

MML 2006 SURVEY POSITION TITLES AND DESCRIPTIONS:

City Assessor (Level IV)

Level IV Assessor. Oversees department staff, administrative functions and related activities, ensures equitable, accurate and timely appraisal of all types of real and personal property. Maintains the assessment roll, appraises property, conducts assessment studies.

Treasurer

Ensures the accurate and timely distribution of tax bills, collects payments, maintains related accounts and disburses monies to other entities as appropriate.

Building Official

Serves as the designated and State Licensed Building Official, oversees department staff and operations related to building inspection, building code interpretation and enforcement and construction plan review.

Clerk

Conducts elections, serves as official custodian of all City records, documents and ordinances, administers oaths of office, registers voters and assumes related duties.

Finance Director or Controller

Department Head level position responsible for planning and directing the financial and accounting functions of the City including the annual City budget.

Fire Chief

Responsible for the overall management of fire and emergency medical operations and personnel. Plans, coordinates and directs a complete program of emergency medical, fire suppression, prevention, investigation, rescue and code enforcement services.

Human Resources or Personnel Director

Department Head level position responsible for the development and implementation of personnel systems, including recruitment and selection, training, compensation, benefits, personnel policies, collective bargaining/labor relations and other programs.

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Director of Information Technology

Department Head responsible for planning, implementing and managing a complete information management system. Oversees and directs information systems staff and activities in support of assigned departments and provides technical support.

Planning and Community Development Director

Department Head level position that oversees planning and community development functions, which may include building/code enforcement.

Planning Director or City Planner

Professional planning position responsible for administering the City's Master Plan and associated programs and regulations, but does not include broader community/economic development functions.

Director of Parks and Recreation

Serves as Department Head. Develops, directs, implements and administers a wide variety of leisure activities and facilities for recreational users and program participants, and manages all parks development and maintenance.

Director of Public Services

Department Head position responsible for oversight of engineering, roads, utilities and related public services

Director of Public Works

Directs, and administers all aspects of the Public Works Department. Ensures coordination of a broad range of public works functions, and establishes and administers departmental policies, procedures and regulations.