degree in Civil Engineering, Registered Professional Engineer and three to five years of experience.

**Position #20 LAN Administrator (Journey Level)**

Evaluates, installs, maintains and is responsible for the usage or expansion of a local area network (LAN). Determines required software, hardware and telecommunication equipment in conjunction with the end users; maintains LAN security; establishes and implements policies, practices and procedures and ensures their alignments with the organization's objectives. May direct work of microcomputer systems specialists and/or train end-users on LAN operations. Typically requires at least three years of experience in a local area network environment.

**Position #21 Librarian**

Assists in locating and furnishing materials. Explains library services, activities, facilities and rules. Supervises aides or clerical employees, and assists in the maintenance of library books, documents, films, periodicals, recordings and other materials. Requires a degree in Library Science and two years of library experience. (May also be called Reference Librarian, Youth Services Librarian, Technical Services Librarian, etc.)

**Position #22 Municipal Court Administrator**

Supervises the administrative functions of the municipal court. Serves in an executive officer capacity to the presiding judge. Provides supervision to court reporters, deputy clerks and clerical employees. Requires a high school diploma or equivalent plus three to five years of municipal court experience.

**Position #23 Planner**

Reviews plats and site plans for conformance with comprehensive and other subsidiary plans and zoning ordinances. Conducts field studies and research; performs land use planning assignments; provides technical planning and zoning assistance to the public and city departments. Requires a degree in Planning or a related field or equivalent training and experience.

**Position #24 Purchasing Agent**

Responsible for purchase and procurement of materials, supplies and equipment through competitive bidding and specifications preparation. Administers the centralized purchasing system for the City. Maintains supervisory control over all aspects of purchasing processing. Requires the equivalent of a degree in Business Administration plus two year experience in a public purchasing environment.

**Position #25 Recreation Specialist**

Prepares and maintains reports; organizes and communicates programs to the public; and ensures programs are carried out to meet community needs. Requires knowledge of advertising techniques, effective written and oral presentation skills and public relations skills.

**Position #26 Recreation Superintendent**

Under general direction, manages the planning, design and implementation of a diverse program of community recreation. Requires education, training and experience equivalent to a Bachelor's degree plus three years of management experience.

**Position #27 Sanitation Superintendent**

Plans, organizes and supervises the collection and transportation of solid waste. Prepares budgets, reports and recommendations for departmental activities. Purchases necessary equipment. Requires State Solid Waste Certification, five years of related experience and three years of supervisory experience.

**Position #28 Fleet Maintenance Superintendent**

Plans, organizes and supervises the repair and maintenance of City vehicles and equipment; prepares budgets and reports. Requires vocational training in mechanics beyond high school plus five years of supervisory experience in a mechanic-related environment.

**Position #29 Street Superintendent**

Plan, organizes and supervises the activities of street maintenance and construction. Prepares budgets, reports and recommendations for departmental activities. Requires vocational training, beyond high school, in street maintenance and construction plus five years of street maintenance/construction experience with three years experience in a supervisory capacity.

**Position #30 Parks Superintendent**

Plans, organizes and supervises the maintenance and development activities on park grounds, buildings, athletic facilities and equipment. Prepares budgets, reports and recommendations for departmental activities. Requires knowledge and skill in landscape and grounds maintenance gained through training and experience in park management.

**Position #31 Water Superintendent**

Plans, organizes and supervises the installation, maintenance and repair of the City's water distribution system and/or wastewater collection system. Prepares budgets, reports and recommendations for departmental activities. Requires a Class B Water and Wastewater Certification plus three to five years of related experience.

**Position #32 Building Superintendent**

Plans, organizes and supervises the maintenance of municipal facilities. Prepares budgets, reports and recommendations for departmental activities. Requires training and/or experience in construction and maintenance.

**Position #33 Utility Billing Manager**

Prepares budgets and approves adjustments to customer accounts. Supervises meter readers and billing personnel to ensure correct billing. Responds to customer inquiries and reconciles receipts with billing statements. Requires a high school diploma and knowledge of accounting principles, customer relations and general office clerical practices gained through a minimum of three years of related experience.

## Administrative/Clerical Positions

**Position #34 Accounting Clerk**

Under immediate supervision, performs routine and repetitive accounting clerical duties utilizing an automated or manual system. Sorts, verifies and posts simple vouchers, purchase orders, invoices, claims, bill and/or other fiscal and statistical records. Operates standard office equipment such as billing machine, calculator, typewriter and/or computer. Performs routine coding and tabulating of fiscal and statistical data. Compiles statements and assists in preparing accounting reports. Requires a high school diploma plus at least six months of related accounting clerical experience.

**Position #35 General Office Worker**

Types letters, forms and reports; files and may act as office receptionist. Prepares, processes and maintains various records. Performs other related duties under general supervision. Requires a high school diploma or equivalent plus basic typing and word processing skills.

**Position #36 Municipal Court Clerk**

Schedules cases for hearing and verifies the court docket before court is in session. Writes and balances cash receipts; prepares deposits and refunds. Assists in answering phone calls, typing and handling correspondence. Requires a high school diploma or equivalent plus six months of data entry/cashiering experience.

**Position #37 Receptionist**

Under general supervision, operates telephone switchboard by routing calls, taking messages and logging calls. Provides general information to the public and performs routine clerical work. Requires a high school diploma or equivalent plus six months of related experience.

**Position #38 Administrative Support Staff, Entry Level**

Performs basic secretarial functions under general supervision: maintains files, receives and screens visitors and telephone calls, maintains appointment calendars, makes travel arrangements. Requires a high school diploma or equivalent with training in typing and word processing plus one year of clerical experience.

**Position #39 Administrative Support Staff, Intermediate Level**

Performs administrative support duties at the department level. May relieve department head of routine administrative details. Arranges meetings/conferences, composes correspondence independently, researches and organizes information for reports, may supervise clerical staff. Requires a high school diploma or equivalent, typing and word processing skills, plus four or more years of secretarial type experience.

## Emergency Services Positions

### **Position #40 9-1-1/Emergency Service Dispatcher**

Receives emergency and non-emergency calls for information and assistance; directs calls to the appropriate respondent for action. Maintains constant status information on all police field units; operates computers, telephones, radios, recorders and other technical equipment. Requires a high school diploma or equivalent plus 40 hours of TLETS operator training and certification.

### **Position #41 Emergency Communications Supervisor**

Supervises the activities of communications and records personnel on an assigned shift. Assigns work, conducts training and shift briefings, handles non-routine matters and complaints, recommends personnel actions, assists with shift duties as necessary. Screens and is responsible for accuracy of dispatch information entered to the computer during shift. Requires at least two years of work experience as an Emergency Service Dispatcher.

### **Position #42 Emergency Management Coordinator**

Provides support to the City Manager's office to coordinate and manage actual or potential emergency preparedness/response efforts. Serves as the City's liaison on emergency preparedness issues with the United States Federal Emergency Management Agency (FEMA), State, County and other local offices of emergency management. Coordinates training programs and emergency operations drills to prepare City staff to respond quickly and effectively to emergencies. Assists departments with their emergency and mitigation plans, grant applications and administration and administers the submittal process for Federal and State reimbursement claims for the City's costs during emergency operations.

### **Position #43 EMS Administrator**

Oversees the operation of the Emergency Medical Services department. Establishes departmental policies, procedures, regulations and medical protocols. Maintains complete and current knowledge of all relevant laws, regulations, City codes, medical procedures and certifications, as well as significant court decisions as they relate to the activities of the department. Responds to medical emergency calls during assigned hours as necessary. Requires State of Texas Paramedic (EMT-P) certification plus five years of related experience.

### **Position #44 PARAMEDIC (EMT-INCLUDES ALL LEVELS)**

Responds to fire alarms and other emergency calls; administers first aid and emergency medical services to injured persons. Inspects, cleans and maintains apparatus, equipment, quarters and grounds. Participates in and may conduct training classes and drills.

## Police Positions

### **Position #45 Police Chief**

Directs and manages police department operations, establishes departmental policies, procedures and regulations; ensures proper enforcement to maintain an effective police department. Develops departmental budgets, confers with public officials and citizen groups, coordinates police work with other municipalities and law enforcement agencies. Requires a Bachelor's degree or equivalent training/experience, Advanced TCLEOSE Certification and at least ten years of progressively more responsible supervisory experience in law enforcement.

**Position #46 Assistant Police Chief**

Provides administrative guidance and control to the City police department. Plans, directs, coordinates and supervises divisions of the police department. Conducts short- and long-range planning activities. Recommends programs, policies and personnel assignments. Attends meeting and conference to represent the department. Requires Advanced TCLEOSE Certification and five to seven years of progressively more responsible supervisory experience.

**Position #47 Police Captain**

Provides senior level supervision, training, counseling and administration of major divisions. Organizes, plans, supervises and coordinates activities; prepares budget. Enforces departmental rules, procedures and policies. Prepares reports and maintains records of department activities. Requires Advanced TCLEOSE Certification and at least five years of experience in law enforcement.

**Position #48 Police Lieutenant**

Provides supervision and administrative direction to a major police activity or division during an assigned shift. Coordinates training, maintains statistical information and assists in budget preparation. Requires TCLEOSE Certification (Intermediate) and at least three years of law enforcement experience.

**Position #49 Police Sergeant**

Provides technical assistance and supervision to a small number of assigned police officers. Journeyman level responsible for providing leadership and participating in patrol or specialized police work during assigned shift. Makes periodic check of equipment, officer appearance, conduct, safety procedures, on-scene crime and accident investigations. Trains new personnel. Requires TCLEOSE Certification and at least two years of law enforcement experience. (Includes Patrol/ Criminal Investigations/ Special Services Sergeants.)

**Position #50 Police Officer (Includes all levels)**

Patrols assigned area, responds to emergency calls and takes necessary actions. Directs traffic, issues citations, investigates accidents. Prepares patrol, offense and arrest reports. Advises citizens regarding laws and ordinances. Guards and transports prisoners. Maintains vehicle and equipment. Requires TCLEOSE certification.

## Fire Positions

**Position #51 Fire Chief**

Supervises the planning, operation and administration of fire and emergency medical service activities in the City. Provides overall direction for the fire department: establishes policies, procedures, regulations; develops the annual budget; controls expenditures. Requires Masters State Fire Fighter's Certification and ten years of supervisory experience in fire department operations.

**Position #52 Assistant Fire Chief**

Supervises and directs operations for all stations, personnel and equipment of the fire department. Implements and enforces departmental policies, procedures and regulations; develops and recommends programs for training personnel, for maintaining/replacing equipment and for revising operational procedures and standards. Coordinates and reviews personnel activities of the department. Requires Advanced State Fire Fighter's Certification and five to seven years of experience in fire protection.

**Position #53 Fire Captain**

Maintains daily assignments at the station and coordinates personnel on the fire-ground and emergency medical operations. Coordinates and commands incident scene until relieved by the shift commander. Requires Intermediate Certification and three years of firefighting experience.

**Position #54 FIRE LIEUTENANT**

Assists in the supervision of and coordinates the activities of a company of fire fighters; responds to fire alarms and emergency calls. Leads crews in fire fighting and rescue activities. Supervises the operation of fire truck and equipment; conducts drills, demonstrations and training classes; inspects public and private buildings. Requires certification and two years' experience in a previous rank.

**Position #55 Fire Fighter (Includes all levels)**

Responds to fire alarms and other emergency calls; performs fire suppression functions. Inspects, cleans and maintains apparatus, equipment, quarters and grounds. Participates in and may conduct fire training classes and drills.

**Position #56 Fire Fighter/Engineer**

Performs all duties of a fire fighter, plus drives and operates firefighting vehicles and equipment; assumes command in absence of captain or lieutenant in daily routine station duties, emergency or non-emergency situations. Requires Basic Fire Fighter Certification and two years of experience as a fire fighter.

**Position #57 Fire Marshal**

Enforces laws, ordinances and regulations pertinent to fire safety and prevention. Assigns and supervises fire inspectors. Develops plans/procedures for City-wide inspection program. Examines building plans for loss prevention and fire safety. Investigates causes of major fires and reports losses; assists in the prosecution of arsonists. Requires certification and four to six years of experience.

## Technical/Craft Positions

**Position #58 Animal Control Officer**

Impounds, treats and disposes of stray animals. Responds to public complaints concerning dead, injured or stray animals.

**Position #59 Inspector**

Performs skilled inspection work to insure compliance with municipal ordinances and regulations governing construction. Reviews plans, issues permits, provides technical and general information to contractors and the general public, inspects buildings, prepares reports, reviews and prepares ordinances for amendment to City codes, maintains records. Requires knowledge of mechanical, building and plumbing codes. Requires State Certification and two years of related experience. (Position includes housing, plumbing and electrical inspectors.)

**Position #60 Cashier I**

Receives cash, checks and money orders for payment of utility bills, tax bills, other fines or payments. Issues receipts for a large number of transactions, requiring knowledge of legal codes, regulations and departmental policy. Requires a high school diploma or equivalent and previous cashier experience.

**Position #61 Cashier II**

Supervises an assigned group of subordinate cashiers. Check and balances daily reports of cashiers, balances monies received by other sources and prepares bank deposits. Receives payments for licenses and permits; prepares necessary reports and records. Requires a high school diploma or equivalent and considerable cashier work experience.

**Position #62 Crew Leader**

Leads and participates in the work of a crew performing manual labor and semi-skilled tasks in public works projects, utility projects and parks and grounds maintenance. Requires at least one year of related experience.

**Position #63 Code Enforcement Officer**

Responsible for enforcement of housing and property maintenance codes. Determines substandard structures and follows established procedures to have buildings brought up to code or demolished. Locates weed lots, junk vehicles, garbage, zoning and other code/ordinance violations; advises owner/agent of need for compliance with codes; makes recommendations for corrective action; re-inspects property to determine if code compliance has been achieved. May testify in Court of Law.

**Position #64 Engineering Aide/Drafter**

Prepares working plans and detailed drawings for water, sewer, paving and drainage projects. Prepares graphs, charts, exhibits. Requires one year of vocational training and/or experience beyond high school.

**Position #65 Engineering Technician (Senior level)**

Prepares engineering plans and specifications for civil engineering projects generally using CAD equipment. Reviews engineering plans; may participate in field surveying. Requires completion of vocational engineering technician program with training in drafting, design and surveying plus three years of related experience.

**Position #66 Foreman/Supervisor**

Supervises work teams in various departments of City government: assigns daily work; tracks work projects against departmental work plan; assists superintendents in administering personnel policies. Requires three to five years of related experience.

**Position #67 Heavy Equipment Operator**

Operates heavy construction equipment such as front end loaders, bulldozers, graders or heavy trenching machines. Services equipment and makes minor field repairs. Requires two years of experience in operating heavy equipment.

**Position #68 Light Equipment Operator**

Operates light maintenance equipment such as tractors, mowers and augers. Performs manual labor as necessary. Requires one year of related experience.

**Position #69 Laborer/Custodian**

Under immediate supervision, performs simple general maintenance tasks as a member of a crew. Duties may include, but are not limited to: digging and filling holes, mowing grass, loading and unloading equipment and supplies, etc. Performs routine building and grounds maintenance/janitorial work, which includes a variety of housekeeping duties and cleaning tasks.

**Position #70 Maintenance Worker**

Reports to Utilities Foreman. Assists in the repair of equipment and facilities used to pump, store, distribute, convey or treat and process water and/or wastewater. Requires six months of related work experience.

**Position #71 Mechanic**

Under general supervision, repairs and overhauls city vehicles and equipment. Duties include examining and diagnosing vehicles to determine extent of damage or malfunction, maintaining simple records of time and material costs, performing state inspections. Requires two years of mechanical experience and/or training.

**Position #72 Meter Reader**

Under general supervision, reads water consumption meters and records volume used by residential and commercial consumers to ensure accurate water billing accounts.

**Position #73 Traffic Signal Technician**

Performs necessary maintenance, installation and repairs to traffic control equipment. Requires training in electronics, IMSA Certification Level 1 and two to four years of related experience.

**Position #74 Plant Operator (Includes all levels)**

Operates and checks the automatic operation of pumps and related equipment in a water or wastewater treatment plant. Checks operation of gauges and flow meters; records readings. Makes minor adjustments and performs routine maintenance. Maintains records and prepares reports. Requires knowledge of operation of pumps and similar machinery and considerable experience in water or wastewater plant operations.