

This Table of Contents contains job descriptions for each of the positions listed in the *All staff positions salary report*. In addition to listing the job description, you'll also find the page number in the *All Staff positions salary report* where you will find specific salary and wage data for each position.

League Job # B029 - ACCOUNTANT 1

TechNet Job # 705 - ACCOUNTANT (JOURNEY LEVEL)

Performs professional accounting work under supervision of chief accountant. Maintains accounts requiring analysis, balances against other accounts, makes entries and prepares reports. Position requirements: (1) bachelor's degree in accounting; (2) related experience REQUIRED; (3) journey level.

League Job # B028.5 - ACCOUNTANT, SENIOR 3

TechNet Job # 715 - ACCOUNTANT (SENIOR LEVEL)

Performs advanced level professional accounting duties; develops and implements new accounting techniques and systems or modifies and modernizes existing methods and procedures. Performs as first line supervisor in directing accounting duties of technicians or junior accountants. Maintains and balances accounts against other accounting records. Makes final accounting of cash funds, vouchers, and encumbrances. Prepares balance sheets. Conducts internal audits. Compares expenditures with budget appropriations. Prepares reports. Minimum Qualifications: Graduation from a college or university with a bachelor's degree in accounting or a related field and three to five (3-5) year of related experience, or an equivalent combination of education and experience. Supervisory experience. Highest level of Accountant under a Division Manager.

League Job # B030 - ACCOUNTING CLERK 4

TechNet Job # 720 - ACCOUNTING CLERK II

Under general supervision, performs a variety of detailed accounting duties in accordance with standard accounting procedures. Checks and verifies data for completeness and accuracy; codes regular entries for distribution to accounts; audits disbursement vouchers, debit and credit memos, etc.; checks, posts and reconciles special account records. Assists with trial balance and preparation of statements and reports. May use CRT or personal computer. Work is subject to audit and verification. Position requirements: (1) high school diploma or equivalent; (2) two years experience.

League Job # M07.5 - ACCOUNTING MANAGER 6

TechNet Job # 723 - ACCOUNTING MANAGER /COMPTRROLLER

a. Work is performed with considerable independence. b. May act as backup to finance director. c. Supervises and manages the operations of the accounting department. d. Performs high-level, complex accounting, budgeting, auditing and financial analyses. e. Position has primary responsibility for accounting operations which may include sales tax, payroll, utility billing, and investments. f. Maintains accounting controls; may assist with developing accounting and financial policies and practices. g. Position requirements: (1) bachelor's degree in accounting, finance or related field; (2) three to five years of accounting and supervisory experience.

League Job # B031 - ACCOUNTING/FINANCE TECH. 8

TechNet Job # 725 - ACCOUNTING TECHNICIAN

High-level administrative position dealing with detailed record and information management. Work is often quantitative in nature. Typically uses computerized data management and analysis systems. Provides assistance in at least one of the following areas: budget monitoring; support in budget preparation; processing special use applications; licensing and fee assessment; enforcing and explaining policies, codes, ordinances, and regulations; maintaining a variety of financial transactions; compiling information and preparing reports and/or summaries. Position requirements: (1) high school diploma or equivalent; (2) extensive (three to five years) experience; (3) nonexempt under FLSA.

League Job # B002 - ADMINISTRATIVE ASSISTANT 10

TechNet Job # 2350 - SECRETARY I

Under general supervision, performs general administrative support in the following areas: performs data entry and basic word processing operations, compiles data for reports and processes a variety of documents according to well-established guidelines and standardized procedures, uses basic office equipment, types correspondence and business forms from rough draft and may originate written materials. May act as a receptionist; screens and transfers calls, sorts and maintains various alpha/numeric files and documents. Position requirements: (1) high school diploma or equivalent; (2) two years administrative experience.

League Job # S11 - ADMINISTRATIVE CLERK 13

TechNet Job # 2305 - GENERAL OFFICE ASSISTANT (CLERK / TYPIST)

a. accounts payable/receivable, b. bookkeeping, c. correspondence, d. court clerk, e. planning/zoning clerk, f. receptionist, g. special projects, h. typing/data input, i. utility billing

League Job # B001 - ADMINISTRATIVE CLERK	14
TechNet Job # 2330 - RECEPTIONIST / SECRETARY	
Under close supervision performs routine receptionist AND entry-level secretarial duties in accordance with standard procedures. Answers incoming phone calls, determines most appropriate respondent to questions and routes calls or visitors to appropriate departments. May perform typing, filing, and copying activities for various departments. Minimum Qualifications may include graduation from high school with some experience in general office practices.	
League Job # M08 - ADMINISTRATIVE SERVICES DIRECTOR	16
TechNet Job # 165 - ADMINISTRATIVE SERVICES DIRECTOR	
a. administrative analysis, b. billing and accounting, c. budget monitor, d. building maintenance, e. human resources, f. information technology, g. interdepartmental coordination, h. public relations, i. Purchasing, j. centralized GIS.	
League Job # B003 - ADMINISTRATIVE TECHNICIAN/SPECIALIST	17
TechNet Job # 2310 - ADMINISTRATIVE / EXECUTIVE ASSISTANT	
Under limited supervision, performs data entry using specialized software, such as spread sheet and database applications, uses word processor to compose, type and edit miscellaneous business forms and correspondence, compiles statistics and related information, performs a variety of administrative support functions for a division or division managers, responds to inquiries requiring specific knowledge of division's operations, uses all forms of office equipment. Sorts and maintains alpha/numeric files and documents, compiles data and develops reports that may require independent judgment; may purchase office supplies, may perform routine accounting and bookkeeping procedures to facilitate the operation of a division and may act as division receptionist. Position requirements: (1) high school diploma or equivalent; (2) three to four years administrative experience with ability to compose and edit written materials; (3) ability to acquire specific knowledge relating to division's operations.	
League Job # B075 / S18 - ANIMAL CONTROL OFFICER	20
TechNet Job # 1510 - ANIMAL CONTROL OFFICER	
Enforces the municipal animal ordinances, issues citations for violations observed, impounds animals, cares for animals held at the pound, handles complaints and questions from the public. Benchmark Guidelines: FLSA: Non-exempt; Job Level: Journey-level; Reports to: Supervisor; Education: High School diploma; Some work experience required; Other: Nonsworn position.	
League Job # B075.5 - ANIMAL CONTROL SUPERVISOR	22
TechNet Job # 1515 - ANIMAL CONTROL SUPERVISOR	
Enforces the municipal animal ordinances, issues citations for violations observed, impounds animals, cares for animals held at the pound, handles complaints and questions from the public. Supervision over the animal control unit. Benchmark Guidelines: FLSA: Non-exempt; Job Level: First-line supervisor; Work Experience: Three to five years of related experience. A non-sworn position.	
League Job # P01 - ARTS AND CRAFTS INSTRUCTOR	n/a
TechNet Job # 1151 - ARTS & CRAFTS INSTRUCTOR	
Performs entry-level duties providing arts and crafts instruction. Designs, schedules, and conducts arts and crafts classes at a Recreation or Senior Center. FLSA: Nonexempt. MINIMUM QUALIFICATIONS includes High school diploma or equivalent; Plus, background in arts and crafts as a vocation or profession and six months (6 mo.) to one (1) year experience instructing arts and crafts classes.	
League Job # B074 - ASSISTANT ATTORNEY I	23
TechNet Job # 1004 - ASSISTANT ATTORNEY	
Performs professional legal work within the office of the city or county attorney; assists in drafting ordinances, contracts, easements and leases; assists departments with legal matters; investigates claims and complaints by or against the city or county regarding the violation of municipal ordinances; interviews witnesses, prepares motions and presents cases in court; acts as legal advisor to boards and commissions. No supervisory responsibilities. Benchmark guidelines: FLSA: Exempt; Job Level: Entry Level; Education: Juris doctorate. Admission to the bar of the State of Colorado; Work Experience: one to three years experience as a practicing attorney with an emphasis in civil law.	
League Job # B074.5 - ASSISTANT ATTORNEY II	24
TechNet Job # 1005 - ATTORNEY II	
Performs professional legal work within the office of the city or county attorney; prepares ordinances, contracts, easements and leases; assists departments with legal matters; investigates claims and complaints by or against the city or county regarding the violation of municipal ordinances; interviews witnesses, prepares motions and presents cases in court; acts as legal advisor to boards and commissions. Benchmark guidelines: FLSA: Exempt; Job Level: Journey; Education: Juris doctorate. Admission to the bar of the State of Colorado; Work Experience: Three to five years of experience as a practicing attorney with an emphasis in civil law.	

League Job # M05.5 - ASSISTANT CITY MANAGER	25
TechNet Job # 100 - ASSISTANT CITY MANAGER / ADMINISTRATOR	
Second in Command. Assists the City Manager in the day-to-day operations of the city. a. budget development, b. grant writing, c. investigates citizen complaints, d. prepares council or board agenda items, e. prepares reports and analyses for council or board, f. provides information to council or board, g. public information officer, h. intergovernmental relations/legislative affairs, i. performs special projects, j. city clerks office. Position requirements: (1) bachelors degree in public administration or related field; masters preferred (2) 5 or more years management experience in municipality including 2 years supervisory experience or an equivalent combination of education and experience.	
League Job # M09 - ASSISTANT TO THE CITY/COUNTY MANAGER	26
TechNet Job # 110 - ASSISTANT TO THE MAYOR / CEO	
(no supervisory responsibility over department or division heads) a. assists in city or county budget development, b. budget officer, c. capital improvement projects, d. conveys council or board/ manager policy direction to city or county departments, e. investigates citizen complaints, f. performs special projects, g. prepares council or board agenda items, h. prepares reports and analyses for council or board and city or county manager, i. provides information to council or board, j. public information officer, k. recording secretary for boards and commissions.	
League Job # P02 - ASSOCIATE MUNICIPAL JUDGE	n/a
TechNet Job # 1054 - ASSOCIATE MUNICIPAL JUDGE	
Performs direct court case adjudication for a municipal court operation. Responsible for the operations of the entire municipal court in the absence of the presiding municipal judge. Has the same authority as a presiding judge over cases before the court. FLSA: Exempt. MINIMUM QUALIFICATIONS include graduation from college with a Juris doctorate degree. Requires license to practice law by the State; plus, prior criminal, civil, and/or municipal law experience preferred.	
League Job # B068.5 - BENEFITS TECHNICIAN	27
TechNet Job # 154 - BENEFITS TECHNICIAN	
Performs a variety of Journey-level duties in consulting with and advising employees on a day to day basis concerning eligibility for benefits. May perform open enrollment duties and conduct new hire orientations, Ensures compliance with federal and state regulations. Maintains benefit records including data entry, filing, and prepares documents necessary for implementing benefit coverage. FLSA: Nonexempt. MINIMUM QUALIFICATIONS include High school diploma with some college preferred; plus, Two (2)years of related experience.	
League Job # B033 - BUDGET ANALYST	28
TechNet Job # 745 - BUDGET ANALYST	
Analyzes assigned agency budgets to determine essential funding. Reviews and monitors revenues and expenditures of assigned agencies and projects. Compares actual and year-end balances. Prepares and presents budget recommendations. Identifies high priority services and evaluates adequacy of budget to provide those services. Evaluates assigned program effectiveness and efficiency. Position requirements: (1) bachelor's degree; (2) two years of related work experience.	
League Job # B014 - BUILDING INSPECTION SUPERVISOR	30
TechNet Job # 311 - BUILDING INSPECTION SUPERVISOR	
Performs supervisory and professional technical inspection duties to ensure compliance with established standards and ordinances, codes and regulations. Coordinates inspection schedules and projects for subordinate inspection staff. Monitors and assures quality of inspections. Performs regular performance appraisals. Does not act as the Chief Building Official MINIMUM QUALIFICATIONS include graduation from high school; plus (3)three to five (5) years experience in building code enforcement. Must be possess valid ICBO building, plumbing, mechanical or electrical certifications.	
League Job # B015 / S24 - BUILDING INSPECTOR	31
TechNet Job # 305 - BUILDING INSPECTOR II	
Performs technical and specialized structural, mechanical, plumbing and electrical inspection work to ensure compliance with established standards and ordinances, codes and regulations. Prepares correspondence, records and reports. Position requirements: (1) several years experience as a skilled craftsman or in work related to building construction or a license in the appropriate trade.	
League Job # B048 - BUILDING MAINTENANCE SUPERVISOR	33
TechNet Job # 620 - FACILITIES MAINTENANCE FOREMAN	
Supervises, coordinates and assists when necessary in maintenance and repair of city/county buildings. Supervises	

custodial and maintenance staff; inspects facilities, machinery and equipment to determine maintenance needs; schedules preventive maintenance and cleaning; coordinates contracted maintenance, repair and remodeling work, including determining needs for service, reviewing bids and recommending contractors; serves as a liaison to contractors; orders material, supplies and equipment; administers building maintenance budget; responsible for building plumbing and HVAC systems. Benchmark guidelines: FLSA: nonexempt; Job Level: Supervisor generally a first-line supervisor; Education: High school diploma required; college degree not generally required; Work Experience: Four to five years of related experience; Certification: HVAC coursework or certification preferred.

League Job # B049 - BUILDING MAINTENANCE WORKER 35

TechNet Job # 625 - FACILITIES MAINTENANCE TECHNICIAN

Provides a variety of skilled work in the construction, maintenance, repair and restoration of city/county buildings. Responsible for maintaining and repairing facilities, buildings and structures. Benchmark guidelines: FLSA: Nonexempt; Job Level: Entry-level; Education: high school diploma or equivalent; Work Experience: one to two years of construction or maintenance experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

League Job # B016 - BUILDING PERMIT TECHNICIAN 38

TechNet Job # 315 - BUILDING PERMIT TECHNICIAN

Performs routine and complex administrative work in performing the daily operations of building permit issuance and official records maintenance. Explains policies, codes, ordinances and regulations. Position requirements: (1) high school diploma or equivalent; (2) two years experience; (3) nonexempt under FLSA.

League Job # P03 - BUILDING SUPERVISOR n/a

TechNet Job # 606 - BUILDING SUPERVISOR / MONITOR

Position involves greeting and assisting customers, opening and/or closing and security of the Recreation Center or other assigned facilities. Assist with room set-up and occasional light maintenance. Hours are scheduled primarily during the evenings and on weekends. MINIMUM QUALIFICATIONS include high school graduation; plus, sufficient experience working with the public in a customer service role to demonstrate an aptitude or ability to perform assigned duties. CPR and first aid certification preferred.

League Job # B100 - BUS OPERATOR 40

TechNet Job # 1274 - BUS/SHUTTLE DRIVER

Provide reliable, safe, and consistent public transportation service. Benchmark Guidelines: FLSA: Nonexempt; Job Level: Entry-level; Education: High school diploma; Work Experience: One year of related experience; Certification: Colorado driver's license with req. to obtain Commercial Driver's license. Ability to obtain first aid and CPR certification.

League Job # B034 - BUYER/PURCHASING AGENT 41

TechNet Job # 795 - PURCHASING AGENT / BUYER

Procures equipment, materials, supplies and services for city or county departments through application of a formalized competitive bidding procedure. Develops and approves bid specifications, develops sources of supply, drafts bid documents, conducts formal bid openings, analyzes bids received and makes recommendations for award. Provides product and policy information, resolves complaints, mediates disputes and provides coordination. Position requirements: (1) purchasing experience; (2) journey level; (3) no supervisory responsibilities.

League Job # B077.5/S19.5 - CALL TAKER/EMERGENCY SERVICES 42

TechNet Job # 1649 - CALL TAKER / DISPATCH

Answers telephone calls from emergency (911) and non-emergency lines into Emergency Dispatch Center. Receives information from callers, enters relevant data into computer and transmits information to dispatcher. Call Takers may be trained in dispatching and may have limited opportunity to dispatch emergency personnel, however this is not their primary responsibility. Operates two-way radios, telephones, and computers, including computer aided dispatch programs. Reports to Dispatch Supervisor. Benchmark guidelines: FLSA: non-exempt; Education: High school diploma; Work Experience: Customer service experience preferred; Certifications: None. Other: civilian, non-sworn position.

League Job # B012 - CAPITAL IMPROVEMENT PROJECT MANAGER 43

TechNet Job # 506 - PROJECT MANAGER

Performs skilled technical and professional work managing capital construction projects. Work involves reviewing construction plans and specifications, developing and monitoring project budgets, and inspecting construction in progress to ensure adherence to plans, specifications and contracts. Responsible for reviewing project bids and making recommendations, reviewing contracts, and conferring with architects, engineers and contractors. This is a

FLSA exempt position. MINIMUM QUALIFICATIONS include a bachelor's degree in construction management, civil engineering, or a related field; plus, three (3) to five (5) years experience in construction management or on-site inspections work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

League Job # B050 - CARPENTER 45

TechNet Job # 607 - CARPENTER

Performs a variety of journey-level skilled duties related to building maintenance and repair in the skilled trade of carpentry. Builds and repairs a variety of items, such as cabinets, bookcases, tables, installing ceilings, framing walls and dry walling. Reads blueprints and maintains reference files, manuals and inventory records. Estimates costs and amount of materials necessary. This is typically a non-supervisory position and is FLSA Nonexempt. MINIMUM QUALIFICATIONS include graduation from High School or equivalent; plus, two (2) years or more of previous experience in carpentry trades. Certification: no required licenses or certifications. This benchmark excludes positions which work in the specific trade fields of HVAC, electrical, and plumbing.

League Job # B119 - CHEMIST 45

TechNet Job # 1968 - CHEMIST

Responsible for implementing and managing monitoring programs, understanding the chemistry of analytical methods, maintaining and updating standard operating procedures, reviewing and evaluating quality control/quality assurance programs, training laboratory staff and performing complex instrumental/chemical/microbiological analyses. Benchmark guidelines: FLSA: Exempt; Education: Bachelor's degree in chemistry, biology or related field; Work Experience: Minimum two years of chemical/biological laboratory analysis and environmental monitoring.

League Job # M10 - CHIEF BUILDING OFFICIAL 46

TechNet Job # 325 - CHIEF BUILDING OFFICIAL

a. board of adjustment and appeals, b. building code enforcement, c. building maintenance, d. plan review, e. planning commission activities, f. zoning code enforcement.

League Job # B111 - CHIEF PLANT OPERATOR 49

TechNet Job # 2196 - CHIEF PLANT OPERATOR (WATER & WASTEWATER)

Acts as lead operator and provides day-to-day instruction and direction for other plant operators in the operation, maintenance and servicing of a water or wastewater treatment facility. Duties may include: (1) conducting physical and chemical tests; (2) completing records and paperwork; (3) budget preparation. FLSA: Nonexempt. MINIMUM QUALIFICATIONS may include a Bachelor's degree in an environmental science; plus, five (5) years Class "A" operating experience and two (2) years in a supervisory capacity. Certification: state Class 'A' treatment plant operator's certificate.

League Job # P04 - CHILD CARE PROVIDER n/a

TechNet Job # 1172 - DAY CARE ATTENDANT

Under close supervision of the Care Center Director performs child care duties during the general operating hours of the center. Provides a clean, safe and fun nursery environment. Checks infants and children in and out while providing basic child care. Ensures safe play conditions and follows established security procedures when children are checked out. Observes specific parent directions for feeding, nap times, and special needs. Keeps the child care center clean during shifts. Orients parents in regard to policies and procedures of child care center and maintains positive rapport with all parents and patrons. Develops and implements activities for the children and attentively watches and attends to the children. Treats children if hurt and fills out accident reports. Handles complaints and refers comments to proper personnel. Attends a minimum of 10 hours of training each year on workshops or classes on childhood development or child care guidelines/instructions. Performs related duties as required. Minimum Qualifications may include graduation from High School and must be at least 18 years of age. Some previous Childcare experience desired. Must pass a Background Criminal Investigation check. Must pass a T.B. test. Must be able to obtain American Red Cross First Aid and CPR certifications within 60 days of hire, and keep them current throughout employment. Must be willing and available to work morning, afternoon, evening, weekend, and holiday shifts.

League Job # B101 - CITY FORESTER 50

TechNet Job # 1190 - URBAN FORESTER

Responsible for the development, implementation, and management of the City's urban forestry programs. Develop and implement City-wide community education programs. Respond to and investigate complaints of tree or vegetation removal. Plan and present issues, problems, and/or modifications to urban forestry practices to various audiences. Benchmark Guidelines: FLSA: Exempt; Job Level: Supervisor; Education: Bachelor's degree in Urban Forestry, Forestry Horticulture, or Landscape Architecture; Work Experience: Two to three years of related work experience;

Certification: Certified Arborist. Pest control certification. Colorado department of agri. Pesticide applicators license. Class B Commercial Driver's license or ability to obtain.

League Job # M07 / S07 - CITY OR COUNTY CLERK 52

TechNet Job # 115 - CITY CLERK

a. administrative assistant, b. central files, c. elections, d. finance, e. human resources, f. information technology, g. licensing, h. motor vehicle, i. municipal court, j. recording secretary to council, k. treasurer.

League Job # M11 - CITY OR COUNTY ENGINEER 55

TechNet Job # 455 - CITY/COUNTY ENGINEER

a. building inspection, b. construction estimates, c. contract administration, d. contract provisions and specifications, e. design, f. development plan review, g. drafting, h. municipal or county construction inspection, i. Planning, j. plans and specifications, k. records maintenance, l. storm drainage systems, m. surveying, n. traffic engineering.

League Job # S09 - CITY/TOWN CLERK/TREASURER 57

TechNet Job # 120 - CITY CLERK / TREASURER

a. accounting, b. administrative assistant, c. bookkeeping, d. budget, e. central files, f. certified municipal clerk, g. court clerk, h. elections, i. Finance, j. investing, k. licensing, l. municipal records, m. permits, n. treasurer, o. utility billing, p. cemetery plot management and sales.

League Job # M05 / S05 - CITY/TOWN MANAGER 58

TechNet Job # 125 - CITY/COUNTY MANAGER

a. assists in budget development, b. budget officer, c. capital improvement projects, d. city/town administrator, e. conveys council or board/ manager policy direction to municipal departments, f. grant writing, g. investigates citizen complaints, h. performs special projects, i. prepares council or board agenda items, j. prepares reports and analyses for council or board, k. provides information to council or board, l. public information officer, m. public works, n. recording secretary for boards and commissions.

League Job # B020 - CIVIL ENGINEER (EIT) 62

TechNet Job # 470 - ENGINEER-IN-TRAINING (EIT)

Performs professional-level civil engineering work under general supervision. Work may include design, cost estimates, participating in project supervision. Position requirements: (1) bachelor's degree in civil engineering; (2) at least one year engineering experience; (3) engineer-in-training certification.

League Job # B021 - CIVIL ENGINEER (PE) 63

TechNet Job # 475 - ENGINEER II, CIVIL (STAFF)

Serves as project engineer on construction projects, including major storm drainage systems, water lines, irrigation canals, bridges and/or street design projects. Prepares and reviews material and construction specifications, detailed plans and engineering estimates. Performs contract administration. Position requirements: (1) bachelor's degree in civil engineering; (2) registration as a Professional Engineer; (3) excludes positions which have substantial supervisory responsibilities; (4) excludes the top-level engineer in organization.

League Job # B017 - CODE ENFORCEMENT OFFICER I 65

TechNet Job # 330 - CODE ENFORCEMENT OFFICER I

Under general supervision, enforces provisions of the municipal code pertaining to violations of code and/or zoning through inspections and investigations. Investigates reports of violations and/or failure to comply with codes; gathers evidence and makes reports; keeps record of violations and follows up to secure correction of situation. Requires knowledge of ordinances, zoning regulations and/or codes of the municipality. MINIMUM QUALIFICATIONS may include graduation from high school or equivalent; plus two(2)years experience in inspection and/or enforcement work. Position does not include supervisory responsibility and excludes building/construction code inspectors. Duties may include animal control functions.

League Job # B017.5 - CODE ENFORCEMENT OFFICER II 68

TechNet Job # 331 - CODE ENFORCEMENT OFFICER II

Responds to various zoning and business license problems or complaints; evaluates nature of problem and determines conformance to zoning and business ordinances. Inspects businesses or property and evaluates against appropriate ordinance to determine violations and issues violations; initiates sanctions or legal actions for non-compliance. Assists Board of Adjustment by receiving and reviewing applications for adjustments; conducts research on zoning applications; compiles data, makes reports, makes recommendations to planner or Board of Adjustments. MINIMUM QUALIFICATIONS may include graduation from a college or a university with an associate's degree and five to seven (5-7) years of experience in related field or an equivalent combination of education and experience.

League Job # M12 / S14 - COMMUNITY DEVELOPMENT DIRECTOR 69

TechNet Job # 335 - COMMUNITY DEVELOPMENT DIRECTOR

a. building code enforcement, b. community development block grant administration, c. current planning/zoning, d. economic development, e. flood plain management, f. historic preservation, g. long-range planning/comprehensive plan, h. low-income housing, i. other housing projects, j. park design, k. urban renewal, l. zoning code enforcement; m. centralized GIS, Transportation, Engineering.

League Job # P05 - CONCESSIONS MANAGER n/a

TechNet Job # 1174 - CONCESSIONS MANAGER

Performs journey-level duties related to planning and organizing concessions operations. Coordinates staff scheduling and hiring, maintenance, and general operation of seasonal concession stands and year round concession stands. Maintains inventory and orders supplies. Submit daily cash receipts for deposit. FLSA: Nonexempt. MINIMUM QUALIFICATIONS includes graduation from high school or equivalent; Plus, two (2) years experience working with the public performing above or related duties.

League Job # B018 - CONSTRUCTION INSPECTOR 72

TechNet Job # 2030 - PUBLIC WORKS INSPECTOR

Performs inspections of city/county public works projects. Inspects capital improvement and subdivision projects to ensure compliance with plans, specifications and construction codes. Prepares reports, maintains inspection records, confers with contractors, performs material tests and responds to citizen complaints or inquiries on construction problems. Position requirements: (1) two years construction inspection, surveying, and/or materials testing; (2) no supervisory responsibilities; (3) not a building inspector; (4) journey level.

League Job # M13 - COURT ADMINISTRATOR 74

TechNet Job # 1030 - COURT ADMINISTRATOR

Acting as a department head or division manager has responsibility for some or all of the following: a. alternative sentencing program, b. budget estimates & expenditure control, c. communications, information, & public relations, d. court financial administration, e. court of record, f. court procedures administration, g. court records and reports, h. day court, i. driver's school, j. fines/bonds, k. issuance of jury summonses, l. marshal/process serving, m. night court, n. probation, o. Detention.

League Job # B004 - COURT CLERK II 76

TechNet Job # 1040 - COURT CLERK II

Under supervision, performs a variety of administrative duties for a municipal court. Duties may include: processing of court filings from date of issue to closing, checking files and driving records for previous violations, typing and filing. May assist in scheduling arrangements and setting court calendars; may handle cash transactions for fines, fees, restitutions and bonds. Position requirements: (1) high school diploma or equivalent; (2) typing and/or computer data entry experience; (3) journey level; (4) must have two (2) years of court clerking experience.

League Job # B003.5 - COURT CLERK I 78

TechNet Job # 1035 - COURT CLERK I

Under supervision, performs a variety of entry level administrative duties for a municipal court. Duties may include: processing of court filings from date of issue to closing, checking files and driving records for previous violations, typing and filing. May assist in scheduling arrangements and setting court calendars; may handle cash transactions for fines, fees, restitutions and bonds. Position requirements: (1) high school diploma or equivalent; (2) typing and/or computer data entry experience; (3) entry level; (4) court or customer service experience.

League Job # M13.5 - COURT SUPERVISOR 80

TechNet Job # 1045 - COURT CLERK SUPERVISOR

Performs a variety of general administrative and complex clerical duties designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the Justice Court. Works under the administrative supervision of the Justice Court Judge. May provide close to general supervision to fulltime or part time clerical staff. Performs routine administrative duties related to coordinating the daily functions of the justice court and the ongoing maintenance of court records; provides training in court clerk processes. Monitors state code changes and updates COUNTY documents and records as needed to assure compliance with policies, procedures and practices of the justice judicial system; prepares bail schedules based upon new and revised codes; distributes such information to law enforcement officers. Performs clerical tasks: receives, logs and files incoming citations and complaints; maintains cross reference recovery system; opens mail, sorts and processes; determines fines based on fine schedule or bail if plea is not guilty; attaches appearance by mail to citation; keeps track of payments made through the mail. Issues arrest and bench warrants; type warrant information, order to show cause, failure to appear and refers to Judge for signature; sends copy to law enforcement agency; notifies jurisdiction if someone is arrested; computer enters case

information. Reviews citation abstracts; monitors payment records of defendants to assure conformity to judgments and payment schedules; prepares pleadings for failure to appear; utilizes legal processes such as late letters, late notices, summons, bench warrants, warrants of arrest, orders to show cause, and informations; accepts money for bail forfeitures, fines; issues receipts. Maintains calendar of events such as trials, arraignments, sentencing, hearings, and motions; notifies or subpoenas involved parties in a timely manner; informs judge of docket status and schedule; prepares notices of trial and pre-trial; obtains potential juror list and processes according to court procedures. Prepares for trials and pre-trials; requests various case records; maintains record of court proceedings; receives and docket notices of appeal; types judgments, abstracts of judgment, supplemental motions, orders to show cause, garnishments and executions. MINIMUM QUALIFICATIONS may include graduation from high school; plus one (1) year of specialized training with course work in basic office management, court administration or related field, and four to five (4-5) years of court clerk experience; Must be eligible to receive security clearance for access to State computer (BCI, NCIC, INLETS, etc.)system(s).

League Job # B051 / S25 - CREW LEADER 80

TechNet Job # 1900 - CREW LEADER (PUBLIC WORKS)

Serves as lead-worker over an assigned group of maintenance workers in streets, parks, or utilities; assigns and monitors work activities; assists in preparation and maintenance of records and reports; trains employees; performs maintenance and repair work; operates vehicles and equipment common to maintenance function. Benchmark guidelines: FLSA: Nonexempt; Job Level: Lead worker; Education: Two years (Associates degree) of college preferred; Work Experience: Minimum of two years of related experience; Certification: Requires related certification.

League Job # B052 - CREW SUPERVISOR 83

TechNet Job # 1902 - CREW SUPERVISOR

Plans, assigns and reviews work of unskilled, semi-skilled and skilled workers on minor construction projects, maintenance of streets, curbs and gutters. Requires skills and knowledge of construction, maintenance and repair work, and ability to supervise assigned personnel. Benchmark guidelines: FLSA: May be exempt or nonexempt; Job Level: First-level supervisory position; excludes lead-workers and division heads; Education: Two years (Associate degree) of college preferred; Work Experience: Minimum of four years of related experience; two years increasing supervisory experience; Certification: Requires related certification.

League Job # B085 - CRIME ANALYST 85

TechNet Job # 1605 - CRIME ANALYST/STATISTICIAN

Research, compiles and analyzes data such as crime reports, census, economic and demographic information, and data from outside agencies to identify and recommend methods to address criminal activity in the city. Provides information to the public and Other: public and law enforcement agencies. Benchmark Guidelines: FLSA: Exempt; Job Level: Journey-level; Education: bachelor's degree preferred; Work Experience: two to three years of experience, crime mapping/GIS experience preferred.

League Job # B086 - CRIME SCENE INVESTIGATOR 86

TechNet Job # 1606 - CRIME SCENE INVESTIGATOR

Performs journey-level professional and technical non-sworn law enforcement duties. Collects, processes and analyzes evidence from crime scenes. Searches for, collects, photographs and preserves evidence at the crime scene. Reconstructs crime scene by preparing graphic representations and scale drawings. Evaluates and compares latent fingerprints. Prepares reports or presentations of findings, methods and techniques used to support conclusions and prepares results for court or other formal hearings. May testify as expert witness on evidence or crime laboratory techniques. FLSA: Non-exempt. Reports to Sergeant or other ranking officer. MINIMUM QUALIFICATIONS may include a bachelor's degree in law enforcement, chemistry, laboratory sciences or related field; plus, three (3) to five (5) years of related experience.

League Job # B064 - CULTURAL EVENTS COORDINATOR 87

TechNet Job # 155 - CULTURAL ARTS / EVENTS COORDINATOR

Responsible for the development and scheduling of programs and events, but not to include recreation events and programs. Provides input and coordinates marketing efforts for upcoming events, exhibits and programs. Serves as the primary liaison for all outside event producers and other groups. Benchmark guidelines: FLSA: Exempt; Job Level: Journey-level; Education: bachelor's degree in communications, marketing or public relations; Work Experience: two to three years of related experience.

League Job # B053 / S26 - CUSTODIAN 89

TechNet Job # 600 - BUILDING CUSTODIAN

Perform custodial work, including washing windows, dusting tables and chairs and cleaning bathrooms. Sweeps, mops, strips and waxes floors; vacuums carpets; empties trash containers; etc. Benchmark guidelines: FLSA: Nonexempt; Job Level: Entry-level; Education: High School preferred; Work Experience: Related experience preferred.

League Job # P06 - DAY CAMP AIDEn/a

TechNet Job # 1173 - DAY CAMP AIDE

Performs entry-level routine organization and instruction duties in leading recreation activities for children ages 6-12, including sports programs, learning exercises, group games, etc. FLSA: Nonexempt. MINIMUM QUALIFICATIONS includes sufficient education training and experience to demonstrate an aptitude and ability to perform assigned duties. Must be able to obtain first aid/CPR certification and/or Automatic Emergency Defib. Must be 16 years of age or older.

League Job # P07 - DAY CAMP DIRECTORn/a

TechNet Job # 1169 - DAY CAMP DIRECTOR

Performs journey-level, general administrative duties related to planning, organizing and coordinating summer day camp programs. Must demonstrate ability to work well with children ages 6-12. FLSA: Nonexempt. MINIMUM QUALIFICATIONS include two (2) years of related experience. Must obtain first aid/CPR certification and/or Automatic Emergency Defib. Must be 21 years of age.

League Job # M06 - DEPUTY CITY MANAGER 91

TechNet Job # 105 - ASSISTANT GENERAL MANAGER

a. budget officer, b. finance, c. grants, d. human resources, e. information technology, f. interdepartmental coordination, g. intergovernmental relations/legislative affairs, h. negotiator, i. planning/community development, j. public relations/information, k. purchasing, l. risk management, m. special projects, n. NOT second in command, See Assistant City Manager.

League Job # B005 / S08 - DEPUTY CITY OR COUNTY CLERK 92

TechNet Job # 169 - DEPUTY CITY CLERK

Responsible for the preparation of council agenda and planning calendars; assists in the procedures for liquor, arcade and other general licensing including initial application and renewals; assists city or county clerk in municipal or county election processes; records official city or county documents; attends city council or county commissioner meetings and prepares summary minutes and verbatim transcripts; acts as city or county clerk in his/her absence. Position requirements: (1) high school diploma or equivalent; (2) five years of progressively responsible experience in secretarial and administrative work, with two years in municipal experience.

League Job # B087 - DETENTION OFFICER 95

TechNet Job # 1590 - CORRECTION OFFICER I

Monitors prisoner entry and departure from the jail; processes incoming prisoners, including photographing, finger printing, inventory and storing prisoner's property; and operates control panels and monitors video equipment to ensure the safety and security of the detention facility and physically subdues violent prisoners. Benchmark Guidelines: Education: high school diploma or equivalent; Work Experience: three years corrections/law enforcement experience; Other: non sworn position; ability to carry firearm.

League Job # B076.5 - DISPATCH MANAGER 96

TechNet Job # 1639 - DISPATCH MANAGER

Under general supervision of the Deputy Police Chief, this administrator position is responsible for leadership, management, planning, supervision and operation of the Public Safety Communications Center (PSCC), including enhanced 911 (E911), police and fire dispatch. The administrator works as a staff liaison to an advisory board representing user departments of the communication system. Responsible for the overall leadership and management of the City's Police and Fire Emergency Communications Center including the direction, administration and overall design, configuration and operation of the Computer Aided Dispatch (CAD) system, E911 phone system and oversee the administration and maintenance of the City's radio system. Works cooperatively with staff from the Police and Fire Departments and other related departments to coordinate and manage the PSCC staffing, training, operational activities, functions and services for assigned personnel. Works to resolve operational, technical and personnel related problems. Manages, supervises, appraises, and directs the activities of assigned staff; and makes recommendations regarding hiring, discipline and advancement of employees. Develops and manages annual PSCC budget, tracks and monitors expenditures and allocated funds. Develops, implements and maintains policies, procedures, guidelines and protocols which provide for the effective and efficient operation of the PSCC and the delivery of emergency communications services to the citizens. Develops a long-term communications plan. Ensures compliance with policies, procedures and laws applicable to the operation of the PSCC, to include Federal Communications Commission (FCC) code and regulations.

League Job # B076 - DISPATCH SUPERVISOR 97

TechNet Job # 1645 - DISPATCH SUPERVISOR

Supervises police 911 call takers and dispatchers; audits and spot checks data entry and monitors radio and telephone

communication; assists in analyzing procedures, forms and systems to identify problems and propose solutions; develops shift schedules and work assignments; performs dispatch duties as necessary; utilizes various computer databases and systems; provides service to citizens and police officers; handles sensitive information. Benchmark Guidelines: FLSA: Non-exempt; Job Level: First-level supervisor; Reports to: a commander; civilian position; Education: Associates preferred; Work Experience: Three to five years dispatch experience with some supervisory experience.

League Job # B022 - DRAFTING TECHNICIAN 99

TechNet Job # 465 - DRAFTING TECHNICIAN

Under supervision, performs technical and skilled drafting work of paraprofessional engineering nature in drawing ground plans, maps, cross-sections from field data; computes grades; draws charts; may use computer-aided drafting systems. Position requirements: (1) high school diploma or equivalent and specialized training; (2) two years previous drafting experience.

League Job # M14 - ECONOMIC DEVELOPMENT MANAGER 100

TechNet Job # 350 - ECONOMIC DEVELOPMENT DIRECTOR

a. access to capital, b. annexations, c. assist developers with infrastructure development and expansion, d. business retention, e. businesses expansion, f. enterprise zone coordination, g. liaison with state, regional, and county economic development organizations, h. marketing and advertising, i. new business development, j. provide demographic information to public and private sectors, k. real estate searches for new and expanding businesses, l. training assistance for businesses, m. URA and other redevelopment/revitalization efforts.

League Job # M15 - ELECTRIC UTILITY DIRECTOR 101

TechNet Job # 2525 - DIRECTOR / POWER UTILITY

a. construction, b. contract administration, c. design, d. electric production, e. electric transmission and distribution, f. engineering, g. maintenance, h. meters and services, i. purchasing/materials management, j. rate structure, k. ELECTRIC DISTRIBUTION, l. ELECTRIC GENERATION.

League Job # B077 / S19 - EMERGENCY SERVICES DISPATCHER 102

TechNet Job # 1655 - DISPATCHER II

Performs all emergency-dispatching functions for the police and/or fire department. Operates two-way radio/telephone communications equipment and computer terminals. Benchmark Guidelines: FLSA: Non-exempt; Reports to: Dispatch Supervisor; Education: High school diploma; Work Experience: Customer service experience preferred; Certification: EMD preferred; Other: civilian, non sworn position.

League Job # B023 - ENGINEERING TECHNICIAN 104

TechNet Job # 485 - ENGINEERING TECHNICIAN

Performs journey-level technical and paraprofessional engineering work in the evaluation, design, construction and project management phases of public works and utility projects. Position requirements: (1) minimum of two years experience; (2) non-degreed; (3) nonexempt under FLSA.

League Job # B055 - EQUIPMENT OPERATOR 106

TechNet Job # 1905 - EQUIPMENT OPERATOR

Operates a variety of light- to medium-sized equipment, such as tandem dump trucks, small loaders, water tank trucks, backhoes, tractors, rollers, etc. Loads and unloads trucks; attaches trailers, mowers and other tow-able equipment; services and maintains assigned equipment. Benchmark guidelines: FLSA: Nonexempt; Job Level: Journey-Level; Education: High School Diploma or equivalent; Work Experience: Minimum two years of related experience; Certification: CDL required and other related certification.

League Job # B056 - EQUIPMENT OPERATOR/ HEAVY 109

TechNet Job # 1925 - HEAVY EQUIPMENT OPERATOR

Operates heavy construction equipment such as bulldozer or similar track-type tractor, grade or power blade, asphalt roller, trenching machine, gravel screening plant, group machine, loaders and other various pieces of earth-moving equipment. Benchmark guidelines: FLSA: Nonexempt; Job Level: May act as Lead worker; Education: High School Diploma or equivalent; Work Experience: Minimum three years of experience; Certification: CDL required and other related certification.

League Job # B088 - EVIDENCE CUSTODIAN 112

TechNet Job # 1670 - EVIDENCE TECHNICIAN

Responsible for the security and maintenance of police evidence or found property; ensures evidence and property is correctly packaged, secured and protected; maintains complete chain of evidence; maintains accurate records

of evidence inventoried; maintains security of evidence storage areas; testifies in court as necessary; maintains an on-call status for evidence storage. Benchmark Guidelines: Education: high school diploma or equivalent; Work Experience: two years experience in records management, inventory control or related field.

League Job # B006.5 - EXECUTIVE SECRETARY TO THE CITY MANAGER 113

TechNet Job # 176 - EXECUTIVE STAFF ASSISTANT

To perform a variety of highly responsible, complex and confidential secretarial and administrative duties in support of the City Manager's Office; to coordinate and participate in office support functions in support of the goals and objectives of the City Manager's Office; and to serve as a liaison between the City Manager's Office and other City staff, outside agencies and the general public. Operates with great latitude for independent judgment and initiative. Requires broad knowledge of operations and policy, and a high level of experience, discretions and technical skill. Reports directly to the City Manager.

League Job # B006 - EXECUTIVE/ADMINISTRATIVE ASSISTANT 115

TechNet Job # 2300 - ADMINISTRATIVE SECRETARY

Performs tasks requiring knowledge of policies and procedures and uses independent judgment. Performs as sole or lead secretary for department, including critical, complex or sensitive public contact and/or council/board contact. Acts as departmental information resource and resolves problems independently. May report to department/division head. May coordinate department administrative staff. Position requirements: (1) high school diploma or equivalent; (2) skilled position; 60 wpm, and secretarial and/or office management experience; (3) exclude secretaries to the city/town or county manager unless the position is in the same job classification as a department head secretary; (4) nonexempt under FLSA.

League Job # B102 - FACILITY ASSISTANT 118

TechNet Job # 619 - FACILITIES ASSISTANT

Coordinates and assists in the set up of equipment and rooms for facility programs and events. May provide support to the front desk operations during periods of intense facility use. Inventories and requisitions needed equipment and supplies such as audio-visual aids, music stands, chairs and custodial supplies. Performs or schedules equipment and building maintenance and custodial services. Monitor recreational activities and business transactions. Position may resolve any staff, guest and facility space conflicts. Schedules employees and may oversee work of temporary employees. Provide customer service such as confirming contract details, making needed changes and answering questions. Benchmark Guidelines: FLSA: Nonexempt; Job Level: Entry-level to journey level; Education: High school diploma or GED; Work Experience: One to two years of related experience; Certification: Ability to obtain first aid/CPR certification and/or Automatic Emergency Defib. Valid Colorado Driver's license.

League Job # M16 - FINANCE DIRECTOR 119

TechNet Job # 780 - FINANCE DIRECTOR

a. administrative services, b. budgeting, c. central accounting, d. central stores, e. city or county clerk, f. grants, g. human resources, h. information technology, i. internal auditing, j. investments, k. payroll, l. purchasing, m. risk management, n. sales tax auditing, o. treasurer, p. utility accounting & billing.

League Job # B078 - FIRE BATTALION CHIEF 122

TechNet Job # 1545 - BATTALION CHIEF

Commands one fire suppression shift of multiple stations (whole department or district as applicable). Responsible for all emergency operations, inspections, maintenance and administration of those stations on shift. At emergency scenes, serves as incident commander unless relieved by higher authority. May be responsible for staff training. Benchmark Guidelines: FLSA: Exempt; Job Level: Manager; Reports to: Assistant Deputy/Division Chief; Education: BA preferred; Work Experience: Eight to ten years of related experience, Progressively responsible supervisory experience; Certification: Various EMS, paramedic, or fire certification preferred.

League Job # B079 - FIRE CAPTAIN 123

TechNet Job # 1675 - FIRE CAPTAIN

Supervises multiple engine companies and commands one company in multi-company station on assigned shift. Responsible for emergency operations, inspections, staff training, maintenance and administration of station on shift. At emergency incident scene, coordinates suppression and rescue companies unless relieved by higher authority. Benchmark Guidelines: FLSA: Non-exempt; Job Level: Supervisor; Reports to: Battalion Chief; Education: Associate degree preferred; Work Experience: Eight to ten years progressive supervisory experience; Certification: Various EMT, firefighting, paramedic certification.

League Job # M17 - FIRE CHIEF 123

TechNet Job # 1680 - FIRE CHIEF

a. ambulance, b. arson investigation, c. budget, d. emergency preparedness/management, e. emergency

preparedness, f. fire code inspection, g. fire investigation and analysis, h. fire prevention, i. fire safety education, j. hazardous materials handling, k. management, l. paramedic (EMT program) training. Benchmark Guidelines: FLSA: Exempt; Job Level: Department head; Reports to: City Manager; Education: BS required, master's preferred; progressive supervisory experience.

League Job # B080 - FIRE DIVISION CHIEF 125

TechNet Job # 1681 - FIRE DIVISION CHIEF

Under the direction of the fire chief generally serves as commander of a division or major bureau of the fire department. Plans and supervises the operational activities and services of that division. Participates in the preparation and control of the department budget and in the development and enforcement of policies. Benchmark Guidelines: FLSA: Exempt; Job Level: Division head; Reports to: Fire Chief; Education: Bachelors preferred; Work Experience: Ten to fifteen years progressive responsible supervisory experience; Certification: Various EMT, firefighting, paramedic certification.

League Job # B081 - FIRE ENGINEER 126

TechNet Job # 1685 - FIRE ENGINEER

Under the general supervision of a fire company commander (e.g., lieutenant or captain), operates a pump or ladder truck or other fire department vehicles. Benchmark Guidelines: FLSA: Non-exempt; Job Level: Journey-level; Reports to: Lieutenant/Captain; Education: Associates preferred; Work Experience: Two to three years of experience as a Firefighter; Certification: Various EMT, firefighting, paramedic certification.

League Job # B082 - FIRE LIEUTENANT 127

TechNet Job # 1711 - FIRE LIEUTENANT

Under the general supervision of an administrative superior (e.g., captain), commands a fire company (e.g., engineer, firefighters) and is in charge of a pump or ladder truck. Benchmark Guidelines: FLSA: Non-exempt; Job Level: First-line Supervisor; Reports to: Captain or Battalion Chief; Education: Associate degree preferred; Work Experience: Five or more years of experience; Certification: Various EMT, firefighting, paramedic certification.

League Job # B083 - FIREFIGHTER 128

TechNet Job # 1695 - FIRE FIGHTER II/EMT INTERMEDIATE

Under supervision, controls and extinguishes fires for the preservation of life and property. Participates in fire prevention activities; maintains apparatus, quarters, buildings, equipment and grounds as directed. Benchmark Guidelines: FLSA: Non-exempt; Job Level: Entry-level to Journey-level; Reports to: Liet.; Certification: Various EMT, firefighting, paramedic certification.

League Job # B084 - FIREFIGHTER/PARAMEDIC 129

TechNet Job # 1667 - EMERGENCY MEDICAL TECHNICIAN / PARAMEDIC

Under the supervision of a lieutenant, receives dispatch to proceed to an emergency situation, observes the condition of a patient, and identifies diagnostic signs and symptoms, seeks technical guidance of an emergency room physician prior to rendering treatment, and administers emergency care as determined necessary. Conforms to accepted emergency medical techniques and practices and specific guidelines regulating operation of emergency vehicles. Benchmark Guidelines: FLSA: Non-exempt; Job Level: Entry-level to Journey-level; Reports to: Fire Lieutenant/Captain; Education: Associates preferred; Certification: Various EMT, firefighting, paramedic certification; Other: sworn position.

League Job # P08 - FITNESS INSTRUCTOR (CERTIFIED)n/a

TechNet Job # 1176 - FITNESS INSTRUCTOR (CERTIFIED)

Performs journey-level duties related to providing instruction in fitness programs such as high/low aerobics, step training, aqua aerobics, and weight training. Develop class content appropriate to the course description and level. FLSA: Nonexempt. MINIMUM QUALIFICATIONS does not include previous experience or a specific academic credential. Position may require certification in first aid/CPR and/or Automatic Emergency Defib. Must become certified by the American Council on Exercise or Aerobic Fitness Association of America.

League Job # P09 - FITNESS INSTRUCTOR (NON-CERTIFIED)n/a

TechNet Job # 1177 - FITNESS INSTRUCTOR (NON-CERTIFIED)

Provide instruction in fitness programs such as high/low impact aerobics, step training, aqua aerobics, and weight training. Develop class content appropriate to the course description and level. Does not require certification from the American Council on Exercise or Aerobic Fitness Association of America. Benchmark Guidelines: FLSA: Nonexempt; Job Level: Entry-level; Work Experience: No previous experience necessary; Certification: Ability to obtain first aid/CPR certification and/or Automatic Emergency Defib.

League Job # M18 - FLEET MANAGER	130
TechNet Job # 1915 - FLEET MANAGER	
a. alternative fuels program, b. annual budget preparation, c. automotive repair, d. cost-effective vehicle use analysis, e. fuel system billing, f. fuel systems maintenance, g. hazardous material disposal, h. heavy equipment repair, i. light equipment repair, j. motor pool, k. new equipment purchases, l. new vehicle purchases, m. preventive maintenance programs, n. vehicle life-cycle costing, o. vehicle specifications, p. vehicle/equipment replacement fund management, Q. oversees public safety/protective services vehicles. FLSA: Exempt; Job Level: Supervisor; Reports to: Department Head; Education: Bachelors is preferred; Work Experience: Minimum of five years experience including two years in a supervisory capacity; Certification: ASE or related certification.	
League Job # B054.5 - FLEET MECHANIC I	132
TechNet Job # 1995 - MECHANIC, APPRENTICE	
Performs entry-level mechanic work on automobiles and/or maintenance equipment. Benchmark guidelines: FLSA: Nonexempt; Job Level: Entry-Level; Education: High School Diploma or equivalent; Certification: Requires CDL or other related certification. May require ASE Certifications.	
League Job # B054 - FLEET MECHANIC II	133
TechNet Job # 2000 - MECHANIC, JOURNEY	
Performs journey-level mechanic work on automobiles and/or construction and maintenance equipment, including loaders, backhoes, graders, bulldozers, tandem trucks and other equipment. May include maintenance on emergency service vehicles. Overhauls, adjusts, maintains and performs major repairs on heavy equipment. Benchmark guidelines: FLSA: Nonexempt; Job Level: Journey-Level; Education: High School Diploma or equivalent; Work Experience: Minimum of two years of experience; Certification: Requires CDL or other related certification. May require ASE Certifications.	
League Job # B038 - GIS SPECIALIST	136
TechNet Job # 505 - GIS SPECIALIST III	
Designs, builds and maintains GIS applications including database design, data maintenance, research and mapping analysis; maintains hardware and software related to GIS. Advises users on application of GIS; trains users in the use of specialized software. Benchmarking guidelines: Job Level: Journey; Education: Bachelor's degree in geography, computer science or related field; Work Experience: two years related experience in computer applications and project implementation involving mapping, graphics, database design and administration; or an equivalent combination of education, training and experience.	
League Job # B039 - GIS SUPERVISOR/MANAGER	138
TechNet Job # 490 - GIS ADMINISTRATOR	
Manage the day-to-day operations of the GIS group, including supervision of staff, in providing departments a wide variety of GIS technical service support. Makes personnel assignments; determines, oversees and reviews ongoing GIS programs and projects related to designing, implementing and/or updating software and information. Benchmark guidelines: FLSA: Exempt; Job Level: Supervisor; Education: Bachelor's degree in geography, computer science or related field; Work Experience: four to six years related experience in GIS applications and project implementation, or an equivalent combination of education, training and experience, and demonstrated supervisory and management skills.	
League Job # B040 - GIS TECHNICIAN	139
TechNet Job # 495 - GIS SPECIALIST I	
Produces automated maps and maintains the geographical database; performs data entry and updates, edits and annotates digitized data to create a final map product. Performs records research as necessary; prepares reports and presentations. Benchmark guidelines: FLSA: Nonexempt; Job Level: Entry-level; Education: High school diploma or equivalent experience, supplemented by college or technical training in a related field; Work Experience: two years of GIS-related experience, or an equivalent combination of education, training and experience.	
League Job # B103 - GOLF COURSE SUPERINTENDENT	141
TechNet Job # 1195 - GOLF COURSE SUPERINTENDENT	
Plans, coordinates and executes the golf course maintenance program. Assigns and dispatches appropriate personnel and equipment and monitors activities. Supervise maintenance crews. Benchmark Guidelines: FLSA: Exempt; Job Level: Supervisor; Education: Bachelor's degree in horticulture, agronomy, turf management or related field; Work Experience: Five years golf course operational experience; two years crew supervisory experience; Certification: Ability to obtain Pesticide applicators license, certified golf superintendent certification.	

League Job # P10.5 - GOLF MARSHALL/ GUEST SERVICESn/a

TechNet Job # 1202 - GOLF MARSHAL/ GUEST SERVICES

Performs entry-level, routine functions. Handles cart/range ball duties, player assistance, and starter assistance. Schedule tee times and maintains a pre-determined pace of play. Drives golf cart from tee to tee to monitor play and assure standard game courtesies are extended by players. Perform public relations and customer service functions. FLSA: Nonexempt. MINIMUM QUALIFICATIONS do not require academic credentials. Sufficient education, training and experience to demonstrate an aptitude and ability to perform above and related duties. Some knowledge of golf preferred. Previous customer service skills helpful.

League Job # P10 - GOLF PRO SHOP SPECIALISTn/a

TechNet Job # 1201 - GOLF PRO SHOP SPECIALIST

Performs entry-level customer service and public relations duties. Works the counter at the golf course pro shop. Handles merchandise and acts as cashier collecting monies. Perform and customer service functions. May schedule and act as lead-person over other seasonal workers. MINIMUM QUALIFICATIONS may include graduation from high school or equivalent; plus sufficient experience to demonstrate some knowledge of golf, cashing and retailing. Customer service skills helpful.

League Job # B104 - GOLF PROFESSIONAL 142

TechNet Job # 1200 - GOLF PRO

Golf course manager of clubhouse operations including pro shop management and cash control, driving range operations, tournament operations and daily play. Provide leadership and supervision of the golf instructional programs, including junior golf. Benchmark Guidelines: FLSA: Exempt; Job Level: Supervisor; Education: Bachelor's degree or graduation from a four-year college or university with major course work in business or related field.; Work Experience: three to five years of experience as a golf professional or assistant golf professional with experience in pro shop operations; Certification: Class A PGA membership in good standing or equivalent.

League Job # P11 - HEAD ATHLETIC COACHn/a

TechNet Job # 1213 - HEAD ATHLETIC COACH

Performs journey-level duties related to planning and organizing season meet/practice schedule with coordinator/supervisor. Develops practice plans. Conducts practice and meets and supervises participants. Ability to organize practice sessions for all ages and skill levels. Takes attendance, completes paperwork, recruits volunteers and practices emergency/injury first aid. FLSA: Nonexempt. MINIMUM QUALIFICATIONS require knowledge of rules and policies specific to the specific sport and sufficient experience to demonstrate an aptitude and ability to perform above duties. Must be able to obtain first aid/CPR certification and/or Automatic Emergency Defib.

League Job # B041 - HELP DESK TECHNICIAN 143

TechNet Job # 875 - IS TECHNICIAN II

Perform administrative and technical work in providing support and maintenance for all of the agency's networked personal computers, laptop computers and applications. Performs level one PC hardware, peripheral and software support in a networked environment. Strong internal customer service skills. Benchmark guidelines: Job Level: Journey-level; Education: high school diploma or equivalent; Work Experience: two years PC troubleshooting experience and customer service experience.

League Job # B070 - HR ANALYST I 145

TechNet Job # 185 - HUMAN RESOURCE ANALYST I

Performs professional personnel tasks under general supervision. Recruits, screens and interviews job applicants. Researches statistical or policy questions, analyzes data and prepares reports. May perform job audits and recommend salary levels. Assists in contract negotiations and in the resolution of employee problems. Assists with the development and implementation of new programs, policies and procedures. Benchmark guidelines: FLSA: Exempt; Job Level: Journey-level; Education: bachelor's degree; Work Experience: two years experience.

League Job # B071 - HR ANALYST II 146

TechNet Job # 190 - HUMAN RESOURCE ANALYST II

Performs professional human resources tasks independently with little intervention required from supervisor. Recruits, screens and interviews job applicants. Researches statistical or policy questions, analyzes data and prepares reports. Performs job audits and recommends salary levels. Assists with contract negotiations and resolves employee problems. Develops and implements new programs, policies and procedures. May assign tasks to administrative staff. Benchmark guidelines: FLSA: Exempt; Job Level: Lead/Senior worker; Education: Bachelors degree in related field; Work Experience: Three or more years of related experience; Certification: Preferred PHR or SPHR (Professional Human Resources or Senior).

League Job # B069 - HR TECHNICIAN	148
TechNet Job # 200 - HUMAN RESOURCE TECHNICIAN	
Provides support and technical assistance to human resource professionals in areas of personnel and recordkeeping. May be responsible for human resources information systems data entry and reports. Typical duties may include compiling personnel statistics, maintaining records of employment activity and assisting in employment test administration. Benchmark guidelines: FLSA: Nonexempt; Job Level: Journey-level; Education: High school diploma with some college preferred; Work Experience: Two years of related experience.	
League Job # M19 - HUMAN RESOURCES DIRECTOR	150
TechNet Job # 195 - HUMAN RESOURCE DIRECTOR	
a. administration of self-insurance plan, b. employee relations/investigations and compensation analysis, legal, volunteer coordination and regulatory compliance c. city- or county-wide human resources cost reports, d. employee assistance programs, e. fringe benefit administration, f. human resources recruitment, g. job classification, h. meet and confer, i. payroll, j. risk management, k. safety, l. salary administration, m. test validation, n. training/Organizational Development, p. union contract negotiation, o. wellness programs, p. workers' compensation administration.	
League Job # M19.5 - HUMAN RESOURCES MANAGER	152
TechNet Job # 181 - HUMAN RESOURCES MANAGER	
Manages and participates in the planning, developing, recommending, and implementing human resources activities, policies, procedures, and programs for an organization. This position reports directly to the Human Resource Director or Director of Administration and should have HR generalist knowledge, and be versed in several of the following areas: the areas of benefits, workforce planning, recruitment and staffing, wage and salary administration, employee relations, and workforce development. This position is exempt and typically supervises one or more non-exempt or exempt professionals. Work experience: Three or more years of related experience; Certification: Preferred PHR or SPHR (Professional Human Resources or Senior Professional Human Resources), and Bachelor's Degree or equivalent HR Experience.	
League Job # M21 - INFORMATION SERVICES DIRECTOR	154
TechNet Job # 865 - INFORMATION SYSTEM DIRECTOR	
Functioning as the highest level IT position, performs some or all of the following: a. centralized system acquisitions, b. centralized system operations (includes networks), c. computer-aided dispatch, d. decentralized system acquisitions, e. decentralized system operations, f. electronic mail, g. Inventories, m. police records, h. programming, i. systems analysis, j. telephone system k. user training, l. utility billing programs, m. voice mail, n. maintains software and hardware, o. centralized GIS operations.	
League Job # P12 - INTERNn/a
TechNet Job # 245 - STUDENT INTERN / UNDERGRADUATE	
Performs a variety of undergraduate level duties as needed to provide administrative and professional support in a specific functional area, such as: Human Resources, Planning, or Engineering in order to gain practical experience in his or her areas of academic specialization.	
League Job # P13 - JUNIOR PARK RANGERn/a
TechNet Job # 1262 - PARK RANGER, JUNIOR	
Performs entry level, unskilled, routine, and repetitive work in non-technical parks maintenance such as picking up litter, cleaning public facilities and restrooms, and pulling weeds. FLSA: Non Exempt. MINIMUM QUALIFICATIONS requires sufficient educationa and training to demonstrate an ability or aptitude to perform above and related duties. No previous experience required. Must be at least 14 years of age.	
League Job # P14 - KITCHEN ASSISTANTn/a
TechNet Job # 1424 - KITCHEN ASSISTANT	
Performs entry-level, routine duties under the direction of skilled kitchen personnel. Provides meal preparation work and dishwashing for meals at various recreation centers throughout the jurisdiction. Some occasional heavy lifting of 25-40 pounds required. MINIMUM QUALIFICATIONS require sufficient education and training to demonstrate an aptitude or ability to perform above and related duties. No experience necessary.	
League Job # P16 - LABORATORY AIDEn/a
TechNet Job # 1973 - LABORATORY AIDE	
Performs a variety of entry-level routine technical duties related to the analysis of bio-solid, water and wastewater samples. Routinely maintains various computerized and written records and reports related to lab results, lab maintenance and pretreatment. Performs custodial duties for the lab.Collects samples from various process points within the plant or other locations as required. Routinely performs tests such as alkalinity, chlorine, EC, nitrate, pH,	

sulfide, TSS, VSS, VOA and some limited microbiology, etc.; such tasks may be lessened or added upon at the discretion of the Lab Director. Performs general lab housekeeping (i.e., washing dishes, sweeps, mops, waxes floors, cleans restrooms, may prepare media, plant flowers, weed, etc.) to assure a hygienically clean, visually appealing and orderly facility. MINIMUM QUALIFICATIONS may include graduation from high school with course work in chemistry, biology or some other related field; AND, No experience necessary;

League Job # P15 - LABORATORY ASSISTANTn/a

TechNet Job # 1972 - LABORATORY ASSISTANT

Performs a variety of entry-level complex technical duties related to the analysis of bio-solid, water and wastewater samples. Routinely maintains various computerized and written records and reports related to lab results, lab maintenance and pretreatment. Performs custodial duties for the lab. Collects samples from various process points within the plant or other locations as required. Routinely performs various analysis and tests such as BOD, COD, TS, TVS, and some microbiology, etc. Performs minor equipment maintenance and may assist with major maintenance. Performs general lab housekeeping (i.e., washing dishes, sweeps, mops, waxes floors, cleans restrooms, may prepare media, plant flowers, weed, etc.) to assure a hygienically clean, visually appealing and orderly facility. MINIMUM QUALIFICATIONS may include graduation from high school with course work in chemistry, biology or some other related field; AND, Six (6) months of experience performing above or related duties.

League Job # B120 - LABORATORY SUPERVISOR 156

TechNet Job # 1965 - LAB DIRECTOR

Professional and supervisory position responsible for the operation and administration of the water or wastewater laboratory and monitoring program. May include budget preparation. Benchmark guidelines: FLSA: Exempt; Job Level: Supervisor; Education: bachelor's degree in chemistry, biology, chemical engineering or a closely related field; Work Experience: Five years experience in laboratory analysis applicable to water or wastewater analysis and environmental monitoring programs including two years of supervisory experience.

League Job # B121 - LABORATORY TECHNICIAN 157

TechNet Job # 1970 - LAB TECHNICIAN

Skilled technical laboratory work performing chemical, physical and bacteriological analyses on water and/or wastewater; assists chemist in achieving and maintaining EPA certifications; conducts standard and specialized chemical and bacteriological examinations on regular and special samples, including complete preparation and quality control; monitors water quality in distribution system according to federal regulations. Benchmark guidelines: FLSA: Nonexempt; Job Level: Journey-level; Education: Two years college or associates degree in chemistry or related field; Work Experience: Minimum two years of chemical and bacteriological laboratory experience.

League Job # B007 - LANDSCAPE ARCHITECT 158

TechNet Job # 351 - LANDSCAPE ARCHITECT

Performs working level professional duties related to landscape architectural planning, design and construction administration, including site development related to capital projects, review of plans and specifications, and making recommendations related to landscape construction to private developers. MINIMUM QUALIFICATIONS may include a bachelor's degree in landscape architecture or related field; plus two (2) or three (3) years experience in landscape architectural design. No supervisory responsibilities are associated with this position. The position is exempt under FLSA. Must be state certified/licensed.

League Job # B111.5 - LEAD PLANT OPERATOR 159

TechNet Job # 2197 - LEAD PLANT OPERATOR (WATER & WASTEWATER)

Acts as lead operator and provides day-to-day instruction and direction for other plant operators in the operation, maintenance and servicing of a water or wastewater treatment facility. Duties may include: (1) conducting physical and chemical tests; (2) completing records and paperwork. (NOT at the superintendent level. Shift Supervisor, otherwise match to Chief Plant Operator- B111) MINIMUM QUALIFICATIONS may include two years of specialized training or an Associate degree; plus, four (4) years of related experience. Must be a state certified Class 'A' treatment plant operator.

League Job # B073.1 - LEAD PROSECUTING ATTORNEY 160

TechNet Job # 1071 - PROSECUTING ATTORNEY III

Performs a variety of legal administrative, caseload management and litigating duties as the lead or senior prosecutor. Oversees and directs all criminal prosecutions, and related appeals. Under general direction of the City Attorney, oversees all criminal prosecution work for the City; researches various court cases; handles prosecution related appeals; appears in court for motions, changes of pleas and sentencing; reviews probation performance of defendants after conviction. Ensures that criminal prosecutions from police are properly screened. Ensures that criminal cases are prepared for trial. May oversee work and make work assignments for lower level attorneys. Minimum Qualifications: Juris doctorate and licensed to practice law in the state of Colorado. 3-5 years experience as a practicing prosecuting attorney.

League Job # B074.7 - LEGAL ASSISTANT 160

TechNet Job # 1060 - LEGAL SECRETARY

Benchmark guidelines: FLSA: Non-Exempt; Job Level: Journey level; Education: High school diploma supplemented with specialized paralegal training; Work Experience: Minimum of three years of specialized experience with familiarity with municipal law preferred; Certification: None.

League Job # B060 / S13 - LIBRARIAN 161

TechNet Job # 1110 - LIBRARIAN

Maintains library collection of books, periodicals, documents and other materials in print and other formats. Researches and answers reference questions. Assists groups and individuals to locate and obtain library materials. Develops library programs and bibliographic aids. Not a records/file management position. May oversee administrative and volunteer staff. Benchmark guidelines: FLSA: Exempt; Job Level: Journey-level; Education: Master of library science degree or equivalent combination of education and experience; Work Experience: Two to three years of related experience.

League Job # B061 - LIBRARY ASSISTANT 162

TechNet Job # 1114 - LIBRARY ASSISTANT

Performs a variety of customer service and routine administrative duties in assisting patrons in the use of the library. Directs patrons to the appropriate section. Assists with readers' guidance or refers patrons to the reference librarian. May assist in library program development or supervise a section of administrative employees. FLSA: Nonexempt. MINIMUM QUALIFICATIONS may include a Bachelor's degree (preferred); Plus, two (2) years increasingly responsible previous library experience.

League Job # B062 - LIBRARY CIRCULATION CLERK 163

TechNet Job # 1115 - LIBRARY CLERK

Provides customer service at the circulation desk, checks books in and out of the library, issues and renews library cards, answers routine questions, and collects overdue fines. May process paperwork for interlibrary loans. Benchmark guidelines: FLSA: Nonexempt; Job Level: Entry-level; Education: high school degree; Work Experience: one year of general office experience.

League Job # M20 - LIBRARY DIRECTOR 164

TechNet Job # 1120 - LIBRARY DIRECTOR

a. bookmobiles, b. process and catalog materials, c. reference, research and information referral, d. selection of library materials for purchase, e. special programs for the public, f. Multiple Locations, g. Public Computer Labs, h. Fundraising/Grants, i. Library boards, j. Volunteer programs, k. Web Site.

League Job # P17 - LIBRARY SHELVERn/a

TechNet Job # 1116 - LIBRARY SHELVER

Performs entry-level duties. Sorts and shelves all library materials, checks in returned items, maintains shelves in call number order. FLSA: Nonexempt. MINIMUM QUALIFICATIONS: Some high school no experience necessary.

League Job # B063 - LIBRARY SUPERVISOR 166

TechNet Job # 1125 - SENIOR LIBRARIAN

Plans and supervises the operational activities and services of a division. Responsible for the collection and development of books, periodicals, documents and other materials in print and other formats. Prepares and administers budget for assigned division. Supervises the work of librarians within a particular division (e.g., reference or youth divisions). Benchmark guidelines: FLSA: Exempt; Job Level: Supervisor; Education: Masters degree in library science or equivalent combination of education and experience; Work Experience: minimum of three years in a library service environment with some supervisory experience.

League Job # P18 - LIFEGUARDn/a

TechNet Job # 1215 - LIFEGUARD

Assures the safe use of swimming pool facilities by: (1) observation of pool users; (2) enforcement of pool rules and regulations; (3) providing emergency/first aid services; and (4) applying artificial resuscitation. Benchmark Guidelines: FLSA: Nonexempt; Job Level: Entry-level; Work Experience: No previous work experience necessary; Certification: Requires current Lifeguard Training and First Aid certification for professional rescuer. Requires first aid/CPR certification. Ability to obtain AED.

League Job # P19 - LIFEGUARD/ INSTRUCTOR	n/a
TechNet Job # 1217 - LIFEGUARD/INSTRUCTOR (ENTRY LEVEL)	
Performs entry-level duties. Instructs various levels of youth and adult swim lessons and assures the safe use of swimming pool facilities by observing pool users and enforcing pool rules and regulations. FLSA: Nonexempt. MINIMUM QUALIFICATIONS include sufficient education and training to demonstrate an aptitude or ability to perform above duties. No experience necessary. Certification: Requires current Lifeguard Training and Water Safety Instructor. CPR and Standard First Aid certification for the professional rescuer. Ability to obtain AED.	
League Job # B057 /S27 - MAINTENANCE WORKER	167
TechNet Job # 1971 - LABORER (PUBLIC WORKS)	
Performs manual labor; used as a helper in a crew. Assists with routine maintenance of grounds, cemetery, buildings and/or equipment. Typical tasks may include: clearing limbs and branches; shoveling and tamping asphalt; loading and unloading tools, equipment, etc.; performs general utility work such as installation, maintenance and repair of sewer and water lines. May operate automotive and grounds or utility maintenance equipment. Benchmark guidelines: FLSA: Nonexempt; Job Level: Entry-level.	
League Job # B058 / S28 - MAINTENANCE WORKER, SENIOR	170
TechNet Job # 1993 - MAINTENANCE WORKER/ SENIOR	
Performs a variety of journey level maintenance duties. May be assigned to building inspection, building maintenance, cemetery, equipment maintenance, general construction, parks, refuse pickup, repairs, Streets, utilities, utility reader, etc. May perform as a heavy equipment vehicle operator. May also serve as a lead worker over an assigned crew on a project-by-project basis. MINIMUM QUALIFICATIONS may include graduation from high school; AND journey level experience in construction, maintenance or repair of public works systems. Must be a certified according to assignment area. Must possess a valid commercial driver's license.	
League Job # B118 - METER READER	173
TechNet Job # 800 - UTILITY METER READER	
Under general supervision, reads utility meters, records results on electronic device or in meter book and responds to customer inquiries and complaints within scope of knowledge and authority. Benchmark guidelines: FLSA: Nonexempt.	
League Job # B042 - MICROCOMPUTER SUPPORT SPECIALIST	174
TechNet Job # 885 - MICRO COMPUTER SPECIALIST	
Under general supervision, provides technical assistance, problem resolution and training to microcomputer users. Duties include assisting users in analyzing needs, identifying hardware/software options, configuring systems and diagnosing/solving usage problems. Conducts training sessions, installs or coordinates installation of hardware and software and maintains knowledge of current hardware/software options. May administer local area networks (LAN). Non supervisory responsibilities. Responsibilities do not primarily involve hands-on programming or data analysis/ database application. Benchmark guidelines: Job Level: Journey-level; Education: Two year degree preferred or equivalent experience; Work Experience: Two years related experience. NOTE: This should be a higher level than the Help Desk Technician.	
League Job # M04 / S04 - MUNICIPAL JUDGE	176
TechNet Job # 1055 - JUSTICE COURT JUDGE - APPOINTED	
a. alternative sentencing program, b. budget estimates & expenditure control, c. communications, information, & public relations, d. court financial administration, e. court of record, f. court procedures administration, g. court records and reports, h. day court, i. driver's school, j. fines/bonds, k. issuance of jury summonses, l. marshal/process serving, m. night court, n. probation, o. TEEN COURT. Performs direct court case adjudication for a municipal court operation. Responsible for the operations of the entire municipal court in the absence of the presiding municipal judge. Has the same authority as a presiding judge over cases before the court. FLSA: Exempt. MINIMUM QUALIFICATIONS include graduation from college with a Juris doctorate degree. Requires license to practice law by the State; plus, prior criminal, civil, and/or municipal law experience preferred.	
League Job # M03 / S03 - MUNICIPAL OR COUNTY ATTORNEY	178
TechNet Job # 1025 - CITY ATTORNEY (DEPARTMENT HEAD)	
As the appointed department head and chief legal counsel to the governing body, oversees all civil and criminal matters brought before the city. Advises on issues related to city operations and development. Develops and recommends changes in local statute requiring adoption by resolution or ordinance. Drafts ordinances, resolutions, petitions, deeds, leases, etc. Advises on the legality of operating policies and procedures. Prepares petitions for various city projects and improvements, i.e., sewer and street improvements and forms of easements, bonds, complaints, notices and assessment proceedings. Provides legal advice and prepares formal legal opinions on a board	

range of issues for various city departments and law enforcement activities. Prepares and issues complaints, warrants and subpoenas. Performs or directs the gathering and analysis of evidence in cases and reviews pertinent decisions, policies, regulations and other legal matters pertaining to cases. Presents evidence against accused to grand jury for indictment or release of accused as required. Minimum Qualifications may include graduation from an accredited law school with a jurist doctorate degree and seven to ten (7-10) years of experience practicing municipal law or an equivalent combination of education and experience; must be a member of the State Bar Association.

League Job # B065 / S33 - MUSEUM CURATOR 179

TechNet Job # 206 - MUSEUM CURATOR

Performs Journey-level professional duties involved in the development and implementation of museum programs. May specialize in a specific area of museum work or be responsible for multiple functions. Duties may include registration and preservation of artifacts, development of storage and cataloging systems, development of educational programs for children and/or adults, promotes museum exhibits, programs and special events. May research and select materials for exhibits, create and maintain collections documentation, design exhibits and prepare grant proposals to support museum activities. FLSA: Exempt MINIMUM QUALIFICATIONS include a bachelor's degree in related field; plus, two (2) to three (3) years professional experience.

League Job # M22 - MUSEUM DIRECTOR 180

TechNet Job # 205 - MUSEUM DIRECTOR

a. archives planning and development, b. educational programs, c. fiscal development and management of the museum, d. grant writing, e. program, exhibit and collections planning.

League Job # B043 - NETWORK ADMINISTRATOR 181

TechNet Job # 850 - NETWORK ADMINISTRATOR

Technical and professional position responsible for the management of the agency's wide/local area network. Work includes the complete technical support and administration of networks. Troubleshoots and coordinates resolution of system problems for the user agency. Coordinates and resolves vendor issues on acquisitions of network systems hardware, software and recommended installations; makes appropriate purchase recommendations to management. Benchmark guidelines: Job Level: Generally journey-level but may be lead-worker; Education: bachelor's degree in computer science, mathematics or related field; Work Experience: three (3) years professional network experience, or an equivalent combination of appropriate education and experience.

League Job # S12 - OFFICE ASSISTANT 183

TechNet Job # 2355 - SECRETARY II

a. bookkeeping, b. court clerk, c. filing, d. receptionist, e. record keeping, f. typing/data input, g. utility billing.

League Job # M23 - OPEN SPACE DIRECTOR 184

TechNet Job # 354 - OPEN SPACES DIRECTOR

Functioning as the highest level position in the department, performs some or all of the following: a. managerial and supervisory duties related to planning, organizing and directing, b. budget development, c. monitors the fiscal condition of the department in compliance with established fiscal guidelines, d. directs cemetery operations, e. manages contracts and contract projects, f. oversee facilities/building construction and design effecting open space environments, g. manage facilities/building maintenance operations, h. directs forestry program, i. manage golf course operations, j. responsible for grounds maintenance, including landscape design, landscape/horticulture, mountain parks, open space, etc. k. direct ordinance enforcement, l. outdoor swimming pools/reservoir, m. property acquisition, n. direct and manage ranger interpretive programs, trail construction/maintenance, urban parks, etc. o. manage vehicle maintenance operations. p. MINIMUM QUALIFICATIONS may include graduation from college with a bachelors degree in public administration, forestry, biology, recreation management, or related field; plus four (4) or five (5) years of related experience.

League Job # B074.6 - PARALEGAL 184

TechNet Job # 1065 - LEGAL TECH / PARALEGAL

Benchmark guidelines: FLSA: Non-exempt; Job Level: Journey level; Education: High school diploma supplemented with specialized paralegal training; Work Experience: Minimum of three years of specialized experience with familiarity with municipal law preferred; Certification: Paralegal certificate required.

League Job # P20 - PARK RANGER I n/a

TechNet Job # 1261 - PARK RANGER I

Performs entry level duties related to assuring public compliance with laws, rules, regulations and guidelines governing use of park properties and facilities. Responsible for the patrol, safety, and enforcement of park ordinances in City/

County/District/State parks. May develop and present environmental programs. Though not possessing arrest powers, may write misdemeanor citations and give written and verbal warnings. FLSA: Nonexempt. MINIMUM QUALIFICATIONS may include undergraduate college course work in Parks and Recreation or related field; Plus, one (1) or two (2) years of previous experience in parks or recreation field.

League Job # P20.5 - PARK RANGER IIn/a

TechNet Job # 1259 - PARK RANGER II

Performs, working level, park regulation enforcement work and routine park maintenance at in a designated recreation area. Monitors and secures park boundaries, maintains fences and gates and makes all necessary repairs, keeps reports on fence conditions, provides park information to the public, enforces park rules and regulations, issues summonses and patrols park areas in vehicles, boat or on foot. May also perform routine maintenance on park vehicles. Other duties may include park clean-up, participation in rescue and first aid activities, snow removal, and protection and education regarding the park eco-system, including vegetation and wildlife. Benchmark Guidelines: FLSA Non-Exempt. Job Level: Front-line employee. Education: Graduation from high school required. Two years of college level coursework in Parks, Recreation, Natural Resources or related field highly desirable. Work Experience: Experience in park area operations highly desirable. This is a non-sworn position; this position does not carry a firearm.

League Job # B089 - PARKING ENFORCEMENT OFFICER 185

TechNet Job # 1734 - PARKING ENFORCEMENT OFFICER

Performs entry level, routine duties. Operates small motor vehicle or road cart to patrol city areas to enforce parking laws. Issues parking citations and responds to public inquires and complaints in the field regarding parking citations. FLSA: Non-exempt. MINIMUM QUALIFICATIONS require sufficient education and training to demonstrate an aptitude or ability to perform above and related duties. Must possess a valid state drivers license.

League Job # M24 / S15 - PARKS & RECREATION DIRECTOR 186

TechNet Job # 1250 - PARKS & RECREATION DIRECTOR

Performs administrative and managerial duties related to planning, organizing, coordinating and directing one or more of the following components of city recreation and/or open space operations: a. building maintenance, b. cemetery, c. community center, d. forestry, e. golf course, f. horticulture, g. ice rink, h. indoor pool, i. land management, j. open space, k. outdoor pool, l. parks maintenance, m. parks planning, n. recreation center, o. recreation program, p. senior services, q. youth services.

League Job # M25 - PARKS SUPERINTENDENT 189

TechNet Job # 1245 - PARK SUPERINTENDENT

Functioning as the highest level position in a parks department, performs some or all of the following: a. budget development, b. budget monitoring, c. cemetery, d. contract management, e. facilities/building construction (parks), f. facilities/building design (parks), g. facilities/building maintenance (parks), h. forestry program, i. golf course, j. grounds maintenance, k. landscape design, l. landscape/horticulture, m. mountain parks, n. ordinance enforcement, o. outdoor swimming pools/reservoir, p. property acquisition, q. ranger interpretive programs, r. trail construction/maintenance, s. urban parks, t. vehicle maintenance.

League Job # M25.5 - PARKS SUPERVISOR 191

TechNet Job # 1220 - PARK MAINTENANCE SUPERVISOR

Under the direction of the Park Services Manager, manages, plans, organizes, supervises operations and evaluates work of a skilled work group in development of park grounds, open space and facilities; serves on Parks Division Management and/or Design and Development Team and assists in setting departmental goals and evaluating the extent of goal accomplishments; responsible for the development operation budgets and capital improvement projects as assigned by the Park Services Manager; develops council agendas, staff reports and research papers as necessary; develops and administers legal contracts with private contractors; Benchmark Guidelines: FLSA Exempt. Job Level: Supervisory position; Education: Graduation from an accredited four-year college with major coursework in parks management, turf management, horticulture, arboriculture, or project construction management can be substituted for two of the required six years of experience; Work Experience: Requires six years of increasingly responsible full-time experience in parks operations and/or design and development, construction, etc., including a minimum two years of supervisory experience; must have a proven track record in park maintenance and/or design and construction operations; Certification: CDL (class A) and other related certification.

League Job # B105 / P28 - PARKS WORKER -- LEVEL 1 (Seasonal Specialist I) 193

TechNet Job # 1230 - PARK MAINTENANCE WORKER I

Perform manual labor maintaining parks, athletic fields, playgrounds, trails, sidewalks, parking lots, cemeteries,

open spaces, recreation facilities and other facilities. May perform such duties as mowing, snow removal, repairing trails, pruning trees and shrubs, fertilizing and trimming, and general equipment preventive maintenance and repairs. Benchmark Guidelines: FLSA: Nonexempt; Job Level: Entry-level; Education: high school diploma or equivalent; Work Experience: No previous experience required; Certification: Colorado Drivers license.

League Job # B106 - PARKS WORKER -- LEVEL 2 196

TechNet Job # 1235 - PARK MAINTENANCE WORKER II

Performs manual labor, some semiskilled manual labor and operates heavy motor equipment used in maintaining city or county parks, trails, sidewalks, parking lots, cemeteries, open spaces, recreation facilities and other facilities. May perform such duties as mowing, snow removal, repairing trails, and pruning trees. Knowledge of irrigation systems, horticulture or related construction projects. May train and lead other workers or crews. Ability to operate all related parks maintenance equipment. Benchmark Guidelines: FLSA: Nonexempt; Job Level: Journey-level; Education: high school diploma or equivalent; Work Experience: two years experience in parks and facilities maintenance; Certification: Colorado driver's license. May require Commercial Driver's license.

League Job # B072 - PAYROLL TECHNICIAN 198

TechNet Job # 790 - PAYROLL TECHNICIAN

Under general supervision, performs a variety of functions related to payroll administration. Prepares and reviews payroll reports and verifies accuracy of recorded information. Completes quarterly reporting, W-2's and year-end reporting. Work requires practical knowledge of payroll policies, government regulations and tax requirements. Benchmark guidelines: FLSA: Nonexempt; Job Level: Journey-level; Education: high school diploma or equivalent; Work Experience: two years related experience.

League Job # P21 - PERSONAL TRAINERn/a

TechNet Job # 1263 - PERSONAL TRAINER

Performs entry-level duties related to assisting recreation patrons with personal help programs. Provides nutrition and physical fitness instruction and training. FLSA: Nonexempt. MINIMUM QUALIFICATIONS may include graduation from high school and undergraduate course work in physical education, sports management, recreation or a related field; Plus, six (6) months to one (1) year of related work experience Must possess a personal trainer certification by a national accredited fitness testing agency. Ability to obtain first aid/CPR certification and/or Automatic Emergency Defib.

League Job # B008 - PLANNER I 200

TechNet Job # 355 - PLANNER I

Entry level professional and technical planning position. Collects and analyzes data required to produce information, memos and reports regarding planning related issues. Reviews and evaluates project proposals including: ensuring compliance with applicable regulations, policies and guidelines; assists in the coordination of multi-department and board review processes. Position requirements: (1) master's degree in city or regional planning, architecture or a closely related field; or; (2) bachelor's degree in related field with one to two years related experience; (3) exempt under FLSA.

League Job # B009 / S16 - PLANNER II 203

TechNet Job # 360 - PLANNER II

Performs professional level planning duties, primarily in current planning. Reviews and evaluates major, complex project proposals including: ensuring compliance with applicable regulations, policies and guidelines; coordinating multi-department and board review process; negotiating with applicants and mediating conflicts; documenting agreements and monitoring project implementation with approved proposals. Acts as liaison with the public, developers, city or county departments and boards regarding land use issues, regulations and development review process; prepares and reports analyses for city or county and citizens; may administer growth management permit allocation process, administer sign or zoning codes, or participate in long-range planning. Position requirements: (1) master's degree in city or regional planning, architecture or a closely related field; (2) two years professional experience; (3) no supervisory responsibilities, but may lead work team; (4) exempt under FLSA.

League Job # B010 - PLANNER III, SENIOR 205

TechNet Job # 385 - SENIOR PLANNER

Performs professional senior-level planning duties in accordance with the city or county comprehensive planning and zoning ordinances. Reviews and evaluates major, complex projects proposals including ensuring compliance with applicable regulations, policies and guidelines; coordinates multi-department and board review process; negotiates with applicants and mediates conflicts; documents agreements and monitors project implementation with approved proposals. Acts as liaison with the public, developers, city or county departments, and boards regarding land use issues, regulations and development review process; prepares and reports analyses for city or county and citizens;

may administer growth management permit allocation process, administer sign or zoning codes, or participate in long-range planning. Position requirements: (1) master's degree in city or regional planning, architecture or closely related field; (2) four years of professional planning experience; (3) may train and supervise the work of lower.

League Job # M26 - PLANNING MANAGER/DIRECTOR 208

TechNet Job # 365 - PLANNING DIRECTOR

Functioning as the highest level planning position, performs some or all of the following: a. board of adjustment, b. current planning/zoning, c. economic development/revitalization, d. historic preservation, e. long range/comprehensive planning, f. mapping and demographics, g. park design, h. special project planning, i. zoning code enforcement.

League Job # B011 / S17 - PLANNING TECHNICIAN 210

TechNet Job # 370 - PLANNING TECHNICIAN

Provides research, data collection, public communications, technical support and other activities. Provides information and technical assistance to applicants and the public. Participates as a team member on professional planning projects. Researches, evaluates, verifies and presents background information and data. Prepares and monitors statistical tabulations, computations, charts, reports and graphs to illustrate planning studies in areas such as population, transportation, housing, traffic, land use, zoning, historic preservation, proposed subdivisions and public utilities. May prepare communication products such as public involvement plans, presentations, workshop/public meeting coordination, major document production, displays and newspaper inserts and ads. May coordinate development review application processing and distribution of requests. Position requirements: (1) bachelor's degree; (2) two years of related experience.

League Job # B019 - PLANS EXAMINER 212

TechNet Job # 375 - PLANS EXAMINER

Examines commercial and residential building plans to ensure compliance with building code regulations. Notes instances of noncompliance and suggests modifications to bring plans into compliance. Approves and signs plans meeting code requirements. Consults with engineers, architects, contractors and citizens to interpret and explain building codes. Position requirements: (1) bachelor's degree; (2) three years related experience; (3) journey level; (4) ICBO Plans Examiner certification; (5) no supervisory responsibilities.

League Job # B112 - PLANT MECHANIC

TechNet Job # 2004 - PLANT MECHANIC 214

Perform advanced, journey-level, skilled work in the installation, maintenance and repair of water and wastewater plant equipment. Perform preventive maintenance and repair of plant equipment, such as pumps, motors, drive systems, blowers, valves and chemical feed systems, compressors and filters. Assist in the design and fabrication of equipment. Calibrates equipment. FLSA: Nonexempt. MINIMUM QUALIFICATIONS may include graduation from High school or equivalent; Plus, two (2)years experience. Certification: Related certifications as required, i.e. plant operator, etc.

League Job # B113 - PLANT SUPERVISOR 215

TechNet Job # 2198 - PLANT SUPERVISOR (WATER & WASTEWATER)

Performs a variety of supervisory duties related to overseeing the day-to-day plant operations. Provides instruction and direction for other plant operators in the operation, maintenance and servicing of a water or wastewater treatment facility. Duties may include: (1) conducting physical and chemical tests; (2) completing records and paperwork; (3) budget preparation. FLSA: Nonexempt. MINIMUM QUALIFICATIONIS may include a Bachelor's degree in an environmental science; plus, five (5) years Class "A" operating experience and two (2)years in a supervisory capacity. Certification: state Class 'A' treatment plant operator's certificate.

League Job # P22 - POLICE CADETn/a

TechNet Job # 1748 - POLICE / SHERIFF CADET

Performs a variety of administrative support duties for the Police/Sheriff's department including filing, typing, inventory management, minor bookkeeping, research, and special projects. May participate in "ride along" programs. FLSA: Non-exempt. MINIMUM QUALIFICATIONS may include graduation from high school or equivalent. Must posses a valid driver's license and be older than 17 years of age and less than 21 years of age.

League Job # B090 - POLICE CAPTAIN 217

TechNet Job # 1735 - POLICE / SHERIFF CAPTAIN

Serves as operational manager of a division or major bureau of the police department. Plans and supervises the operational activities and services of that division. Participates in the preparation and control of the department budget and in the development and enforcement of policies. Benchmark Guidelines: FLSA: Exempt; Job Level: Division Manager; Reports to: Chief of Police or highest sworn police position; Education: BS or four year college in a related field; Work Experience: Eight to ten years of experience with progressive supervisory experience; Certification: POST.

League Job # M27 / S20 - POLICE CHIEF OR SHERIFF	218
TechNet Job # 1740 - POLICE CHIEF / COUNTY SHERIFF	
a. animal control, b. arson investigation, c. department budget, d. city or county car pound, e. code enforcement, f. communications/dispatch, g. records, h. crime prevention, i. detention facility/jail, j. emergency preparedness/management, k. investigations, l. parking enforcement, m. patrol, n. public relations, o. traffic engineer, p. training. Benchmark Guidelines: FLSA: Exempt; Job Level: Department Head, the highest police position; Reports to: City Manager; Education: Minimum bachelor degrees, master's preferred in a related field; Certification: Police officer standards and training.	
League Job # B091 - POLICE COMMANDER	222
TechNet Job # 1744 - POLICE COMMANDER	
Under the direction of the deputy police chief performs various supervisory and managerial duties related planning, organizing and coordinating section or unit operations. Exercises full administrative responsibility and accountability for the overall operations and activities of the assigned section or unit or geographic areas. FLSA: Exempt. MINIMUM QUALIFICATIONS may include a bachelor's degree in police science, law enforcement, public administration or related field; plus, five (5) or more years of experience. Certification: POST.	
League Job # B095 - POLICE COMMUNITY SERVICES OFFICER	223
TechNet Job # 1761 - POLICE COMMUNITY SERVICE OFFICER	
Patrol the City, responds to and investigates calls and citizen complaints involving automobile accidents, abandoned vehicles, criminal trespasses, burglaries, criminal mischief, vandalism, theft, harassment, fraud and forgeries, and driving/traffic complaints. Benchmark Guidelines: FLSA: Non-exempt; Job Level: Entry-level to journey level; Reports to: Sergeant; Work Experience: no related work experience necessary. Prior customer services experience preferred; Other: nonsworn police position, does not carry a gun.	
League Job # S21 - POLICE CORPORAL	224
TechNet Job # 1760 - POLICE OFFICER / DEPUTY SHERIFF III	
a. arson investigation, b. city or county car pound, c. code enforcement, d. communications and records, e. crime prevention, f. detention facility/jail, g. emergency preparedness, h. investigations, i. parking enforcement, j. patrol, k. public relations, l. supervision, m. traffic engineer, n. training.	
League Job # B092 - POLICE DEPUTY CHIEF	225
TechNet Job # 1741 - DEPUTY POLICE CHIEF	
Under the direction of the Police Chief/County Sheriff serves as the chief executive officer for either the operations or administrative division of a law enforcement agency. Assumes command of the department in the absence of the sheriff/chief. Reports directly to the sheriff/chief. Administers directives for staff. Responsible for budgeting, and purchasing in assigned divisions. Responsible for personnel and employee relations in assigned divisions. FLSA: Exempt. MINIMUM QUALIFICATIONS may include a Bachelor's degree from an accredited four-year college in police science, criminal justice administration or related field; Plus, Eight (8) to ten (10) years prior experience with progressive supervisory experience. Requires broad working knowledge of law enforcement management; Certification: POST.	
League Job # B093 - POLICE LIEUTENANT	226
TechNet Job # 1745 - POLICE / SHERIFF LIEUTENANT	
Provides technical and supervisory leadership to an assigned shift or bureau. Assists in the direction of operations and personnel and in the revision of policies and procedures. Represents the police department in court proceedings and in contacts with other enforcement agencies. Assumes the duties of commanding officer as assigned. Benchmark Guidelines: FLSA: Exempt; Job Level: Supervisory; Reports to: Police Commander/Captain; Education: BA preferred in a related field; Work Experience: Five or more years of experience with some supervisory experience; Certification: POST.	
League Job # B094 / S22 - POLICE OFFICER	228
TechNet Job # 1749 - POLICE OFFICER/DEPUTY SHERIFF (COMBINE LEVELS I, II, III)	
Under supervision, performs law enforcement work as necessary to maintain public peace and order, to protect life and property, to prevent crime, to make investigations and to apprehend violators of the law. Benchmark Guidelines: FLSA: Non-exempt; Job Level: Entry-level to Journey-level; Reports to: Sergeant; Work Experience: No prior experience required; Certification: POST.	
League Job # B094.5/S22.5 - POLICE OFFICER-NON CERTIFIED	232
TechNet Job # 1746 - POLICE OFFICER - NON CERTIFIED	
Entry level police officer hired without POST certification. Employee remains in this classification until POST	

certification is obtained, typically through attending and completing an authorized police academy. Benchmark Guidelines: FLSA: Non-exempt. Job Level: Entry. Reports to Sergeant. Work Experience. No prior experience required. Certification: None.

League Job # B096 - POLICE RECORDS CLERK 233

TechNet Job # 2335 - RECORDS CLERK (PD/SHERIFF)

Performs a variety of tasks in the records/reception area of the police department, such as extracting information from police reports and entering data for crime analysis; enters and retrieves information from computer database; assists citizens at the front desk and through telephone contact; accepts crime and accident reports; provides general information; maintains files; types correspondence; may take fingerprints. Benchmark Guidelines: FLSA: Non-exempt; Job Level: Entry-level; Education: high school diploma or equivalent; Work Experience: two years responsible administrative experience.

League Job # B097 - POLICE RECORDS SUPERVISOR 236

TechNet Job # 2340 - RECORDS CLERK SUPERVISOR (PD/SHERIFF)

Supervises police records and identification clerks; audits and spot checks data entry; assists in analyzing procedures, forms and systems to identify problems and propose solutions; performs records clerk duties as necessary, including processing records and responding to information requests; uses various computer databases; provides services to the public; testifies in court as necessary. Handle sensitive information requests requiring confidentiality. Benchmark Guidelines: FLSA: Exempt; Job Level: first-level supervisor; Reports to: records administrator, police sergeant or police lieutenant.

League Job # B098 / S23 - POLICE SERGEANT 237

TechNet Job # 1765 - POLICE / SHERIFF SERGEANT

Under general direction, supervises a squad of police officers to assure proper maintenance of public peace and order. Benchmark Guidelines: FLSA: Non-exempt; Job Level: First-line supervisor; Reports to: Police Commander or Lieutenant; Education: BA preferred in a related field; Work Experience: Four years as a police officer; Certification: POST.

League Job # B088.5 - POLICE SERVICES COORINATOR 241

TechNet Job # 1732 - POLICE SERVICES COORDINATOR

Coordinate and market police programs related to crime prevention and public education for children, adults, and seniors. Present programs and instruct classes on public safety to a variety of public and private groups including school children and Neighborhood Watch groups. Responsible for coordinating the volunteer programs of the Police Department. Non Sworn position. Requires Bachelors Degree and 2 years of experience.

League Job # B044 - PROGRAMMER ANALYST 241

TechNet Job # 905 - PROGRAMMER / ANALYST

Performs advanced journey-level duties relating to the design, development and implementation phases of new or revised electronic data processing applications. May train lower-level job classifications. May perform higher-level systems analysis duties under the supervision of the data processing manager. Responsible for writing programs (not a systems analyst, which is a more specialized position that focuses on the design work of systems and flow charting. Benchmark guidelines: Job Level: Journey-level; Education: bachelor's degree and two to three years experience in programming; specialized programmer training desired; or an equivalent combination of education, training and experience.

League Job # B073.2 - PROSECUTING ATTORNEY 242

TechNet Job # 1070 - PROSECUTING ATTORNEY II

Provides legal counsel in the prosecution of legal cases in the Municipal Court. Handles a full array of criminal cases, including traffic, serious misdemeanors and domestic violence. Interviews prospective complaints and Police Officers relative to the filing of complaints. Instructs investigators as to information required for pending cases. Keeps case records and makes reports. Minimum Qualifications: Juris doctorate and licensed to practice law in the state of Colorado. Entry level prior criminal prosecuting experience not required.

League Job # B066 - PUBLIC INFORMATION OFFICER 243

TechNet Job # 216 - PUBLIC INFORMATION OFFICER

Performs a variety of professional and supervisory staff-level work in coordinating communications, special events and other city-wide activities with the objective of enhancing the jurisdiction's image through sound community relations and reliable dissemination of public information. FLSA: Exempt MINIMUM QUALIFICATIONS include a bachelor's degree in journalism, mass communications, public relations or related field; plus, five (5) years experience in journalism or public information dissemination.

League Job # B067 - PUBLIC INFORMATION SPECIALIST 245

TechNet Job # 217 - PUBLIC INFORMATION SPECIALIST

Performs a variety of journey-level professional generalist duties related to public information development and dissemination. Working in the area of publications, media relations, cable television and Internet communications. Coordinates and edits publications, writes speeches, coordinates special events, helps to develop key communication messages and manages graphic standards. May produce programming and development of cable channel, and may organize and develop content for Web sites. FLSA: Exempt; MINIMUM QUALIFICATIONS include a bachelor's degree in journalism, mass communications, public relations or related field; plus two (2) to three (3) years of related experience.

League Job # M28 - PUBLIC WORKS DIRECTOR 246

TechNet Job # 2025 - PUBLIC WORKS DIRECTOR /GENERAL MANAGER

a. Airport, b. building inspection, c. building maintenance, d. cemeteries, e. computer-aided drafting, f. contract administration, g. electric, h. engineering, i. environmental services, j. fleet maintenance/motor pool, k. flood control, l. garage/shops, m. landfill, n. parking operation, o. parks, p. parks maintenance, q. sanitation (refuse), r. storm drainage, s. streets, t. traffic engineering, u. wastewater, v. water treatment, w. zoning/nuisance code enforcement, x. centralized GIS, y. water resources, z. water reclamation. FLSA: Exempt; Job Level: Supervisor; Reports to: City/Cty/Town Manager; Education: Bachelor's Degree. Master's preferred.

League Job # S29 - PUBLIC WORKS SUPERINTENDENT 250

TechNet Job # 2034 - PUBLIC WORKS OPERATIONS MANAGER

a. building inspection, b. building maintenance, c. cemeteries, d. computer-aided drafting, e. contract administration, f. electric, g. engineering, h. environmental services, i. fleet maintenance/motor pool, j. flood control, k. garage/shops, l. landfill, m. parking operation, n. parks, o. parks maintenance, p. sanitation (refuse), q. storm drainage, r. streets, s. supervision, t. traffic engineering, u. wastewater, v. water, w. zoning/nuisance code enforcement.

League Job # P23 - RECREATION AIDE n/a

TechNet Job # 1264 - RECREATION AIDE

Performs entry-level support duties in assisting field and program personnel. Performs in one or more of the following recreation program areas: (1) field/gym/fitness room monitoring; (2) coaching/officiating youth and adult programs/facilities; and (3) assisting supervisor with organizing and conducting special athletic events and programs. FLSA: Nonexempt. MINIMUM QUALIFICATIONS requires sufficient education and training to demonstrate an ability or aptitude to perform above and related duties; Plus, some previous experience in coaching or officiating recreation programs.

League Job # P24 - RECREATION CENTER RECEPTIONIST n/a

TechNet Job # 1266 - RECREATION CENTER RECEPTIONIST

Performs entry level clerical support and customer service duties. Perform front desk receptionist duties at a recreation center. Acts as cashier, performs registration and general public relations duties, answers phone and visitor inquiries, and performs general administrative duties. FLSA: Nonexempt. MINIMUM QUALIFICATIONS may include graduation from high school; plus, some previous experience as a receptionist, performing public relations or cashiering duties.

League Job # B107 - RECREATION COORDINATOR 252

TechNet Job # 1270 - RECREATION COORDINATOR

Leads and implements particular recreational activities and programs. Responsible for the overall operation of one or more of the following programs: athletics, fitness, senior programs, youth and teen programs, youth activities, performing arts, special events, arts and crafts, aquatics and/or outdoor recreation programs. Assists with budget preparation and monitors program expenditures. Benchmark Guidelines: FLSA: Exempt; Job Level: Journey-level, excludes facility managers; Education: bachelor's degree in recreation or related field; Work Experience: Two years of related experience.; Certification: Certification applicable to program area. Colorado Driver's license. Ability to obtain first aid/CPR certification and/or Automatic Emergency Defib.

League Job # B108 - RECREATION FACILITY SUPERVISOR 254

TechNet Job # 1265 - RECREATION CENTER MANAGER

Responsible for overall operation of a recreation center by coordination of activity and program schedules; coordinates, prepares and administers facility budget; develops and implements marketing programs; administers facility and equipment maintenance. Benchmark Guidelines: FLSA: Exempt; Job Level: Supervisor; Reports to: typically reports to highest recreation management level; Education: bachelor's degree in recreation facility management or related field; Work Experience: Three to five years of applicable experience; Certification: Certification applicable to program area. Colorado Driver's license. Ability to obtain first aid/CPR certification and/or Automatic Emergency Defib.

League Job # M29 - RECREATION MANAGER/ DIRECTOR 255

TechNet Job # 1251 - RECREATION MANAGER/DIRECTOR

Functioning as the highest level recreation position, performs some or all of the following: a. managerial and executive duties related to planning, organizing and directing the recreation department, b. manages multi-faceted operations which includes some or all of the following: arts/crafts/dance classes, athletic classes, cross-age classes, cultural facilities, facilities maintenance, golf course, ice arena, indoor pools, lighted ball fields, outdoor pools, outdoor/ environmental programs, personal improvement/growth classes, pre- and after-school programs, ranger interpretive programs, recreation centers, senior center, c. special population programs (physically or developmentally disabled, economically disadvantaged), d. sports leagues, tennis courts, and trail interpretive programs, d. Develops and manages budget(s) and monitors fiscal condition of the department, e. Performs program contract management, f. Directs supervisory personnel responsible for various programs and day-to-day operations, g. Makes decisions affecting staff retention, advancement or discharge.

League Job # B109 - RECREATION PROGRAMS SUPERVISOR 257

TechNet Job # 1275 - RECREATION SUPERVISOR

Responsible for the City's general recreation programs including development, implementation and evaluation of related programs and services. Supervises all general recreation program employees. Responsible for the following program areas: sports and athletics, youth and family recreation, adult/senior recreation, community events, gymnastics, fitness and outdoor recreation. Also responsible for developing, monitoring and accounting for program revenue and expenses. Benchmark Guidelines: FLSA: Exempt; Job Level: Supervisor; Reports to: Typically reports to Director of Recreation; Education: bachelor's degree in recreation or related field; Work Experience: Five or more years experience developing and implementing multiple recreation programs; Four or more years supervisory experience; Certification: Certification applicable to program area. Colorado Driver's license. Ability to obtain first aid/ CPR certification and/or Automatic Emergency Defib.

League Job # S30 - REFUSE DRIVER/COLLECTOR 259

TechNet Job # 2070 - SANITATION/SOLID WASTE COLLECTOR II

a. refuse/trash collection, b. snow removal, c. storm drainage system maintenance and repair, d. street cleaning, e. vehicle maintenance.

League Job # B068 - RISK COORDINATOR 260

TechNet Job # 221 - RISK ANALYST

Performs a variety of administrative duties related to planning, organizing, coordinating and implementing risk management, loss prevention, inspections, safety and other programs. Conducts training seminars to promote awareness and program compliance. Identifies exposures; appraises, analyzes and evaluates exposures to accidental, legal and regulatory losses through surveys, inspections, records and contract reviews. Assists in master planning; performs cost studies. Coordinates, negotiates and initiates contracts with outside vendors, carriers and insurance providers. Manages claims processing activities; reviews claim and determines validity and liability; conducts general investigations of claims and makes recommendations as to legal action. Makes recommendations to legal staff affecting the litigation of risk, health and safety claims. MINIMUM QUALIFICATIONS may include graduation from a college or university with a bachelor degree in public administration, human resource management, environmental science, or related field; and one to two(1-2) years of related experience; or an equivalent combination of education and experience.

League Job # M30 - RISK MANAGER/HIPPA 261

TechNet Job # 222 - HEALTH/SAFETY/RISK MANAGER

Performing possibly as a functional manager, performs some or all of the following: a. commercial Drivers License (CDL) programs, b. employee safety and related training programs, c. insurance program for volunteers, d. liability for damage to public property, e. liability insurance programs, f. Material Safety Data Sheet (MSDS) program, g. physician/ hospital referrals, h. prepares departmental cost allocations, i. prepares insurance fund budget, j. property insurance programs, k. third-party liability claims from accidents, l. health benefits, occupational health clinic, m. HIPPA officer, n. emergency preparedness/management.

League Job # M31 - SALES AND USE TAX MANAGER 262

TechNet Job # 798 - SALES & USE TAX MANAGER

Performs some or all of the following: a. managerial and supervisory duties related to planning, organizing, directing and coordinating the functions of the "Sales & Use Tax" division or department, b. Coordinates the auditing of sales & use tax accounts to assure accuracy and monitor program revenues, c. Develops and recommends annual budget(s); d. monitors budget activity to assure compliance with established fiscal guidelines, e. Oversees and/or initiates collection actions on delinquent accounts, f. Oversees the process of monitoring business licensing in compliance

with established statutes, codes or ordinance, g. Directs various special projects related to fiscal research, revenue generation, etc., h. Directs or conducts staff training related to department methods, practices and procedures, i. Makes recommendations affecting employee status, including retention, advancement, discipline and discharge.

League Job # B035 - SALES TAX AUDITOR 263

TechNet Job # 799 - SALES TAX AUDITOR

Under the general direction of the sales tax supervisor, audits the financial records of taxpaying businesses to ensure that local sales, use, accommodations and admissions taxes are properly and timely paid. Writes and follows audit procedures. Researches tax laws and assists in the interpretation of relevant city codes. Recommends tax-exempt status to the finance director. MINIMUM QUALIFICATIONS include a bachelor's degree in accounting; two to four (2-4) years previous experience in auditing.

League Job # P25 - SCHOOL CROSSING GUARDn/a

TechNet Job # 1610 - CROSSING GUARD

Responsible for assisting and monitoring the activities of elementary school children along public right-of-way during school hours.

League Job # P26 - SCOREKEEPERn/a

TechNet Job # 1272 - SCOREKEEPER

Sets up and takes down game equipment. Contact managers to secure game/team line-up. Scores contest and updates standings. Assist in rule enforcement and injury/emergency situations in absence of supervisor. Benchmark Guidelines: FLSA: Nonexempt; Job Level: Entry-level; Work Experience: Requires knowledge of specific sport rules and scoring regulations.

League Job # B073.5 - SENIOR ASSISTANT ATTORNEY 265

TechNet Job # 1020 - ATTORNEY IV

As a lead or senior staff attorney, performs professional legal work within the office of the city or county attorney; prepares ordinances, contracts, easements and leases; assists departments with legal matters; investigates claims and complaints by or against the city or county regarding the violation of municipal ordinances; interviews witnesses, prepares motions and presents cases in court; acts as legal advisor to boards and commissions. Benchmark guidelines: FLSA: Exempt; Job Level: Lead/Senior worker; highest level without supervisory responsibility; Education: Juris doctorate. Admission to the bar of the State of Colorado; Work Experience: Seven (7) years of experience as a practicing attorney with an emphasis in civil law.

League Job # M32 - SENIOR SERVICES DIRECTOR 266

TechNet Job # 226 - SENIOR SERVICES DIRECTOR

Functioning as the highest level Senior Services position, performs some or all of the following: a. managerial and supervisory duties related to planning, organizing and coordinating the development and delivery of senior services and programs, b. Works and coordinates with community agencies, organizations, and businesses, c. Negotiates with cooperating organizations to develop fee-based services and monitors related operations, d. Oversees and performs fiscal development and management of Senior Services Division budget and assures compliance with established fiscal guidelines, e. Organizes fund raising events, f. Performs grant writing, g. Conducts ongoing needs assessment of senior population and determines target population priorities, h. Establishes program goals and objectives and develops implementation strategies, i. Oversees ongoing senior services, i.e., Meals-on-wheels program.

League Job # B045.5 - SENIOR SYSTEMS ADMINISTRATOR 267

TechNet Job # 912 - SENIOR SYSTEMS ADMINISTRATOR

Performs duties related to the management of an agency's centralized computer systems, peripheral equipment, and LAN and WAN. Oversees and coordinates the complete technical support and administration of centralized systems and data networks. Drafts plan for backup and recovery of all operating systems in the event the entire system fails. Oversees on-call staff and be available at times to respond to weekend or after-hours system problems. MINIMUM QUALIFICATIONS include a bachelor's degree in computer science or related field; plus, three (3) to five (5) years experience in computer systems administration, or an equivalent combination of education, training and experience.

League Job # B046.5 - SENIOR SYSTEMS ANALYST 268

TechNet Job # 916 - SENIOR SYSTEMS ANALYST

Performs skilled lead-worker and specialized work in the design, development and maintenance of system specifications and computer programs. Provides project development, direction and team management in the areas of analysis, design, programming, testing, troubleshooting, documentation, implementation, system review and ongoing system support. MINIMUM QUALIFICATIONS include a bachelor's degree in computer science or related field; plus,

three (3) to six (6) years experience in complex computer programming and systems analysis and implementation, or an equivalent combination of education, training and experience..

League Job # B059 - SKILLED CRAFT SPECIALIST-LICENSED 268

TechNet Job # 608 - SKILLED CRAFT SPECIALIST (LICENSED)

Performs journey level, skilled trades work in the maintenance, repair and/or installation of a variety of equipment and/or facilities, requiring licensure or certification in skilled trades such as electrical, heating, air conditioning, plumbing, refrigeration, etc. Reviews blueprints and/or schematics and maintains reference files, manuals and inventory records. May act as a lead worker providing training and project quality control. FLSA: Nonexempt MINIMUM QUALIFICATIONS include High School diploma or equivalent; plus, two (2) years of related experience in electrical; heating, ventilating and air conditioning (HVAC); plumbing, refrigeration, etc.; Certification: requires licenses or certifications in the specific trade fields of HVAC, electrical, plumbing, etc.

League Job # B123 - STORMWATER COORDINATOR 270

TechNet Job # 2083 - STORMWATER COORDINATOR

Provides technical, professional, and administrative support to the stormwater program as mandated by State and Federal regulations. Typically a non-exempt position.

League Job # B124 - STORMWATER MANAGER 271

TechNet Job # 2084 - STORMWATER MANAGER

Directs, manages, supervises and coordinates the activities and operations of the programs associated with the stormwater division. Responsible for the program, budget, financial management, and overall effectiveness of the program, which includes maintenance and operations.

League Job # M33 - STREET SUPERINTENDENT 271

TechNet Job # 2090 - STREET SUPERINTENDENT

Functioning at the highest level in the street department, performs some or all of the following: a. bridge construction/repair, b. refuse collection, c. snow removal, d. storm drainage system maintenance and repair, e. street cleaning, f. street maintenance and repair, g. trail maintenance, h. vehicle maintenance, i. weed control, j. traffic. FLSA: Exempt; Job Level: Supervisor; Work Experience: Minimum of five years experience including two years in a supervisory capacity; Certification: Related certification required.

League Job # B024 - SURVEY PARTY CHIEF 274

TechNet Job # 396 - SURVEY PARTY CHIEF

Functions as party chief on routine design surveys and construction projects. Collects and correlates data, makes necessary analyses and computations from field notes, specifications and legal descriptions. Assigns work and directs survey personnel to ensure accurate and efficient completion of assignments. Position requirements: (1) three to five years experience in field surveying; (2) land surveyor's license not required; (3) excludes head of organization's surveying function; (4) may perform supervisory duties.

League Job # B024.5 - SURVEY PARTY CHIEF, LICENSED 275

TechNet Job # 394 - SURVEYOR

Functions as part chief on routine design surveys and construction projects. Collects and correlates data, makes necessary analyses and computations from field notes, specifications and legal descriptions. Assigns work and directs survey personnel to ensure accurate and efficient completion of assignments. Position requirements: five or more years experience in field surveying and Colorado Professional Land Surveyor Certification or Certification or an equivalent combination of education, training and experience.

League Job # B025 - SURVEY TECHNICIAN 276

TechNet Job # 395 - SURVEY TECHNICIAN

Performs rod, chain and instrument duties on a field survey crew while doing topographic, construction staking and right-of-way surveying; assists in field and office research; performs survey math calculations and reduces field notes using scientific calculator or personal computer. Drives stakes, clears brush, sets survey markers and discovers existing monumentation. Position requirements: (1) two to three years surveying experience; (2) do not include lead-workers; (3) not an entry-level position; (4) land surveyor's license not required.

League Job # B045 - SYSTEMS ADMINISTRATOR 276

TechNet Job # 895 - PC SERVICES ADMINISTRATOR

Responsible for the management of agency's centralized computer systems, peripheral equipment, and LAN and WAN. Complete technical support and administration of centralized systems and data networks. Drafts plan for

backup and recovery of all operating systems in the event the entire system fails. This is a non-supervisory position. Benchmark guidelines: Job Level: Journey Level; Education: bachelor's degree in computer science or related field; Work Experience: two to three years experience in computer systems administration, or an equivalent combination of education, training and experience..

League Job # B046 - SYSTEMS ANALYST 278

TechNet Job # 915 - SYSTEMS ANALYST

Performs skilled and specialized work in the design, development and maintenance of system specifications and computer programs. Provides project development, direction and team management in the areas of analysis, design, programming, testing, troubleshooting, documentation, implementation, system review and ongoing system support. Benchmark guidelines: Job Level: Journey-level; Education: bachelor's degree in computer science or related field; Work Experience: two to three years experience in complex computer programming and systems analysis and implementation, or an equivalent combination of education, training and experience.

League Job # B073 - TELEVISION SERVICES COORDINATOR 279

TechNet Job # 398 - TELEVISION SERVICES COORDINATOR

Performs a variety of supervisory and technical duties as needed to coordinate and direct the operation of the City's municipal access cable channel including: design, implementation, and acquisition of programs; produces original television programming; and, troubleshoots any technical problems associated with broadcasts. FLSA: Exempt MINIMUM QUALIFICATIONS include a Bachelor's degree in broadcasting, communications or related field. Master's preferred; plus, Five (5) years of related experience.

League Job # S06 - TOWN ADMINISTRATOR/CLERK 280

TechNet Job # 233 - TOWN ADMINISTRATOR / CLERK

a. Accounting, b. administrative assistant, c. bookkeeping, d. budget preparation, e. certified municipal clerk, f. elections, g. finance, h. human resources, i. information technology, j. licensing, k. motor vehicle, l. municipal records, m. permits, n. recording secretary to council treasurer.

League Job # B026 - TRAFFIC ENGINEER. 280

TechNet Job # 540 - TRAFFIC ENGINEER

Performs various supervisory and managerial duties as needed to organize and direct activities and functions of the traffic engineering unit; develops and implements traffic capital improvement program; develops and coordinates traffic control planning, implementation, operation and maintenance for traffic signals, signs and street markings; reviews and analyzes transportation studies and accident statistics; represents the city/county with various intergovernmental transportation agencies; supervises and evaluates assigned employees. MINIMUM QUALIFICATIONS include a bachelor's degree in civil engineering; plus, registration as a Professional Engineer; and four (4) years experience in traffic engineering.

League Job # B027 - TRAFFIC SIGNAL TECHNICIAN 282

TechNet Job # 541 - TRAFFIC SIGNAL TECHNICIAN

Performs skilled journey-level work in the installation, maintenance and repair of traffic control and signal systems. Times signals, tests and maintains signal systems mainly in the field. MINIMUM QUALIFICATIONS include graduation from high school; plus, two (2)years of increasingly responsible traffic system repair and maintenance experience. Positions in this classification do not include lead-workers.

League Job # B028 - TRAFFIC TECHNICIAN 283

TechNet Job # 2060 - SIGN TECHNICIAN

Performs manual operation of post drivers and post removers. Operates paint striping and surface grinding equipment. Assembles and installs wood or metal traffic control signs. Responsible for inspection of traffic signs to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD) for all roadway classifications. Position requirements: (1) course work or training on MUTCD Guidelines; (2) three years of related work experience.

League Job # M34 - TRANSPORTATION DIRECTOR 284

TechNet Job # 2410 - TRANSIT SYSTEM DIRECTOR

a. airport, b. bus system planning, c. parking enforcement, d. planning and mapping, e. street system planning, f. traffic engineering, g. trail/bikeway maintenance.

League Job # B013 - TRANSPORTATION PLANNER 285

TechNet Job # 361 - TRANSPORTATION PLANNER

Performs professional duties related to initiating and coordinating long-range transportation planning projects in

support of city or county transportation goals. Serves as liaison to advisory boards, community groups, governmental agencies and others concerned with transit planning issues; represents the city or county at public hearings. May coordinate regional transportation studies, demonstration projects, etc. MINIMUM QUALIFICATIONS include a bachelor's degree in transportation, urban planning or transportation planning; plus, four(4) to five (5) years of transit/ transportation planning experience.

League Job # S10 - TREASURER/BOOKKEEPER 285

TechNet Job # 145 - CITY TREASURER

a. accounting, b. audits, c. bookkeeping, d. budget preparation, e. central files, f. certified municipal clerk, g. elections, h. finance, i. financial officer/director, j. information technology, k. investing, l. licensing, m. payroll, n. permits, o. purchasing, p. sales tax auditing, q. treasurer, r. utility accounting billing.

League Job # B036 / S32 - UTILITY BILLING CLERK 286

TechNet Job # 730 - BILLING CLERK

Prepares utility billing statements and reviews billing reports. Reviews and corrects account problems. Maintains billing records by filing billing reports. Resolves minor customer account problems in a timely manner. Provides coverage for the counters and telephones. Suggests improvements to billing system. Position requirements: (1) high school diploma or equivalent; (2) one year experience in the customer service field.

League Job # B037 - UTILITY BILLING SUPERVISOR 288

TechNet Job # 735 - BILLING SUPERVISOR

Supervises utility billing staff. Interacts with other divisions, departments and outside organizations, coordinates work processes, advises and/or recommends system or procedure changes. Promotes high level of customer service by ensuring timely and responsive resolution to customer inquiries and complaints by the staff as well as personally. Ensures compliance with delinquency procedures of the City. Compiles data for and prepares regularly scheduled and special accounting reports, analyses and statements. Position requirements: (1) first-level supervisor; (2) two years supervisory experience in an office/customer service environment; (3) exempt under FLSA.

League Job # B099.5 - VICITM ADVOCATE 289

TechNet Job # 1809 - VICTIM ADVOCATE

Performs day-to-day delivery of victim/witness services; cooperates and assists deputy attorneys in the preparation of complaints and warrants related to sex offenses and child protection cases; responds to discovery requests, motions, briefs, jury instructions, court orders, bench warrants, petition notices, subpoenas, stipulations, "imminent danger" processes, etc. May assist to conduct in-service workshops in the routine aspects of victim/witness assistance; upon request, presents information to citizen groups and school groups regarding victim/witness program. Receives and performs basic reviews cases set for court appearance; performs case data entry regarding identification victims and witnesses; conducts preliminary or introductory screenings to identify level and type of services appropriate to the individual case; sets up files as needed to monitor level and success of victim/witness services; assures confidentiality of file materials. Maintains "safe environment" to promote effective communications between victims, witnesses and legal staff; assists victims in locating and receiving special services and assistance, such as medical, personal therapy, etc.. Assists with case analysis, research and background checks; assists with the preparation of restitution statements; may offer in-court testimony; provides special information to crime victims seeking restitution or legal remedies; provides forms and appraises individuals of special services and related processes. Minimum Qualifications may include graduation from college with an associate degree with course work specifically related to psychology, social work or related field, AND, one(1) year of experience performing above or related duties; OR An equivalent combination of education and experience. May also be required to obtain recognition as a Social Service Worker(SSW)or Certified Social Worker (CSW).

League Job # B099 - VICTIM ADVOCATE/WITNESS COORDINATOR 290

TechNet Job # 1810 - VICTIM / WITNESS COORDINATOR

Coordinates and administers victims services programs, including: assistance to victims of violent crime and assisting victims of crime to regain financial losses; offers individual and family support, assistance and information on criminal justice system, support agency referrals, emergency shelter and Other: immediate needs; conducts follow-up assistance, provides information and progress on the cases and monitors responsiveness of service agencies; coordinates interagency activities; may administer grant funds; supervises victim advocates, volunteers and Other: assigned personnel. Benchmark Guidelines: FLSA: Exempt; Job Level: First line supervisor; Education: Bachelors. Masters preferred; Work Experience: three to five years victim services assistance experience.

League Job # M37 - WASTEWATER MANAGER/ SUPERINTENDENT 292

TechNet Job # 2050 - SEWER SUPERINTENDENT

As the highest level reporting to a department head, performs some or all of the following: a. Supervises personnel;

monitors work progress and employee performance, assists the Public Works Director in hiring, training, and terminating personnel. b. Prioritizes and schedules work. c. Manages sewer collection system; plans and coordinates line maintenance and installation; monitors system to assure compliance with engineering requirements; d. monitors flood plane and drain systems to assure proper management of seasonal run-off. e. oversees treatment plant operations; f. Prepares and negotiates Department budget. g. Handles incoming complaints from the public regarding the department. h. Provides recommendations to the department head for the purchasing of all major equipment. i. Inspects work for accuracy and effectiveness. j. Completes statistical reports annually regarding work performed by the wastewater division.

League Job # M36 - WATER MANAGER/SUPERINTENDENT 292

TechNet Job # 2195 - WATER / SEWER SUPERINTENDENT

Function at the highest level reporting to a department head, performs some or all of the following: a. lab operation, b. storm water management, c. water distribution, d. water quality, e. water resources, f. water supply, g. water treatment plant. FLSA: Exempt; Reports to: Director.

League Job # B122 - WATER RESOURCES ANALYST 294

TechNet Job # 2164 - WATER RESOURCES ANALYST

Performs a variety of journey-level, technical duties related to water quality, water quantity, water rights, and water conservation programs. Analyzes technical documents and writes reports, performs quality assurance verification of data, makes presentations for local groups, responds to citizen and business requests for information, and compiles information for outside agency requests. FLSA: Exempt. MINIMUM QUALIFICATIONS may include a Bachelor's degree environmental sciences; plus, two (2) years experience performing above or related duties.

League Job # M35 - WATER/ WASTEWATER (UTILITY) DIRECTOR 295

TechNet Job # 2194 - WATER/WASTE WATER (UTILITY) DIRECTOR

Performs some or all of the following: a. managerial duties related to planning, organizing, directing and controlling operations of a multi-divisional department, which may include flood control, gas, lab operation, storm water management, utilities billing, utilities design, wastewater collection, wastewater treatment, water distribution, water quality, water resources, water supply, water treatment, etc., b. Manages departmental budgets, c. Makes recommendations for utility user fees, d. acts as public utility liaison with steering committees, action groups and public utility boards. FLSA: Exempt.

League Job # B114 - WATER/WASTEWATER TREATMENT PLANT OPERATOR A 297

TechNet Job # 2140 - WASTEWATER TREATMENT PLANT OPERATOR IV

Responsible for the operation, maintenance, and servicing of a water or wastewater treatment facility. Duties may include: (1) monitoring plant operations; (2) performing preventive or corrective maintenance; (3) sampling and analysis; (4) conducting periodic inspections; and (5) record keeping. Benchmark guidelines: FLSA: Nonexempt; Job Level: Journey-Level ; Education: High school diploma or equivalent; Work Experience: Minimum four years of experience; Certification: Colorado Class 'A' treatment plant operator's license.

League Job # B115 / S31 - WATER/WASTEWATER TREATMENT PLANT OPERATOR B 299

TechNet Job # 2135 - WASTEWATER TREATMENT PLANT OPERATOR III

Responsible for the operation, maintenance, and servicing of a water or wastewater treatment facility. Duties may include: (1) monitoring plant operations; (2) performing preventive or corrective maintenance; (3) sampling and analysis; (4) conducting periodic inspections; and (5) record keeping. Benchmark guidelines: FLSA: Nonexempt; Job Level: Journey-Level; Education: High school diploma or equivalent; Work Experience: Minimum three years of experience; Certification: Colorado Class 'B' treatment plant operator's license.

League Job # B116 - WATER/WASTEWATER TREATMENT PLANT OPERATOR C 301

TechNet Job # 2130 - WASTEWATER TREATMENT PLANT OPERATOR II

Responsible for the operation, maintenance, and servicing of a water or wastewater treatment facility. Duties may include: (1) monitoring plant operations; (2) performing preventive or corrective maintenance; (3) sampling and analysis; (4) conducting periodic inspections; and (5) record keeping. Benchmark guidelines: FLSA: Nonexempt; Job Level: Journey-Level; Education: High school diploma or equivalent; Work Experience: Minimum two years of experience; Certification: Colorado Class 'C' treatment plant operator's license.

League Job # B117 - WATER/WASTEWATER TREATMENT PLANT OPERATOR D 303

TechNet Job # 2125 - WASTEWATER TREATMENT PLANT OPERATOR I

Responsible for the operation, maintenance, and servicing of a water or wastewater treatment facility. Duties may include: (1) monitoring plant operations; (2) performing preventive or corrective maintenance; (3) sampling and

analysis; (4) conducting periodic inspections; and (5) record keeping. Benchmark guidelines: FLSA: Nonexempt; Job Level: Entry-level; Education: High school diploma or equivalent; Certification: Colorado Class 'D' treatment plant operator's license.

League Job # B047 - WEB DEVELOPER 305

TechNet Job # 921 - WEB DEVELOPER

Performs a variety of Journey-level WEB management duties. Establishes updates and maintains the municipality's Web site. Develops operational processes and procedures; guidelines for content submission and review; standardizes style guides for text, appearance and site navigation; and web page templates to assist others in providing and updating content. MINIMUM QUALIFICATIONS may include bachelor's degree in computer information systems or computer science; Plus, Two (2) to three (3) years of related experience.

League Job # B110 - YOUTH PROGRAMS COORDINATOR 306

TechNet Job # 1280 - TEEN RECREATION COORDINATOR

Responsible for assigned recreation programs including development, implementation and evaluation of related programs and services. Supervises more than one general recreation program and/or employees. Program areas may include: sports and athletics, youth and family recreation, adult/senior recreation, community events, cultural programs, gymnastics, fitness and outdoor recreation. Also responsible for developing, monitoring and accounting for program revenue and expenses. Manage exempt level personnel. Benchmark Guidelines: FLSA: Exempt; Job Level: Supervisor; Education: bachelor's degree in recreation or related field; Work Experience: Three or more years experience developing and implementing multiple recreation programs; Two years supervisory experience; Certification: Certification applicable to program area. Colorado Driver's license. Ability to obtain first aid/CPR certification and/or Automatic Emergency Defib.