

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL 4. FINANCIAL

2. ADMINISTRATIVE 5. PUBLIC WORKS

3. PERSONNEL 6. PARKS AND RECREATION

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Management Personnel, Department Heads and Division Head Definitions

POLICY NUMBER: 3.135

PAGES: 2

EFFECTIVE DATE: December 19, 1980

REVISION DATE: June 25, 2002

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office

APPROVED BY:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

Management Personnel are under Chapter 3 of our City Code and the policies of this book apply. Management personnel shall include the following:

- □ City Assessor
- City Clerk
- Assistant Finance Director
- □ Assistant City Engineer
- □ Assistant Street Superintendent
- □ Assistant Wastewater Superintendent
- □ Building Services Supervisor/Building Inspector
- □ City Administrator
- City Engineer
- City Surveyor
- Civil Engineer I
- □ Civil Engineer II
- □ Community Development Authority Director

	Deputy Fire Chief Director of Planning and Economic Development Director of Public Works Electrical Inspector/Assistant Building Inspector Finance Director Fire Chief Housing Manager Human Resources Specialist Information Systems Analyst Information Systems Director Librarian I Librarian II Library Director Parks and Recreation Director Parks and Recreation Supervisor Parks and Recreation Maintenance Supervisor Planner/Zoning Administrator Plumbing Inspector Police Chief Police Lieutenant Police Sergeant Police Staff Services Supervisor Street Superintendent
	Wastewater Utility Superintendent
POLICY:	
Department Heads of the City shall include:	
	City Assessor City Clerk
	City Administrator Community Development Authority Director Director of Planning and Economic Development Director of Public Works Finance Director Fire Chief Information Systems Director Library Director Parks and Recreation Director Police Chief
Division Heads of the City shall include:	
	City Engineer Building Services Supervisor/Building Inspector Housing Manager Street Superintendent Wastewater Utility Superintendent