

PERSONNEL SCHEDULE
AUTHORIZED PERMANENT POSITIONS 2023 - 2026

		2023	2024	2025	2025	2026
		Actual	Actual	Adopted	Estimated	Adopted
GENERAL FUND						
GENERAL GOVERNMENT						
Office of the Mayor						
Mayor		1.00	1.00	1.00	1.00	1.00
Assistant to the Mayor		1.00	1.00	1.00	1.00	1.00
Total Office of the Mayor		2.00	2.00	2.00	2.00	2.00
Office of the City Clerk						
City Clerk		1.00	1.00	1.00	1.00	1.00
Deputy City Clerk		1.00	1.00	1.00	1.00	1.00
Council/License Clerk		1.00	1.00	1.00	1.00	1.00
Elections Specialist		0.75	1.00	1.00	1.00	1.00
Total Office of the City Clerk		3.75	4.00	4.00	4.00	4.00
Office of the City Administrator						
City Administrator		1.00	1.00	1.00	1.00	1.00
Assistant to the City Administrator		1.00	1.00	1.00	1.00	1.00
Communications Specialist		-	-	-	-	1.00
Total Office of the City Administrator		2.00	2.00	2.00	2.00	3.00
Finance Department						
Finance Director/Treasurer		1.00	1.00	1.00	1.00	1.00
Deputy Finance Director		1.00	1.00	1.00	1.00	1.00
Payroll Specialist		1.00	1.00	1.00	1.00	1.00
Internal Auditor/Grant Accountant		1.00	1.00	1.00	1.00	1.00
Financial Reporting Analyst		1.00	1.00	1.00	1.00	1.00
Accounts Payable Associate		1.00	1.00	1.00	1.00	1.00
Accounts Receivable Associate		1.00	1.00	1.00	1.00	1.00
Accounting Associate		1.00	1.00	-	-	-
Accounting Clerk		-	-	0.50	0.50	0.50
Total Finance Department		8.00	8.00	7.50	7.50	7.50
Human Resources Department						
Director of Human Resources & Labor Relations		1.00	1.00	1.00	1.00	1.00
Human Resources Generalist		2.00	2.00	3.00	3.00	3.00
Human Resources Administrative Assistant		1.00	1.00	-	-	-
Total Human Resources Department		4.00	4.00	4.00	4.00	4.00
Office of the City Attorney						
City Attorney		1.00	1.00	1.00	1.00	1.00
Deputy City Attorney		-	1.00	1.00	1.00	-
Assistant City Attorney		1.40	1.00	1.00	1.00	1.00
Paralegal		2.00	2.00	2.00	2.00	2.00
Total City Attorney's Office		4.40	5.00	5.00	5.00	4.00
Municipal Court						
Municipal Court Judge		0.50	0.50	0.50	0.50	0.50
Municipal Court Clerk		1.00	1.00	1.00	1.00	1.00
Municipal Court Assistant Clerk		1.00	1.00	1.00	1.00	1.00
Total Municipal Court		2.50	2.50	2.50	2.50	2.50
Buildings Maintenance						
Director of Facilities & Operations		-	-	1.00	1.00	1.00
Journeyman Electrician		-	-	1.00	1.00	1.00
Maintenance Supervisor		-	-	-	-	1.00
Maintenance Technician		-	-	3.00	3.00	4.00
Custodian		-	-	3.00	4.00	5.50
Total Buildings Maintenance		-	-	8.00	9.00	12.50
TOTAL GENERAL GOVERNMENT		26.65	27.50	35.00	36.00	39.50
PUBLIC SAFETY						
Police Department						
Chief of Police		1.00	1.00	1.00	1.00	1.00
Assistant Chief		-	1.00	1.00	1.00	1.00
Captain		3.00	2.00	2.00	2.00	2.00
Lieutenant		4.00	5.00	5.00	5.00	5.00
Sergeant		9.00	9.00	9.00	9.00	9.00
Detective		7.00	7.00	7.00	7.00	7.00
Police Officer (Includes School Resource Officers)		60.00	60.00	60.00	60.00	63.00
Office Manager		1.00	1.00	1.00	1.00	1.00
Communications & Electronics Technician		1.00	1.00	-	-	-
Court Services Specialist		2.00	2.00	2.00	2.00	2.00
Community Service Officer		1.00	1.00	1.00	1.00	1.00
Record Specialist Clerk		7.90	7.90	7.90	7.90	7.90
Administrative Specialist		-	3.00	3.00	3.00	3.00
Time Agency Coordinator		1.00	-	-	-	-
Department Secretary		2.00	-	-	-	-
Victim Services Coordinator		-	1.00	1.00	1.00	1.00
Crime Analyst		1.00	1.00	1.00	1.00	1.00
Mechanic		1.00	1.00	1.00	1.00	1.00
Property Officer		1.00	1.00	1.00	1.00	1.00
Digital Evidence Manager		1.00	1.00	1.00	1.00	1.00
Total Police Department		103.90	105.90	104.90	104.90	107.90
Fire Department						
Fire Chief		1.00	1.00	1.00	1.00	1.00
Assistant Fire Chief		2.00	2.00	2.00	2.00	2.00
Division Fire Chief		-	-	1.00	1.00	1.00
Battalion Chief		4.00	4.00	3.00	3.00	3.00
Fire Captain		3.00	6.00	6.00	6.00	6.00
Fire Lieutenant		12.00	9.00	9.00	9.00	9.00
Fire Equipment Operator		15.00	15.00	15.00	15.00	15.00

Firefighter/Paramedic	36.00	39.00	39.00	39.00	39.00
Admin Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.63	0.63	0.63	0.63	0.63
Total Fire Department	74.63	77.63	77.63	77.63	77.63
Building Inspection					
Lead Inspector	-	-	-	1.00	1.00
Inspector	4.00	4.00	4.00	3.00	3.00
Code Enforcement Officer	1.00	1.00	-	-	2.00
Housing Specialist	-	-	0.50	0.50	-
Administrative Coordinator (Former BI Specialist)	1.00	1.00	1.00	1.00	1.00
Building Inspection Licensing Clerk	1.00	1.00	1.00	1.00	1.00
Permit Clerk	1.00	1.00	1.00	1.00	1.00
Total Building Inspection	8.00	8.00	7.50	7.50	9.00
TOTAL PUBLIC SAFETY	186.53	191.53	190.03	190.03	194.53
PUBLIC WORKS					
Administration					
Director Public Works	1.00	1.00	1.00	1.00	1.00
Business Manager	1.00	1.00	1.00	-	-
Admin Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Clerk	2.00	2.00	2.00	2.00	1.00
Total Public Works Administration	5.00	5.00	5.00	4.00	3.00
Engineering					
City Engineer	1.00	1.00	1.00	1.00	1.00
Assistant City Engineer	-	-	-	1.00	1.00
Civil Engineer I/II	2.00	2.00	2.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	-	-
Senior Engineer Technician	1.00	1.00	-	-	-
Engineering Technician I/II	1.00	1.00	2.00	2.00	2.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
GIS Analyst	-	-	-	1.00	1.00
GIS Engineering Analyst	-	-	-	1.00	1.00
Wastewater/Environmental Engineer	1.00	1.00	1.00	1.00	1.00
Total Engineering	8.00	8.00	8.00	9.00	9.00
Facilities and Traffic					
Facilities Superintendent	1.00	1.00	-	-	-
Maintenance Worker IV-Leadman Sign Shop	1.00	1.00	-	-	-
Maintenance Technician	2.00	2.00	-	-	-
Journeyman Electrician	2.00	2.00	-	-	-
Maintenance Worker	1.00	1.00	-	-	-
Maintenance Worker - Sign Shop	3.00	3.00	-	-	-
Custodian II	1.00	1.00	-	-	-
Custodian I	2.00	2.00	-	-	-
Custodian I - PT	-	-	-	-	-
Total Facilities and Traffic	13.00	13.00	-	-	-
Streets and Traffic					
Deputy Director of Field Operations	-	-	-	1.00	1.00
Sanitation & Sewer Manager	1.00	1.00	1.00	-	-
Streets & Traffic Manager	1.00	1.00	1.00	1.00	1.00
Journeyman Electrician	-	-	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	-	-
Foreman - Streets & Sanitation	2.00	2.00	2.00	2.00	2.00
Foreman - Sign Shop	-	-	1.00	1.00	1.00
Heavy Equipment Operator - Streets	4.00	4.00	4.00	4.00	4.00
Equipment Operator - Streets	4.00	4.00	4.00	4.00	4.00
Equipment Operator - Sewer	1.00	1.00	1.00	1.00	1.00
Equipment Operator - Sanitation	4.00	4.00	-	-	-
Maintenance Worker - Streets	14.00	14.00	14.00	14.00	14.00
Maintenance Worker - Sewer	3.00	3.00	3.00	3.00	3.00
Maintenance Worker - Sign Shop	-	-	3.00	3.00	3.00
Total Streets and Sanitation	35.00	35.00	36.00	35.00	35.00
Parks and Cemetery					
Parks & Forestry Superintendent	1.00	1.00	1.00	-	-
Parks Manager	-	-	-	1.00	1.00
City Forester	1.00	1.00	-	-	-
Foreman - Parks	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator - Parks	2.00	2.00	1.00	1.00	1.00
Equipment Operator - Parks	2.00	2.00	2.00	2.00	2.00
Arborist	3.00	3.00	-	-	-
Maintenance Worker - Parks	6.00	6.00	6.00	6.00	6.00
Cemetery Worker	1.00	1.00	1.00	1.00	1.00
Total Parks and Cemetery	17.00	17.00	12.00	12.00	12.00
TOTAL PUBLIC WORKS	78.00	78.00	61.00	60.00	59.00
CULTURE AND RECREATION					
Senior Services					
Uptown Social Director	1.00	1.00	1.00	1.00	1.00
Engagement Coordinator	1.00	1.00	1.00	1.00	1.00
Program & Wellness Coordinator	1.00	1.00	1.00	1.00	1.00
Customer Service Representative	-	-	-	-	0.50
Café Coordinator	-	-	0.63	0.63	0.63
Total Senior Services	3.00	3.00	3.63	3.63	4.13
CONSERVATION AND DEVELOPMENT					
Planning					
Planning & Development Director	1.00	1.00	1.00	1.00	1.00
Planning & Development Supervisor	-	1.00	1.00	-	-
Zoning Administrator	1.00	1.00	1.00	1.00	1.00
Community Development Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	-	-
Housing Specialist	-	-	0.50	0.50	-
Program Compliance Specialist	1.00	1.00	1.00	1.00	1.00
Total Planning and Development	5.00	6.00	6.50	4.50	4.00

Forestry

City Forestor	-	-	1.00	1.00	1.00
Arborist	-	-	4.00	4.00	4.00
Total Forestry	-	-	5.00	5.00	5.00
TOTAL CONSERVATION AND DEVELOPMENT	5.00	6.00	11.50	9.50	9.00
TOTAL GENERAL FUND	299.18	306.03	301.16	299.16	306.16

SPECIAL REVENUE FUND**Mead Public Library**

Library Director	1.00	1.00	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	-	-	-
Deputy Library Director	1.00	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Librarian	9.00	9.00	9.00	8.00	8.00
Maintenance Supervisor	1.00	1.00	1.00	1.00	-
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00
Marketing Specialist	1.00	1.00	1.00	1.00	1.00
Maintenance Technician	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Cataloger	3.00	3.00	3.00	3.00	3.00
Public Safety Specialist	1.00	1.00	1.00	1.00	1.00
Security Monitor	-	0.50	0.50	0.50	0.50
Associate Librarian	-	2.00	4.00	4.00	4.00
Library Assistant	9.25	8.50	6.50	8.25	8.25
Cleaner	2.00	1.50	2.00	1.50	-
Library Clerk	6.00	7.50	7.00	7.75	7.75
Total Mead Public Library	39.25	42.00	41.00	42.00	38.50

Cable Television

TV Program Director	1.00	1.00	1.00	1.00	1.00
TV Production Technician	0.25	0.25	0.25	0.25	0.25
Total Cable Television	1.25	1.25	1.25	1.25	1.25
TOTAL SPECIAL REVENUE FUNDS	40.50	43.25	42.25	42.25	39.75

PROPRIETARY FUNDS**Recycling Utility**

Foreman - Streets & Sanitation	1.00	1.00	-	-	-
Equipment Operator - Recycling	2.00	2.00	-	-	-
Total Recycling Utility	3.00	3.00	-	-	-

Refuse Utility

Foreman - Sanitation & Recycling	-	-	1.00	1.00	1.00
Equipment Operator - Recycling/Sanitation	-	-	6.00	6.00	6.00
Total Refuse Utility	-	-	7.00	7.00	7.00

Marina/Boating Fund

Marina General Manager	-	-	1.00	1.00	1.00
Maintenance Technician	-	-	1.00	1.00	1.00
Total Marina/Boating Fund	-	-	2.00	2.00	2.00

Transit Utility

Director Parking/Transit	0.70	0.70	0.70	0.70	0.70
Operations Supervisor	2.00	2.00	2.00	2.00	2.00
Maintenance Foreman	1.00	1.00	1.00	1.00	1.00
Mechanic	3.00	3.00	3.00	3.00	3.00
Administrative Coordinator	-	-	-	-	-
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00
ADA & Paratransit Coordinator	1.00	1.00	1.00	1.00	1.00
Transit Coordinator	2.25	2.00	2.00	2.00	2.00
Public Transit Bus Driver	19.00	19.00	20.25	20.25	20.25
On-Demand Bus Driver	7.00	7.00	8.00	8.00	8.00
Maintenance Assistant	1.60	2.50	2.50	2.00	2.00
Utility Worker	-	-	-	-	-
Cleaner	-	-	-	-	-
Total Transit Utility	38.55	39.20	41.45	40.95	40.95

Parking Utility

Director Parking and Transit	0.30	0.30	0.30	0.30	0.30
Parking Utility Maintenance Foreman	1.00	1.00	1.00	1.00	1.00
Parking Utility Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Total Parking Utility	2.30	2.30	2.30	2.30	2.30

Wastewater Utility

Superintendent	1.00	1.00	1.00	1.00	1.00
Pre-Treatment Supervisor	1.00	1.00	1.00	1.00	1.00
Control Systems Integrator	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Lab Technician	1.00	1.00	1.00	1.00	1.00
Plant Maintenance Working Foreman	-	1.00	1.00	1.00	1.00
Plant Maintenance Mechanic	3.00	2.00	2.00	2.00	2.00
Lead Operator	-	-	-	-	1.00
Plant Operator	4.00	4.00	4.00	4.00	3.00
Total Wastewater Utility	12.00	12.00	12.00	12.00	12.00
TOTAL PROPRIETARY FUNDS	55.85	56.50	64.75	64.25	64.25

INTERNAL SERVICE FUNDS**Information Technology**

Information Technology Director	1.00	1.00	1.00	1.00	1.00
Systems Analyst	2.00	2.00	2.00	2.00	2.00
Communications & Electronics Technician	-	-	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00	1.00
Technical Support Analyst	1.00	1.00	1.00	-	-
Help Desk Techniciatn	-	-	-	1.00	1.00
Total Information Technology	5.00	5.00	6.00	6.00	6.00

Motor Vehicle

Fleet Manager	1.00	1.00	1.00	1.00	1.00
Master Mechanic	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	2.00	3.00	3.00	3.00	4.00

Small Equipment/Service Mechanic

		2.00	2.00	2.00	2.00	1.00
	Total Motor Vehicle	6.00	7.00	7.00	7.00	7.00
	TOTAL INTERNAL SERVICE FUNDS	11.00	12.00	13.00	13.00	13.00
	TOTAL GENERAL FUND	299.18	306.03	301.16	299.16	306.16
	TOTAL SPECIAL REVENUE FUNDS	40.50	43.25	42.25	42.25	39.75
	TOTAL PROPRIETARY FUNDS	55.85	56.50	64.75	64.25	64.25
	TOTAL INTERNAL SERVICE FUNDS	11.00	12.00	13.00	13.00	13.00
	TOTAL CITY FUNDS	406.53	417.78	421.16	418.66	423.16