

**MODEL JOB DESCRIPTIONS FOR MUNICIPALITIES AVAILABLE FROM MMIA**

Please contact Laura Lovett at 1-800-635-3089 x130 or [lovett@mmia.net](mailto:lovett@mmia.net) to request whichever templates you need.

**ADMINISTRATIVE**

Accounting Supervisor	Acctgsup.doc
Accountant	Accounta.doc
Accounting Technician I	Actgtec1.doc
Accounting Technician II	Actgtec2.doc
Accounts Payable Technician	Pyblstec.doc
Administrative Assistant	Adminast.doc
Appraiser	Appraise.doc
Attorney	Attorney.doc
Billing Supervisor	Bilngsup.doc
Billing Technician	Bilngtec.doc
Computer-Aided-Design Mgr.	CAD-Mgr.doc
Computer-Aided-Design Oper.	CAD-Opr.doc
Cashier	Cashier.doc
Civil Service Administrator	Civilser.doc
Computer Programmer	Cmptrpro.doc
Computer Supervisor	Cmptrsup.doc
Computer Specialist	Compspec.doc
City Clerk	Ctyclerk.doc
City Manager	Ctymgr.doc
Custodian	Custodia.doc
Data Entry Clerk	Dataentr.doc
Day Care Provider	Daycare.doc
Distribution Clerk	Distclrk.doc
Data Processing Manager	DP-Mgr.doc
Data Processing Consultant	DPconst.doc
Finance/Benefits Officer	Fi-Ben.doc
Finance Director	Finance.doc
Human Resources Director	HR-Dir.doc
Human Resources Analyst	HRanalys.doc
Human Resources Assistant	HRasst.doc
Inventory Clerk	Invntry.doc
Information Technology Dir.	IT-Dir.doc
Legal Secretary	Legalsec.doc
Mail Clerk	Mailcler.doc
Media Specialist	Mediaspe.doc
Meter Reader	Met-rdr.doc
Management Analyst	Mgtanaly.doc
Marketing Specialist	Mrkting.doc
Office Assistant	Offasst.doc
Payroll Supervisor	Payrlsup.doc
Payroll Technician	Payrltec.doc
Public Information Officer	PIO.doc
Prosecuting Attorney	Prosecut.doc
Purchasing Agent	Purchasi.doc
Risk Manager	RiskMgr.doc
Secretary	Secretar.doc
Shipping & Receiving Clerk	Ship&Rec.doc
Treasurer	Treasure.doc

**PUBLIC SAFETY**

Animal Control Officer	Animal.doc
Attorney	Attorney.doc
Computer Programmer	Cmptrpro.doc
Computer Supervisor	Cmptrsup.doc

Communications Center Dir.	Communic.doc
Corrections Officer	Correcti.doc
Court Administrator	CourtAdm.doc
Court Clerk	CourtClk.doc
Custodian	Custodia.doc
Enforcement Coordinator	Enfrccrd.doc
Enforcement Clerk	Enfrclrk.doc
Evidence Technician	Evdnctec.doc
Facilities/Equipment Manager	Fac-Mgr.doc
Fire Chief	FireChf.doc
Fire Chief, Assistant	Frechfst.doc
Fire Captain	FireCpt.doc
Fire Dispatcher	FireDisp.doc
Fire Driver/Engineer	FireEng.doc
Fire Fighter/EMT	Firefigh.doc
Fire Inspector	FireInsp.doc
Fire Lieutenant	FireLt.doc
Fire Marshal	FireMars.doc
Fire Secretary	FireSec.doc
Investigator (Detective)	Investig.doc
Legal Secretary	Legalsec.doc
Mechanic	Mechanic.doc
Paramedic	Paramedi.doc
Payroll Technician	Payrltec.doc
Accounts Payables Tech.	Prblstec.doc
Parking Enforcement Officer	Prkngoff.doc
Police Chief	PolceChf.doc
Police Chief, Assistant	Polcfast.doc
Police Community Service Officer	POLCECSO.doc
Police Dispatcher	PolDisp.doc
Police Lieutenant	PoliceLt.doc
Police Officer	PolceOff.doc
Police Secretary	PolceSec.doc
Police Sergeant	PolieSgt.doc
Records Technician	Recrdtec.doc
Victim Advocate	Victimad.doc
Volunteer Fire Chief	VlfreChf.doc
Volunteer Fire Asst. Chief	Vlfreafc.doc
Volunteer Fire Captain	VlfreCpt.doc
Volunteer Fire Lieutenant	VIFireLt.doc
Volunteer Firefighter/EMT	VIFireff.doc
Warrant Officer	Wrntoff.doc

**PUBLIC WORKS**

Airport Manager	AirportManager.DOC
Carpenter	Carpenter.DOC
Carpenters Helper.DOC	CarpenterHelper.DOC
Cashier	Cashier.DOC
Cemetery Manager	CemeteryManager.DOC
Computer Operator I	Computer Operator I.doc
Computer Operator II	Computer Operator II.doc
Computer Programmer	ComputerProgrammer.DOC
Cross Connection Control Specialist	CrossConn.doc
Custodian	Custodian.DOC
Data Communications Specialist	Data Communications Specialist.doc
Data Entry Clerk	Data Entry Clerk.doc
Database Administrator	Database Administrator.doc
Desktop Publisher	Desktop Publisher.doc
Distribution Clerk	DistributionClerk.DOC

Electrical Inspector	ElectricalInspector.DOC
Emergency Services Director	ESdirector.doc
Engineer-City	Engineer-City.doc
Engineer-Civil	Engineer-Civil.DOC
Engineering Manager	EngineeringMgr.DOC
Engineering Technician	EngineeringTech.DOC
Engineer-Senior	Engineer-Senior.DOC
Engineer-Transportation	Engineer-Trans.DOC
Environmental Health Technician	EhealthTech.doc
Equipment Operator	EquipmentOperator.DOC
Facilities Manager	FacilitiesMgr.DOC
GIS Technician	GIS Technician.DOC
Grounds Keeper	GroundsKeeper.DOC
Grounds Supervisor	GroundsSupervisor.DOC
Inspector-Construction	Inspector-Construction.DOC
Janitor	Janitor.DOC
Laboratory Technician (Wastewater)	LabTech.DOC
Laborer	Laborer.DOC
Landfill Attendant	LandfillAttendant.DOC
Landfill Operator	LandfillOperator.doc
Landfill Supervisor	LandfillSupervisor.DOC
Landfill Technician	LandfillTech.DOC
Line Supervisor	LineSupervisor.DOC
Line Worker	LineWorker.DOC
Maintenance Superintendent	MaintSupt.DOC
Maintenance Worker I	MaintWorkerI.doc
Maintenance Worker II	MaintWorkerII.DOC
Maintenance Worker III	MaintWorkerIII.DOC
Materials Handler	MaterialHandler.DOC
Materials Manager	MaterialMgr.DOC
Materials Coordinator	MaterialsCoord.DOC
Mechanic	Mechanic.DOC
Meter Reader	MeterReader.DOC
Network Services Administrator	Network Services Administrator.doc
Network Technician	Network Technician.doc
Personal Computer Specialist	Personal Computer Specialist.doc
Public Information Officer	PIO.DOC
Purchasing Agent	PurchasingAgent.DOC
Public Works Director	PWdirector.DOC
Public Works Support Coordinator	PWsupport.doc
Recycling Coordinator	RecyclingCoord.DOC
Secretary	Secretary.DOC
Shipping and Receiving Clerk	Ship&ReceiveClerk.DOC
Solid Waste Handler	SolidWasteHndl.DOC
Solid Waste Manager	SolidWasteMgr.DOC
Street Maintenance Worker	StreetMaint.DOC
Streets Supervisor	StreetSupervisor.DOC
Surveyor	Surveyor.doc
Systems Analyst I	Systems Analyst I.doc
Test Technician	TestTech.DOC
Transit Manager	TransitManager.DOC
Transit Operator	TransitOperator.DOC
Utility Supervisor	UtilitySupr.DOC
Warehouse Supervisor	WarehouseSupr.DOC
Water Distribution Operator	WaterDistOpr.DOC
Water Maintenance Worker	WaterMaintWkr.DOC
Water Utility Supervisor	WaterSuper.DOC
Water Treatment Plant Operator	WTPoperator.DOC
Wastewater Manager	WWManager.DOC

Wastewater Treatment Plant Operator	WWTPoperator.DOC
Webmaster	Webmaster.doc
Word Processing Operator	Word Processing Operator.doc
Word Processing Supervisor	Word Processing Supervisor.do

**PARKS, RECREATION, LIBRARY AND HUMAN SERVICES**

Athletics Specialist	Athletic.DOC
Computer Aided Design Mgr.	CAD-Mgr.doc
Cashier	Cashier.doc
Computer Programmer	Cmptrpro.doc
Counselor	Counselo.doc
Custodian	Custodia.doc
Day Care Provider	Daycare.doc
Distribution Clerk	Diskclrk.doc
Driver	Driver.doc
Events Coordinator	Events.doc
Fitness Coordinator	Ftnescrd.doc
Golf Course Manager	GolfMgr.doc
Golf Course Maint. Supr.	GlfMtsup.doc
Golf Course Maint. Wrkr.	GolfMain.doc
Environmental Health Tech.	Hlthtech.doc
Human Services Coordinator	HumanSer.doc
Janitor	Janitor.doc
Librarian	Libraria.doc
Library Manager	LibryMgr.doc
Library Circulations Asst.	LbryCirc.doc
Library Processing Assistant	LbryProc.doc
Life Guard	LifeGuar.doc
Office Assistant	OffAsst.doc
Payroll Technician	Payrltec.doc
Parks and Recreation Dir.	Park-Rec.doc
Parks Maintenance Worker I	PrkMnt1.doc
Parks Maintenance Worker II	PrkMnt2.doc
Parks Maintenance Worker III	PrkMnt3.doc
Parks Maintenance Supervisor	Prkmtsup.doc
Pool Maintenance Worker	Poolmain.doc
Recreation Center Coordinator	Rec-Cntr.doc
Recreation Coordinator	RecCoord.doc
Recreation Specialist, Adult	RcspcAdt.doc
Recreation Specialist, Youth	RcspcYth.doc
Senior Adult Specialist	Senior.doc
Recreation Supervisor	RecSupr.doc
Secretary	Secretar.doc
Swimming Pool Supervisor	PoolSupr.doc
Swimming Instructor	Swim-WSI.doc

**COMMUNITY DEVELOPMENT**

Architect	Architec.doc
Building Inspector	Bldginsp.doc
Building Official	BldgOff.doc
Computer-aided-design Mgr.	CADmgr.doc
Computer-aided-design Opr.	CADopr.doc
Carpenter	Carpente.doc
Carpenter's Helper	Carphelp.doc
Code Enforcement Officer	CodeEnfo.doc
Community Development Dir.	CD-Dir.doc
Drafter	Drafter.doc
Economic Development Spec.	EconDev.doc
Engineer	Engineer.doc

Engineering Technician	EngineerTec.doc
Graphics Specialist	Graphics.doc
Inspector, Building	BldgInsp.doc
Inspector, Combination	Com-Insp.doc
Inspector, Construction	Con-Insp.doc
Inspector, Electrical	Ele-Insp.doc
Inspector, Mechanical	Mec-Insp.doc
Inspector, Plumbing	Plm-Insp.doc
Office Assistant	OffAsst.doc
Permit Supervisor	PrmitSup.doc
Permit Technician	PrmitTec.doc
Plans Examiner	PlanExam.doc
Plans Examiner, Senior	SrPlnXam.doc
Planner, Advance	Plnr-Adv.doc
Planner, Assistant	Plnr-Ast.doc
Planner, Associate	Plnr-Aso.doc
Planner, Current	Plnr-Cur.doc
Planner, Senior	Planr-Sen.doc
Planner, Transportation	Plnr-Trn.doc
Planning Director	Plng-Dir.doc
Secretary	Secretar.doc