

TML Salary Survey: Job Descriptions (2020)

Job Title	Job Description
Accounting/ Billing Specialist	Performs specialized accounting support activities, which may include: tasks relative to billing for water, wastewater, solid waste, property tax, and miscellaneous receivables; collection of delinquent accounts; data entry of mail payments; and processing bank drafting.
Assistant/Deputy City Manager	Provides administrative and project support to the city manager. This is accomplished by coordinating the city's strategic planning process and serving as the city's budget director. Other duties may include managing special projects and serving as a liaison between the city manager and operational directors.
Budget Manager	Develops, prepares, and implements the annual budget. Monitors the execution of the budget through periodic review and preparation of monthly financial reports. Provides accounting and reporting of capital improvement projects and related debt. Maintains, updates, and coordinates activities of assigned areas. Retrieves, analyzes, and interprets financial data and communicates information via reports and written and oral communication.
Building Inspector	Conducts on-site inspections of residential, industrial, and commercial construction buildings in the process of construction, alteration, or repair to ensure compliance with city building electrical, mechanical, plumbing, and fuel gas codes and ordinances.
Building Official/ Chief Building Official	Provides direction and technical support for the inspections division of the community development department. This is accomplished by directing, coordinating, and controlling the inspection of buildings to ensure compliance with codes and ordinances and managing subordinate staff. Other duties include meeting with architects, engineers, contractors, and department heads, and supervising the moving of houses out of the city.
City Attorney (do not include contract)	Provides professional level legal assistance to the city attorney, including researching statutory and case law, compiling and analyzing information and preparing reports, drafting legal documents, reviewing contracts, and performing related activities.
City Manager/ Administrator	Acts as chief executive and administrative officer for the city. Directly or indirectly supervises department heads and other designated employees and indirectly supervises all other personnel within the city organization. Prepares, administers, and presents the annual budget for the city. Monitors expenditures during the year and makes recommendations for budget modifications or additional funds.
City Secretary/Clerk	Performs professional administrative responsibilities defined by state statutes and city charter (if applicable), to include serving as an officer to the city and an election official. Provides legal and proper notifications of all official meetings. Serves as director and registrar for all official city records and documents. Serves as records manager including administration and records management. Provides information and assistance to city employees and public concerning interpretation of city ordinances and regulations.

Councilmember/ Alderman/ Commissioner	It is the duty of the councilmembers to ensure the city fulfills its duties under the law and lawfully exercises its powers.
Court Administrator/Manager	Manage the non-judicial functions of the municipal court, including staffing and direct supervision of non-judicial court personnel. Statutes refer to position as The Clerk of the Court. Design and implement policies and procedures, and administer the day-to-day operations of the court, including budget and financial analysis. Make recommendations for purchases, capital items, and additional court personnel. Maintain information technology resources and various automated court information and management systems. Research, compile, evaluate, and analyze the court statistical data and required reports.
Court Clerk	Responsible for all of the non-judicial operations of municipal court, excluding supervisory duties. Statutes refer to position as <i>The Clerk of the Court</i> . Implement procedures that will be administered in the daily operations of the court. Prepare budget recommendations and financial analysis. Responsibilities may include but are not limited to: processing citations; collecting fines and fees; scheduling hearings, court dates, and trials; maintaining the warrant database; preparing court dockets, jury charges, and summons; assisting with the preparation of complaints, appeals, case transfers, and judgments; corresponding with defendants and attorneys; serving as courtroom clerk; data entry; legal research; and reporting convictions to the Texas Department of Public Safety.
Finance Director	The chief financial officer for the city. Provides highly responsible and complex financial and administrative support to city management. Prepares, compiles, and presents the annual budget document for the city. Ensures financial reporting and procedural compliance with all applicable federal, state, and local regulations as well as generally accepted governmental and accounting principles. Coordinates the annual audit and is responsible for the comprehensive annual financial report. Serves as the city's chief investment officer and as property tax assessor/collector.
Fire Chief	Plans, organizes, and directs the human, financial, and capital resources of the fire department. Controls, coordinates, and directs fire services. Evaluates the human resources, facilities, and equipment needed to perform various functions. Attends city council meetings as required. Develops, administers, and control the department's annual budget. Review and approves all budgetary expenditures.
Firefighter (entry level)	Controls and extinguishes fires, participates in search and rescue missions, responds to medical emergencies, and administers life-saving measures.
Human Resources Director	Plans, organizes, directs, and coordinates the human resources department; supervises staff; coordinates activities with other city departments, various advisory boards, committees, and outside agencies; provides highly complex staff assistance to city manager and city council.

Information Technology Manager	Plans, organizes, directs and coordinates the development services/planning department; supervise department staff; coordinates activities with other city departments; provides strategic planning support for the city's information technology assets. This is accomplished by supporting end-users, finding solutions to technical problems, and maintaining vendor relationships. Other duties include serving on the city's management team.
Library Director	Plans, organizes, and directs the library's human, capital, and financial resources in accordance with the community's library service needs. Provides maximum public access to informational, educational, cultural, and recreational materials through resourceful acquisition of library holdings that reflect community diversity. Prepares and implements short-term development strategies for library resources and services. Prepares and administers budget. Supervises all library staff. Prepares reports.
Mayor	As the head of the city, the mayor officially speaks for both the government and the community as a whole. In all statutory cities and in most charter cities, the mayor is the presiding officer and a regular member of the city council. The mayor has all the powers and duties for the office of councilmember in addition to those of mayor.
Parks and Recreation Director	Plans, organizes, directs, and coordinates the parks and recreation department; supervise department staff; coordinates activities with other city departments, various advisory boards and committees, and outside agencies; coordinates and monitors capital improvement projects; and prepares and monitors the budget.
Permit Technician	Interacts with architects, engineers, and other design professionals, contractors, and property owners regarding all phases of permit process. Answers technical questions regarding building permits and inspections processes. Issues building permits in accordance with municipal codes. Reviews plans for completeness and issuance. Processes credit card transactions and balances daily batch per accounting requirements. Takes phone request for permits and inspections and disburse phone calls to appropriate departments and/or staff.
Planning/ Community Development Director	Plans, organizes, directs, and coordinates the development services/planning department; supervise department staff; coordinates activities with other city departments, various advisory boards, and committees and outside agencies; and provides highly complex staff assistance to city manager and city council.
Police Chief	Plans, organizes, and directs the police department's financial and human resources to create and maintain a service-oriented, community-policy partnership. Assumes and maintains a pro-active posture in minimizing and resolving community problems by taking actions to enhance public safety and community trust. Develops highly skilled commanders and supervisors capable of integrating police community neighborhood priorities.

Police Officer (entry level)	Protects and serves citizens by patrolling, solving community problems, performing preliminary criminal investigations, handling traffic control, and enforcing local municipal ordinances, federal laws, and state laws.
Public Information Officer	Develops and coordinates internal and external communication strategies to project the values, goals, and positive image of the city. Functions as a consultant within the organization on communication methods and issues. Maintains contact with the local news media, prepares and disseminates press releases and announcements, arranges press conferences, and serves as an information liaison for the city. Provides general assistance to the city manager with regard to operational and administrative needs.
Public Works Director	Plans, organizes, and directs the human, financial, and capital resources of the public works department. Controls, coordinates, and directs the construction and maintenance of streets, drainage, water, and wastewater operations and facilities. Evaluates the human resources, facilities, and equipment needed to perform various functions. Attends city council meetings as required. Develops, administers, and control the department's annual budget. Review and approves all budgetary expenditures.
Utilities Director	Under the supervision of the city engineer or city manager, is responsible for managing the city's water treatment and sewage systems. Must be familiar with state and federal regulations regarding public water usage and sewage disposal and able to direct staff to comply with those regulations.
Utility Maintenance Worker	Repairs equipment and treatment facilities used to pump, store, distribute, convey, or treat and process water and wastewater.