

OFFICE STAFF JOB CLASSIFICATION SYSTEM

2026

Job Classification Wage Scale

CLASS

CIVIL SERVICE TITLE

Cost of Living Adjustment

3.50%

ELECTED - FULL TIME SALARIED POSITIONS

2025

2026

JJ-E

Director of Public Works / Hwy Super (incl W/S supervisor)

Per Hourly Rate
40 Hrs / Week

\$

58.72 \$

60.78 \$

HH-E

Town Clerk (incl Water Admin)

Per Hourly Rate
40 Hrs / Week

\$

31.37 \$

32.46 \$

Town Clerk (incl Water Admin) & Appt'd Receiver of Taxes

Per Hourly Rate
40 Hrs / Week

\$

42.50 \$

43.99 \$

CLASS

CIVIL SERVICE TITLE

Step 1

Hire Year

Step 2

Anniv. Years: 1-3

Step 3

Anniv. Years: 4-6

Step 4

Anniv. Years: 7-9

Step 5

Anniv. Years: 10 on

Year Hired in ->

2026

2023-2025

2020-2022

2017-2019

2016 or before

SALARIED POSITIONS

step % increase

2.00%

2.00%

2.00%

2.00%

II

Director of Planning
Recreation Supervisor (Dir Parks/Rec future title)

36.5 Hrs/ Week
Per Hourly Rate
40 Hrs / Week

\$

99,265.40 \$

101,250.71 \$

103,275.72 \$

105,341.24 \$

107,448.06 \$

HH

Bookkeeper to Supervisor (including Human Resources)
Accountant

36.5 Hrs/ Week
Per Hourly Rate
40 Hrs / Week

\$

77,818.00 \$

79,374.36 \$

80,961.85 \$

82,581.08 \$

84,232.71 \$

HOURLY POSITIONS

GG

Zoning/Code/Fire Enforcement Officer
Senior Planner (if created in future)

36.5 Hrs/ Week
Per Hourly Rate
40 Hrs / Week

\$

76,394.50 \$

77,922.39 \$

79,480.84 \$

81,070.45 \$

82,691.86 \$

FF

Code Enforcement Officer
Planner
Assistant Director Parks/Rec (if created in future- title TBD)

36.5 Hrs/ Week
Per Hourly Rate
40 Hrs / Week

\$

66,430.00 \$

67,758.60 \$

69,113.77 \$

70,496.05 \$

71,905.97 \$

EE

Deputy Town Clerk
Senior Court Clerk
Recreation Coordinator (if created in future- title TBD)

36.5 Hrs/ Week
Per Hourly Rate
40 Hrs / Week

\$

64,532.00 \$

65,822.64 \$

67,139.09 \$

68,481.87 \$

69,851.51 \$

DD

Secretary to Highway Superintendent
Court Clerk

36.5 Hrs/ Week
Per Hourly Rate
40 Hrs / Week

\$

62,634.00 \$

63,886.68 \$

65,164.41 \$

66,467.70 \$

67,797.06 \$

CLASS	CIVIL SERVICE TITLE	Year Hired in ->	Step 1		Step 2		Step 3		Step 4		Step 5	
			Hire Year		Anniv. Years: 1-3		Anniv. Years: 4-6		Anniv. Years: 7-9		Anniv. Years: 10 on	
			2026		2023-2025		2020-2022		2017-2019		2016 or before	
CC	Administrative Assistant III	36.5 Hrs/ Week	\$	59,312.50	\$	60,498.75	\$	61,708.73	\$	62,942.90	\$	64,201.76
		Per Hourly Rate	\$	31.25	\$	31.88	\$	32.51	\$	33.16	\$	33.83
		40 Hrs / Week	\$	65,000.00	\$	66,300.00	\$	67,626.00	\$	68,978.52	\$	70,358.09
BB	Administrative Assistant II Account Clerk	36.5 Hrs/ Week	\$	49,348.00	\$	50,334.96	\$	51,341.66	\$	52,368.49	\$	53,415.86
		Per Hourly Rate	\$	26.00	\$	26.52	\$	27.05	\$	27.59	\$	28.14
		40 Hrs / Week	\$	54,080.00	\$	55,161.60	\$	56,264.83	\$	57,390.13	\$	58,537.93
AA	Administrative Assistant I Information Aide	36.5 Hrs/ Week	\$	45,552.00	\$	46,463.04	\$	47,392.30	\$	48,340.15	\$	49,306.95
		Per Hourly Rate	\$	24.00	\$	24.48	\$	24.97	\$	25.47	\$	25.98
		40 Hrs / Week	\$	49,920.00	\$	50,918.40	\$	51,936.77	\$	52,975.50	\$	54,035.01

Procedure Notes: Wage Scale receives set Cost of Living Adjustment annually. New pay rates are effective with first payroll of each calendar year. After initial hire year staff progress from one step to another step every 3 years based on years of service anticipated that year. Once employee reaches Step 5 then remains at Step 5 and receives a longevity payment.

Internal Promotion: Employee will move to new class associated with new position and will start at the Step 2 rate of pay. Employee will remain on that step for 3 years before progressing to the next step. If Step 2 is less than current rate of pay then will progress to the next step that will provide an increase in pay. Progression of steps will be every 3 years until reach Step 5, instead of being based on years of service with Town.

New Hire Rate Waiver: In rare circumstances a new employee may be hired at Step 2, if recommended by Town Supervisor, HR and Department Head. They will then stay at Step 2 for a regular progression.

NON CLASSIFIED		Seasonal or Part Time Positions		2025 Rate		2026 Rate	
Crossing Guard	Constable- Courts	Per hour for a 2 hour minimum		\$	50.00	\$	50.00
	Crossing Guard	Rate Per Crossing Shift		\$	20.00	\$	21.00
				<u>Cost of Living increase:</u>		<u>103.0%</u>	
Current Service	Civil Title					Returning Rate:	
Used	RECREATION POSITIONS			2025 Hire Rate	2026 Hire Rate	(Hire rate + \$0.00)	
Recreation Assist	Day Camp - Director	FT -35hrs/wk		\$	29.64	\$	30.53
Recreation Assist	Day Camp - Associate Director			\$	26.50	\$	27.30
Recreation Assist	Day Camp - Assistant Director			\$	24.50	\$	25.24
Recreation Assist	Day Camp- Senior Counselor (1+ yrs exp)			\$	16.50	\$	17.00
Recreation Assist	Day Camp- Junior Counselor	Min. Wage		\$	15.50	\$	16.00
Recreation Assist	Campground Manager	Paid a weekly rate based on 15 hrs/wk		\$	20.00	\$	20.60
	Park Constable			\$	20.19	\$	20.80
Recreation Assist	Recreation Assistants-Gate Manager			\$	16.67	\$	17.17
Recreation Assist	Recreation Assistants- Gate -Boat Launch	Min. Wage		\$	15.50	\$	16.00
Life Guard	Head Life Guard			\$	22.00	\$	23.00
Life Guard	Life Guard	Newly Certified at Hire - otherwise hire +\$		\$	18.49	\$	20.00
	LHS Helper- Youth Program	Min. Wage		\$	15.50	\$	16.00
							n/a