

2016 Non-Represented Salary Survey

CONFIDENTIAL

Title	Grade	Survey High	Survey Low	Survey Avg. Top Step	Longview Top Step	\$ Difference	% +(-) Diff from Avg.	AWC Salary Survey Job Code Match	Moved To
MNGT./DEPARTMENT HEADS									
ASSISTANT CITY MANAGER/FISCAL DIR.	90	\$12,430	\$7,533	\$11,190	\$11,391	\$202	1.80%	Job Code 685 - Assistant City Manager	Grade 90
CITY ATTORNEY	02	\$12,550	\$7,556	\$11,398	\$10,973	-\$425	-3.87%	Job Code 115 - City Attorney	Grade 01
PUBLIC WORKS DIRECTOR	02	\$11,952	\$7,062	\$11,169	\$10,973	-\$196	-1.79%	Job Code 645 - Public Works Director	Grade 01
POLICE CHIEF	02	\$12,550	\$6,871	\$11,467	\$10,973	-\$494	-4.50%	Job Code 655 - Police Chief	Grade 01
FIRE CHIEF	02	\$12,638	\$7,436	\$11,035	\$10,973	-\$62	-0.56%	Job Code 650 - Fire Chief	Grade 01
INFORMATION TECHNOLOGY DIRECTOR	03	\$9,644	\$6,944	\$9,015	\$9,307	\$292	3.24%	Job Code 665 - Information Systems Manager	
HUMAN RESOURCES DIRECTOR	03	\$11,780	\$6,534	\$9,249	\$9,307	\$58	0.63%	Job Code 660 - Human Resources Director	
COMMUNITY DEVELOPMENT DIRECTOR	03	\$11,780	\$6,812	\$10,611	\$10,326	-\$285	-2.76%	Job Code 630 - Planning/Comm. Development Dir.	Grade 02
FISCAL DIRECTOR	03	\$11,952	\$6,812	\$10,967	\$10,326	-\$641	-6.20%	Job Code 635 - Finance Director	Grade 02
PARK & RECREATION DIRECTOR	03	\$11,745	\$6,584	\$10,459	\$10,326	-\$133	-1.28%	Job Code 640 - Parks & Recreation Director	Grade 02
LIBRARY DIRECTOR	05	\$8,405	\$5,879	\$8,067	\$7,938	-\$129	-1.62%	Job Code 700 - Library Director	
							-1.54%	Average % Below Comps Mgt./Dept. Head	
MANAGERS	Grade	Survey High	Survey Low	Survey Avg. Top Step	Longview Top Step	\$ Difference	% +(-) Diff from Avg.	AWC Salary Survey Job Code Match	
POLICE CAPTAIN	04	\$10,482	\$6,584	\$9,490	\$9,307	-\$183	-1.96%	Job Code 326 - Police Captain	Grade 03
ENGINEERING MANAGER	04	\$11,689	\$6,584	\$9,891	\$9,307	-\$584	-6.27%	Job Code 629 - City Engineer	Grade 03
TRANSPORTATION ENGINEER	06	\$9,159	\$5,386	\$7,357	\$7,830	\$474	6.05%	(Benchmarked with Engineer - Senior 550)	
FLEET/FACILITIES MAINT. MANAGER	07	\$8,881	\$5,414	\$7,660	\$7,336	-\$324	-4.42%	(Benchmarked with WTP Superintendent 622)	
UTILITY SYSTEMS MANAGER	07	\$8,881	\$5,414	\$7,660	\$7,336	-\$324	-4.42%	(Benchmarked with WTP Superintendent 622)	
PLANNING MANAGER	07	\$8,696	\$5,411	\$7,480	\$7,336	-\$144	-1.96%	Job Code 530 Planner - Senior	
STORMWATER MANAGER	07	\$9,159	\$5,243	\$8,204	\$7,923	-\$281	-3.55%	(Benchmarked with Engineer - Senior 550)	Grade 06
SENIOR ATTORNEY	08	\$8,534	\$5,719	\$7,629	\$7,425	-\$204	-2.75%	(Benchmarked with County Criminal Prosecutor 760)	Grade 07
ACCOUNTING MANAGER	08	\$9,318	\$5,171	\$7,451	\$7,425	-\$26	-0.35%	(Benchmarked with Accountant 512)	Grade 07
COMMUNITY DEVELOPMENT COORDINATOR	08	\$8,307	\$4,412	\$6,680	\$6,981	\$301	4.31%	(Benchmarked with Park Maintenance Supervisor 606)	
TRAFFIC MAINT. SUPERVISOR	08	\$8,307	\$4,412	\$6,680	\$6,981	\$301	4.31%	(Benchmarked with Park Maintenance Supervisor 606)	
GOLF MAINTENANCE MANAGER	08	\$8,307	\$4,412	\$6,680	\$6,981	\$301	4.31%	(Benchmarked with Park Maintenance Supervisor 606)	
PARK MAINTENANCE MANAGER	08	\$8,307	\$4,412	\$6,680	\$6,981	\$301	4.31%	(Benchmarked with Park Maintenance Supervisor 606)	
RECREATION MANAGER	08	\$7,722	\$3,817	\$6,733	\$6,981	\$248	3.55%	(Benchmarked with Rec. Manager/Supervisor 607)	
ADMINISTRATIVE MANAGER	08	\$7,722	\$3,817	\$6,733	\$6,981	\$248	3.68%	(Benchmarked with Rec. Manager/Supervisor 607)	
TRANSIT MANAGER	07	\$7,722	\$3,817	\$6,733	\$6,981	\$248	3.55%	(Benchmarked with Rec. Manager/Supervisor 607)	
							0.53%	Average % Below Comps Supt./Manager	
SUPERVISORS	Grade	Survey High	Survey Low	Survey Avg. Top Step	Longview Top Step	\$ Difference	% +(-) Diff from Avg.	AWC Salary Survey Job Code Match	
TRANSIT SUPERVISOR	11	\$7,692	\$4,632	\$6,551	\$6,351	-\$200	-3.15%	(Benchmarked with Field Supervisor 605)	Grade 10
UTILITY SYSTEMS SUPERVISOR	11	\$7,692	\$4,632	\$6,551	\$6,351	-\$200	-3.15%	(Benchmarked with Field Supervisor 605)	Grade 10
STREET MAINT. SUPV.	11	\$7,692	\$4,632	\$6,551	\$6,351	-\$200	-3.15%	(Benchmarked with Field Supervisor 605)	Grade 10
RECREATION COORDINATOR	12	\$7,692	\$4,632	\$6,551	\$6,351	-\$200	-3.15%	(Benchmarked with Field Supervisor 605)	Grade 11
							-3.15%	Average % Below Comps Supervisor	

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TECHNICAL/PROFESSIONAL	Grade	Survey High	Survey Low	Survey Avg. Top Step	Longview Top Step	\$ Difference	% +(-) Diff from Avg.	AWC Salary Survey Job Code Match	
ENGINEER (PE)	07	\$9,159	\$5,243	\$8,204	\$7,923	-\$281	-3.55%	(Benchmarked with Engineer - Senior 550)	Grade 06
CITY CLERK	14	\$9,159	\$3,818	\$7,198	\$6,671	-\$527	-7.32%	Job Code 120 - City Clerk	Grade 09
CIVIL ENGINEER (NO PE)	08	\$7,912	\$5,171	\$7,239	\$6,981	-\$258	-3.56%	(Benchmarked with Engineer - Journey - 540)	
CIRCULATION LIB.	10	\$6,636	\$4,648	\$5,929	\$6,277	\$349	5.88%	Job Code 710 - Senior Librarian	
YOUTH SERVICES LIBRARIAN	10	\$6,636	\$4,648	\$5,929	\$6,277	\$349	5.88%	Job Code 710 - Senior Librarian	
REFERENCE/INFO SERVICE LIB	10	\$6,636	\$4,648	\$5,929	\$6,277	\$349	5.88%	Job Code 710 - Senior Librarian	
SPECIAL PROJ./ADULT LIBRARIAN	10	\$6,636	\$4,648	\$5,929	\$6,277	\$349	5.88%	Job Code 710 - Senior Librarian	
TECH. SERVICES LIB. I	10	\$6,636	\$4,648	\$5,929	\$6,277	\$349	5.88%	Job Code 710 - Senior Librarian	
INFO. SYSTEMS ANALYST	10	\$7,737	\$4,842	\$6,798	\$6,277	-\$521	-7.66%	Job Code 590 - Systems Analyst/Programmer	Grade 9
OFFICE ENG./ADM. I	10	\$8,307	\$4,325	\$6,810	\$6,277	-\$533	-7.83%	(Benchmarked with Rec. Manager/Supervisor 607)	Grade 9
ELECTRICAL BLDG. INSP.	10	\$6,681	\$4,210	\$6,030	\$6,277	\$248	4.10%	(Benchmarked with Building Inspector 580)	
BUILDING INSPECTOR II	11	\$6,681	\$4,210	\$6,030	\$6,063	\$34	0.56%	Job Code 580 - Building Inspector	
NUISANCE ABATE. OFF	11	\$6,681	\$4,210	\$6,030	\$6,063	\$34	0.56%	(Benchmarked with Building Inspector 580)	
ASST. CITY/PROS. ATTY.	09	\$9,394	\$3,759	\$6,725	\$6,667	-\$58	-0.86%	(Benchmarked with Criminal Deputy Pros. 760)	Grade 09
SAFETY/RISK MANAGER	10	\$7,535	\$4,572	\$6,517	\$6,227	-\$290	-4.45%	(Benchmarked with Personnel Analyst 595)	
ENTITLEMENT PROGRAM COORD.	11	\$6,693	\$4,326	\$6,139	\$6,063	-\$76	-1.24%	(Benchmarked with Planner - Journey 519)	
ACCOUNTANT	12	\$7,553	\$4,335	\$6,159	\$5,985	-\$174	-2.83%	Job Code 510 - Accountant	
ASSISTANT PLANNER	12	\$6,672	\$4,326	\$6,139	\$5,985	-\$154	-2.51%	Job Code 519 - Planner Journey	
EXECUTIVE SECRETARY	12	\$6,938	\$4,366	\$5,927	\$5,985	\$58	0.98%	Job Code 242 - Executive Secretary	
							0.23%	Average % Below Comps Tech./Prof.	
OFFICE/CLERICAL	Grade	Survey High	Survey Low	Survey Avg. Top Step	Longview Top Step	\$ Difference	% +(-) Diff from Avg.	AWC Salary Survey Job Code Match	
COMMUNITY DEVELOPMENT SPECIALIST	13	\$6,415	\$3,498	\$4,063	\$5,298	\$1,235	30.40%	Job Code 575 - Building Permit Specialist	
LIB. PROF. ASST.	13	\$6,912	\$2,584	\$5,630	\$5,298	-\$332	-5.90%	(Benchmarked with Rec. Program Coord. 615)	Grade 12
LITERACY COORDINATOR	13	\$6,912	\$2,584	\$5,630	\$5,298	-\$332	-5.90%	(Benchmarked with Rec. Program Coord. 615)	Grade 12
HUMAN RESOURCES SPECIALIST	12	\$6,627	\$3,924	\$5,604	\$5,985	\$381	6.80%	(Benchmarked with Payroll Clerk 270)	
ADMIN. ASSISTANT PARKS & REC	32	\$6,183	\$3,377	\$5,096	\$4,629	-\$467	-9.16%	Job Code 230 - Administrative Secretary	Grade 32
ADMIN. ASSISTANT FIRE	33	\$6,183	\$3,377	\$5,096	\$4,684	-\$412	-8.08%	Job Code 230 - Administrative Secretary	Grade 32
ADMIN. ASSISTANT/RECP. (EXECUTIVE)	33	\$6,183	\$3,377	\$5,096	\$4,684	-\$412	-8.08%	Job Code 230 - Administrative Secretary	Grade 33
HUMAN RESOURCES TECHNICIAN	33	\$5,339	\$3,161	\$4,518	\$4,267	-\$251	-5.56%	Job Code 230 - Administrative Secretary	Grade 33
LEGAL CLERK	34	\$4,840	\$3,410	\$4,586	\$4,319	-\$267	-5.82%	Job Code 215 - Court Clerk	Grade 33
							-1.26%	Average % Below Comps Office Clerical	

-1.04% AVERAGE % All Positions Below Comps.

Job Code 105 - City Manager/Administrator	Summary Job Description: Appointed city manager, city or town administrator, supervisor, or chief administrative officer. Directs the administration of city government. Provides leadership in the development of long- and short-term goals, including the city budget. Makes recommendations to the city council for action. Typically requires degree in public administration; master's degree is often preferred.
Job Code 115 - City Attorney	Summary Job Description: Regular city or town employee, not a contract position. May be an elected position in some jurisdictions.
Job Code 120 - City Clerk	Summary Job Description: Appointed city or town clerk. Provides responsible administrative and clerical work in support of the mayor, city council members and city manager/city administrator. Custodian for official city records and public documents. Prepares agenda and assembles supporting documents for city council meetings and ensures that appropriate records of the meetings are maintained. Prepares and posts legal notices. May supervise clerical support staff.

Job Code 210 - Clerical - Journey	Summary Job Description: Performs a variety of the more complex and diverse clerical or administrative support work based on a knowledge of specialized functional or department procedures. Performs varied clerical, statistical, data gathering and compilation, typing and/or word processing duties. May independently compose routine correspondence, prepare reports. Requires some independent judgment, interpretation, or analysis of data, policies, and procedures. Typically requires 3-4 years experience.
Job Code 215 - Court Clerk	Summary Job Description: Performs specialized clerical work in support of district or superior court operations, including the preparation and maintenance of court records. Coordinates court docket and provides related secretarial services for the court. Typically requires 1–2 years of general secretarial/clerical experience.
Job Code 230 - Administrative Secretary	Summary Job Description: Independently performs a variety of responsible secretarial and administrative duties typically required by a department head. Requires an advanced ability to use office software and extensive knowledge of the department's services, policies, and practices. Types, proofreads, and edits content of documents; schedules meetings. Using initiative and independent judgment, relieves superior of administrative details. May direct the work activities of lower classified clerical employees. Typically requires 3-4 years experience.
Job Code 242 - Executive Secretary	Summary Job Description: Performs administrative support of a highly complex and responsible nature to the chief administrative officer and/or elected body. Exercises independent judgment to prepare correspondence, arrange meetings, and prepare reports and other official materials. Exercises considerable discretion in processing important and highly confidential information. May supervise clerical support staff. Typically requires 4-5 years experience.
Job Code 270 - Payroll Clerk	Summary Job Description: Performs accounting and calculation tasks necessary to process payroll and associated reports and tax filings using an automated system. Applies state and federal laws and contract provisions related to payroll, and salary and benefit plans to calculate overtime rates and other variations to pay; maintains accounting of all leave balances. Responds to employee inquiries regarding calculations pertaining to paychecks. Typically requires a two year degree and two years experience.
Job Code 326 - Police Captain	Summary Job Description: Manages a police division or assigned area such as patrol, investigation, crime prevention, or communications. Organizes, plans, supervises, and coordinates activities and develops budget. May act as second in command.
Job Code 510 - Accountant	Summary Job Description: Performs complex accounting activities requiring full professional competency. Recommends policies and procedures; analyzes and audits financial records for completeness and conformance to policies and procedures. Designs new systems or modifies existing systems to provide records of assets, liabilities, and financial transactions of the jurisdiction. Prepares a variety of complex reports, statements, and documents for major financial projects. Typically requires a four year degree and 3-4 years experience.
Job Code 519 - Planner Journey	Summary Job Description: Researches and analyzes technical data to apply planning and zoning regulations to development, construction, and land use issues. Provides technical assistance to the public and other agencies. Assists senior planning staff with complex cases. May provide staff support to a variety of planning boards, commissions, and committees, and presents reports and recommendations to them. Typically requires a four year degree and 2-3 years experience.
Job Code 530 Planner - Senior	Summary Job Description: Researches and analyzes technical data to apply planning and zoning regulations to complex and/or highly sensitive development, construction, and land use issues. Supervises short-term and long-range planning programs and projects. Participates in the formulation of departmental goals and objectives. Provides staff support to a variety of planning boards, commissions, and committees. May supervise lower-level employees. Typically requires a four year degree and four years experience.
Job Code 540 - Engineer-Journey	Summary Job Description: Applies civil engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of public works projects, within established civil engineering practices and procedures. Works on routine projects or specific areas of more complex projects under the supervision of a senior or project engineer. Typically requires a four year degree and 2-3 years experience.
Job Code 550 - Engineer - Senior	Summary Job Description: Performs a variety of complex technical civil engineering design, drafting, survey, and construction inspection work under the supervision of civil engineers. Maintains records, prepares maps and sketches, and researches records, maps and data to obtain engineering data. Responds to routine questions from property owners and the general public. May act as rod or chainworker. May serve as project manager or lead worker. Typically requires a two year degree and 4-5 years experience.
Job Code 565 - Engineering Tech - Senior	Summary Job Description: Serves as project leader and applies civil engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of public works projects. Oversees assigned projects to ensure contractor compliance with time schedules and budget. May make effective recommendations to hire, fire, transfer and discipline employees. Typically requires a four year degree and 4-5 years experience.

Job Code 575 - Building Permit Specialist	Summary Job Description: Performs technical and administrative duties that support building department functions. Accepts permit applications and reviews them for completeness and errors. Accepts, reviews, and issues permits for simple permit applications. Answers questions about building codes and provides copies of plans, maps, and other documents to customers. May perform simple plan review. May include limited clerical work. Typically requires two years experience.
Job Code 580 - Building Inspector	Summary Job Description: Inspects residential and commercial buildings in the process of construction or alteration for compliance with code requirements, application of safe construction practices and other regulations or ordinances. May have additional duties enforcing mechanical, plumbing, electrical, and energy codes. In smaller jurisdictions, may issue permits and collect fees. Typically requires 2-3 years experience and certification as a building inspector.
Job Code 590 - Systems Analyst/Prog.	Summary Job Description: Performs both systems analysis and programming tasks for complex computer systems. Confers with city departments to assess needs, analyze existing systems, and recommend modifications or development of new systems. Develops design specifications and designs, codes, tests, debugs, documents, and maintains those programs. Works with little or no supervision. May lead and/or train employees in lower level information systems job classifications. Typically requires a four year degree and 3-4 years experience.
Job Code 592 - Network Administrator	Summary Job Description: Installs, configures, and maintains software and hardware connected to the local area network. Works with departments, vendors, and consultants to assess needs, diagnose problems, and coordinate repairs. Maintains and performs backup and security operations. May provide individual assistance to users. May serve as lead worker for network support and/or personal computer support personnel. Typically requires a four year degree and four years experience plus certification as a network engineer.
Job Code 595 - Personnel Analyst	Summary Job Description: Journey-level professional responsibilities in areas such as recruitment/selection, classification, labor relations, training, or benefits administration. Provides guidance to management and employees on various human resources issues requiring knowledge of personnel laws and procedures. Performs detailed research and statistical analysis. May serve as civil service examiner, ADA coordinator, or coordinator of wellness or safety programs. Typically requires a four year degree and two years experience.
Job Code 605 - Supervisor - Field Operations	Summary Job Description: Directly supervises the work activities of crew(s) in the streets/roads/parks/utilities departments. Typically reports to a mid management level superior (division head). Plans and schedules work operations and employee assignments. Makes effective recommendations to hire, fire, transfer and discipline employees. This is a first line supervisory position. Typically requires 3-4 years experience in maintenance specialty area and related professional certifications.
Job Code 606 - Park Maint. Supervisor	Summary Job Description: Plans, schedules and monitors the work of crews performing the maintenance of public parks and the repair of related equipment. Coordinates, schedules and supervises maintenance and construction work in the parks and other recreational sites. May operate all types of equipment and accomplish the more complex problems subordinate employees cannot resolve. This is a first line supervisory position. Typically requires 3-4 years experience.
Job Code 607 - Rec. Manager/Supervisor	Summary Job Description: Supervises and manages the city's recreation program or a major component thereof (athletics, aquatics, etc.) Responsible for the planning and implementation of recreation programs and activities. Supervises recreation leaders and instructors, prepares division budget, prepares information for public distribution. Typically requires a four year degree and 3-4 years experience, including some supervisory experience.
Job Code 615 - Rec. Program/Coordinator	Summary Job Description: Plans, organizes, leads and instructs assigned recreational, sport, social or cultural activities such as craft programs, dance instruction, sports tournaments, swimming, excursions, social events and other related functions for individuals and groups of all ages. Performs independently in accordance with departmental policies & procedures under general supervision. Directs work activities of part time and contract instructors, seasonal workers and volunteers. Typically requires four year degree and two years experience.
Job Code 616 - (County) Facility Maint. Dir.	Summary Job Description: Manages county's facilities maintenance program, including cleaning, maintenance, repair, and remodeling of county buildings, and heating, ventilation, and air conditioning. Typically requires five years experience, including some supervisory experience.
Job Code 620 - Street/Road Supt.	Summary Job Description: Plans, organizes and directs the street maintenance and repair functions of the public works department. Accountable for the cleaning, repair, maintenance and construction of the streets/roads and storm drainage system. Administers the effective and efficient use of personnel, funds, materials, etc. to ensure public safety on serviced roads. May be assigned to a particular district. Typically requires 5 years experience, including some lead worker or supervisory experience.
Job Code 622 - Water Treatment Plant Supt.	Summary Job Description: Plans, organizes and directs the operation and maintenance of the water treatment system. Administers personnel, funds, materials, facilities, equipment and time to ensure compliance with federal and state regulations. Assists in directing inspections, monitoring, construction, maintenance and repair of facilities. Typically requires a degree and 5 years experience, including several years at a lead or supervisory level, plus certification as water distribution manager. (Combined water/wastewater treatment plant superintendents are also reported here.)

Job Code 629 - City Engineer	Summary Job Description: Plans, organizes and directs the operation of the engineering division; oversees initial project funding, design, and construction management of engineering projects, services and programs; supervises staff of professional, technical and administrative employees. Serves as designated review officer for all required engineering reviews and sign-offs. Typically requires a four year degree and five years experience plus license as a professional engineer.
Job Code 630 - Planning/Comm. Dev. Dir.	Summary Job Description: Plans, organizes, directs and controls the functions of a planning/community development department. Develops and implements policies, procedures and practices to do planning studies, review zoning ordinances, evaluation of proposed annexations, planned unit developments and related programs. Serves as primary planning official for the organization and primary staff liaison to the planning commission. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.
Job Code 635 - Finance Director	Summary Job Description: Plans, organizes, directs and controls the functions of a finance department and serves as organization's chief financial officer. Develops and implements policies, procedures and practices for the organization's financial systems, purchase and investment of jurisdiction's funds. May also be accountable for information technology function and/or city clerk function. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.
Job Code 640 - Parks & Recreation Director	Summary Job Description: Plans, organizes, directs and controls the functions of a parks and recreation department. Develops and implements policies, procedures and practices related to acquisition, development, construction, restoration and maintenance of parks, cemeteries, recreation facilities, fairs, and development of recreation programs. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.
Job Code 645 - Public Works Director	Summary Job Description: Plans, organizes, directs and controls the functions of the public works department. Develops and implements policies, procedures and practices to provide services in engineering, building inspection, equipment maintenance, street/roads and storm drainage maintenance, traffic control, and water and sewer treatment. May serve as city engineer. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.
Job Code 650 - Fire Chief	Summary Job Description: Plans, organizes, directs and controls the functions of the fire department. Develops and implements policies to protect life and property through fire suppression, fire prevention, and emergency medical services. Supervises paid and volunteer staff. In small cities, may supervise volunteer department.
Job Code 655 - Police Chief	Summary Job Description: Plans, organizes, directs and controls the efficient operation of the police department. Accomplishes short term and long range planning, develops and implements budget. In smaller cities, may spend a portion of day doing patrol work.
Job Code 660 - Human Resources Director	Summary Job Description: Plans, organizes, directs and controls the functions of a human resources department. Develops and implements policies, procedures and practices for a range of personnel functions, including staffing, training and development, workplace safety, wage/salary and benefits administration, equal employment opportunity, labor relations, and employee services. May be responsible for civil service activities. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience.
Job Code 665 - Info. Systems Manager	Summary Job Description: Senior official responsible for information systems and technology. Directs the systems development, applications, programming and operations activities for mainframes, mini- and micro-computer systems. In smaller organizations, typically performs some network administration and/or systems analysis tasks. Supervises assigned staff. May also be responsible for telecommunications function. Typically requires a four year degree and 5-8 years experience, including some supervisory experience.
Job Code 685 - Assistant City Manager	Summary Job Description: Serves as principal assistant to the city manager or administrator. Provides high level technical assistance on management, operational and legislative issues. Manages (directly or indirectly) services and programs. Conducts complex studies involving research, analysis and preparation of reports on a variety of internal organization/management, operational, or legislative issues. Typically requires a four year degree and 4-6 years experience, including some management experience.
Job Code 700 - Library Director	Summary Job Description: Plans, organizes and directs the delivery of library services. Supervises library and volunteer staff. MLS Required.
Job Code 710 - Senior Librarian	Summary Job Description: Performs professional library duties in a public library including acquisition of materials, cataloguing, and reference work. May be responsible for the operation of a full service branch library or may specialize in an area. May supervise other employees. Usually works under infrequent supervision. Makes effective recommendations to hire, fire, transfer and discipline employees. Typically requires a master's degree in library science and two years experience.
Job Code 760 - (County) Crim. Deputy. Pros.	Summary Job Description: Prepares criminal cases for trial; prosecutes offenders in superior, district and juvenile courts; reviews complaints filed by arresting officers. Reviews and examines evidence, interrogates witnesses, prepares trial briefs and completes trial preparation; investigates the scene of the crime. Researches legal problems. Typically requires a law degree from an accredited law school, 3-4 years experience, and membership in the Washington State Bar.

