

ROCHESTER HILLS SUMMARY DESCRIPTIONS:

DIRECTOR OF ASSESSING/TREASURY (Assessors)

Appointed by the Mayor as Director of Assessing and by the City Council as Treasurer. As Assessor, responsible for valuation of all real and personal property within the geographic area of the City in accordance with applicable Federal, State and local laws, regulations and ordinances. As Treasurer, responsible for implementation of local taxation, maintenance and investment of all cash receipts, bonds, notes and all evidence of value belonging to the City or held in trust by the City. Requires bachelor's degree, five years of directly related municipal experience and Level IV certification in Assessment Administration. FLSA Exempt.

DIRECTOR OF BUILDING AND ORDINANCE COMPLIANCE

Plans, organizes, and directs activities of the department. Interprets and enforces building codes, ordinances and regulations. Performs inspection and plan review functions for compliance. Provides related administrative and technical assistance. Researches, investigates, resolves complaints and represents the department at court proceedings and public meetings. Manages and coordinates major City projects. Requires Associate's Degree and ten years directly related municipal experience, or Bachelor's Degree and five years directly related experience and registration with the State of Michigan under Act 54 as a Building Official, Plan Examiner and Building Inspector. FLSA Exempt.

CITY CLERK

Appointed by City Council. Plans, organizes and directs department activities; serves as clerk to the City Council, acts as official record keeper, chief election official and chief accountant for the City. Also responsible for operation of municipal cemetery and issuance of permits and licenses. Requires Bachelor's Degree and ten or more years directly related supervisory level municipal experience or equivalent. FLSA Exempt.

DIRECTOR OF FINANCE

Plans, organizes, and directs the financial functions assigned to the Mayor's office by charter. Analyzes, prepares, amends, and tracks the budget, and oversees the annual audit. Addresses legislative issues and concerns, and develops and presents financial and revenue options and plans. Administers the risk management function. Tracks and monitors capital improvement, bond, and grant activity. Requires bachelor's degree and ten years directly related experience; or master's degree and five years directly related experience. FLSA Exempt.

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FIRE CHIEF

updated 3/1/06

Plans, directs and administers full-time and paid-on-call operations for fire and rescue, emergency medical services, special operations, emergency management, fire marshal, emergency medical dispatch and telecommunications services. Requires bachelor's degree and ten years of experience; or master's degree and five years related experience; or an equivalent combination; and State certifications as Fire Fighter II, Fire Officer III, Hazardous Materials Operations, Certified Training Instructor, and Incident Command System; Basic Emergency Medical Technician, CPR and defibrillator licensure. FLSA Exempt.

DIRECTOR OF HUMAN RESOURCES

Plans, organizes, and directs operation of department. Administers staffing, benefits, wage and salary, performance management and safety programs. Functions as chief labor negotiator. Interprets and affects compliance with labor contracts, employment laws and regulations. Develops and recommends policies and procedures. Oversees internal investigations and disciplinary procedures. Responsible for maintenance of personnel records and related documentation. Requires bachelor's degree and ten years directly related experience; or master's degree and five years directly related experience. FLSA Exempt.

DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS

Plans, organizes, and directs the activities of Department. Provides City-wide user support for business and technical computer systems and administration of computer networks, Web-site/internet access, geographic information system, integrated financial system and related applications. Requires bachelor's degree and ten years directly related experience; or master's degree and five years directly related experience. FLSA Exempt.

DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT

Plans, organizes, and directs the activities of the department. Directs preparation and maintenance of Master Land Use Plan for city. Oversees development and administration of economic development policy. Advises city officials on developmental matters pertaining to the Master Plan, Zoning Code and Code of Ordinances. Provides staff support and serves as primary planning liaison to boards and commissions. Monitors and coordinates development and redevelopment projects and permit process. Requires bachelor's degree and ten years directly related experience; or master's degree and five years directly related experience. FLSA Exempt.

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DIRECTOR OF PARKS & FORESTRY

Plans, organizes, and directs department operations. Responsible for maintenance of trees and grounds in city parks, municipal facilities and major boulevards. Prepares and implements the Five-Year Park Plan and Recreation Master Plan, including the planning and development of all new parklands and facilities. Conducts ongoing field inspections of all parklands, facilities, city-sponsored recreational programs, and any related new construction projects or renovations. Conducts studies and surveys of local recreational needs and assesses the effectiveness of existing programs. Requires bachelor's degree and ten years directly related experience; or master's degree and five years directly related experience. FLSA Exempt.

DIRECTOR OF PUBLIC SERVICES

Plans, organizes, and directs the activities of the department and its several divisions. Responsible for administering and managing civil engineering and construction projects; water, sanitary and storm sewer systems; roads and bike paths; and fleet maintenance. Coordinates and evaluates professional and technical resources and support required for maintenance of City's infrastructure and public services operations. Confers with local and state officials regarding operations, construction, water and sewer systems, and administers project contracts. Requires bachelor degree in civil engineering or closely related field and fifteen years directly related experience; or master's degree in public administration and ten years directly related experience. FLSA Exempt.