

MODEL JOB DESCRIPTIONS FOR MUNICIPALITIES AVAILABLE FROM MMIA

ADMINISTRATIVE

Accounting Supervisor
Accountant
Accounting Technician I
Accounting Technician II
Accounts Payable Technician
Administrative Assistant
Appraiser
Attorney
Billing Supervisor
Billing Technician
Computer-Aided-Design Mgr.
Computer-Aided-Design Oper.
Cashier
Civil Service Administrator
Computer Programmer
Computer Supervisor
Computer Specialist
City Clerk
City Manager
Custodian
Data Entry Clerk
Day Care Provider
Distribution Clerk
Data Processing Manager
Data Processing Consultant
Finance/Benefits Officer
Finance Director
Human Resources Director
Human Resources Analyst
Human Resources Assistant
Inventory Clerk
Information Technology Dir.
Legal Secretary
Mail Clerk
Media Specialist
Meter Reader
Management Analyst
Marketing Specialist
Office Assistant
Payroll Supervisor
Payroll Technician
Public Information Officer
Prosecuting Attorney
Purchasing Agent
Risk Manager
Secretary
Shipping & Receiving Clerk
Treasurer

PUBLIC SAFETY

Animal Control Officer
Attorney
Computer Programmer

Computer Supervisor
Communications Center Dir.
Community Service Officer
Corrections Officer
Court Administrator
Court Clerk
Custodian
Enforcement Coordinator
Enforcement Clerk
Evidence Technician
Facilities/Equipment Manager
Fire Chief
Fire Chief, Assistant
Fire Captain
Fire Dispatcher
Fire Driver/Engineer
Fire Fighter/EMT
Fire Inspector
Fire Lieutenant
Fire Marshal
Fire Secretary
Investigator (Detective)
Legal Secretary
Mechanic
Paramedic
Payroll Technician
Accounts Payables Tech
Parking Enforcement Officer
Police Chief
Police Chief, Assistant
Police Dispatcher
Police Lieutenant
Police Officer
Police Secretary
Police Sergeant
Records Technician
Victim Advocate
Volunteer Fire Chief
Volunteer Fire Asst. Chief
Volunteer Fire Captain
Volunteer Fire Lieutenant
Volunteer Firefighter/EMT
Warrant Officer
PUBLIC WORKS
Airport Manager
Carpenter
Carpenters Helper.
Cemetery Manager
Computer Operator I
Computer Operator II
Computer Programmer
Cross Connection Control Specialist
Custodian
Data Communications Specialist
Data Entry Clerk

Database Administrator
Desktop
Distribution
Electrical
Emergency Services Director
Engineer-City
Engineer-Civil
Engineering Manager
Engineering Technician
Engineer-Senior
Engineer-Transportation
Environmental Health Technician
Equipment Operator
Facilities Manager
GIS Technician
Grounds Keeper
Grounds Supervisor
Inspector-
Janitor
Laboratory Technician (Wastewater)
Laborer
Landfill Attendant
Landfill Operator
Landfill Supervisor
Landfill Technician
Line Supervisor
Line Worker
Maintenance Superintendent
Maintenance Worker I
Maintenance Worker II
Maintenance Worker III
Materials Handler
Materials Manager
Materials Coordinator
Mechanic
Meter Reader
Network Services Administrator
Network Technician
Personal Computer Specialist
Public Information Officer
Purchasing Agent
Public Works Director
Public Works Support Coordinator
Recycling Coordinator Secretary
Shipping and Receiving Clerk
Solid Waste Handler
Solid Waste Manager
Street Maintenance Worker
Streets Supervisor
Surveyor
Systems Analyst I
Test Technician
Transit Manager
Transit Operator
Utility Supervisor

Warehouse Supervisor
Water Distribution Operator
Water Maintenance Worker
Water Utility Supervisor
Water Treatment Plant Operator
Wastewater Manager
Wastewater Treatment Plant Operator
Webmaster
Word Processing Operator
Word Processing Supervisor
PARKS, RECREATION, LIBRARY AND HUMAN SERVICES

Athletics Specialist
Computer Aided Design Mgr.
Cashier
Computer Programmer
Counselor
Custodian
Day Care Provider
Distribution Clerk
Driver
Events Coordinator
Fitness Coordinator
Golf Course Manager
Golf Course Maint. Supr.
Golf Course Maint. Wrkr
Environmental Health Tech.
Human Services Coordinator
Janitor
Librarian
Library Manager
Library Circulations Asst.
Library Processing Assistant
Life Guard
Office Assistant
Payroll Technician
Parks and Recreation Dir.
Parks Maintenance Worker I
Parks Maintenance Worker II
Parks Maintenance Worker III
Parks Maintenance Supervisor
Pool Maintenance Worker
Recreation Center Coordinator
Recreation Coordinator
Recreation Specialist, Adult
Recreation Specialist, Youth
Senior Adult Specialist
Recreation Supervisor
Secretary
Swimming Pool Supervisor
Swimming Instructor

COMMUNITY DEVELOPMENT

Architect
Building Inspector
Building Official
Computer-aided-design Mgr.

Computer-aided-design Opr.
Carpenter
Carpenter's Helper
Code Enforcement Officer
Community Development Dir.
Drafter
Economic Development Spec.
Engineer
Engineering Technician
Graphics Specialist
Inspector, Building
Inspector, Combination
Inspector, Construction
Inspector, Electrical
Inspector, Mechanical
Inspector, Plumbing
Office Assistant
Permit Supervisor
Permit Technician
Plans Examiner
Plans Examiner, Senior
Planner, Advance
Planner, Assistant
Planner, Associate
Planner, Current
Planner, Senior
Planner, Transportation
Planning Director
Secretary