



**Job Descriptions Index
July, 2011**

Administration		Police Department	
1	Village Administrator	18	Chief of Police
2	Manager of Administrative Services	19	Commander – Operations
3	Executive Assistant	20	Commander – Support Services
Building Zoning and Planning		21	Detective Sergeant
4	Building Commissioner	22	Police Sergeant Watch Commander
5	Building Inspector Plans and Review	23	Investigator
6	Senior Building Inspector Plans and Review	24	Patrol Officer
7	Executive Assistant	25	Telecommunicator Dispatcher
Economic and Community Development		26	Executive Assistant
8	Director of Economic and Community Development	27	Lake Safety Officer
9	Coordinator of Economic and Community Development	28	Part Time Community Service Officer
Environmental Quality		29	Records Clerk
10	Director of Environmental Quality	Public Works	
Finance		30	Superintendent of Operations
11	Director of Finance	31	Superintendent of Administration
12	Administrative Assistant	32	Streets and Collection Division Foreman
13	Executive Assistant	33	Water Division Foreman
14	Accountant	34	Water Reclamation Division Foreman
15	HR and Risk Management Coordinator	35	Administrative Assistant
16	Collector	36	Arborist
17	Utility Billing Clerk	37	Maintenance Service Technician
		38	MST – Marine Environmental
		39	Water Operator Class A
		40	Water Operator Class B
		41	Water Operator Class C and D
		42	Wastewater Operator Class 1
		43	Wastewater Operator Class 2
		44	Wastewater Operator Class 3 and 4
		45	Lab Technician