

City of Reading
Listing of Positions (Reporting Basis)
For the 2017 Operating Budget

<i>Division</i>	<i>Position Title</i>	<i>Status</i>	<i>2017 Proposed Budget</i>		<i>2016 Adopted Budget</i>	
			<i>Number of Employees Full-Time</i>	<i>Part-Time</i>	<i>Number of Employees Full-Time</i>	<i>Part-Time</i>
Mayor						
	Mayor	Full-Time	1	-	1	-
	Assistant	Full-Time	2	-	2	-
	Executive Assistant	Full-Time	1	-	1	-
	Special Events Coordinator	Full-Time	-	-	-	-
	Assistant to the Mayor	Part-Time	-	-	-	1
			4	-	4	1
Managing Director						
	Managing Director	Full-Time	1	-	1	-
	Business Analyst	Full-Time	-	-	1	-
	Executive Secretary/ Admin Aide	Full-Time	1	-	1	-
			2	-	3	-
Human Relations Commission						
	HRC Executive Director	Full-Time	1	-	1	-
	HRC Investigator	Full-Time	-	1	-	1
	HRC Clerk	Full-Time	1	-	1	-
			2	1	2	1
City Auditor						
	City Auditor	Full-Time	1	-	1	-
	Auditing Coordinator	Full-Time	1	-	1	-
			2	-	2	-
City Council						
	Council President	Part-Time	-	1	-	1
	Council Member	Part-Time	-	6	-	6
	Deputy City Clerk	Full-Time	1	-	1	-
	Legislative Aide	Full-Time	1	-	1	-
	City Clerk	Full-Time	1	-	1	-
			3	7	3	7
Solicitor						
	Solicitor	Full-Time	1	-	1	-
	Confidential Secretary	Full-Time	1	-	1	-
	Executive Secretary/ Admin Aide/Paralegal	Full-Time	1	-	1	-
	Legal Specialist	Full-Time	1	-	1	-
	Legal Specialist	Full-Time	2	-	2	-
			6	-	6	-

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			<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>	<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>
Director of Administrative Services						
	Confidential Secretary	Full-Time	1	-	1	-
	Director of Administrative Services	Full-Time	1	-	1	-
	Grant Writer	Full-Time	1	-	1	-
	Controller	Full-Time	1	-	1	-
			4	-	4	-
Purchasing						
	Purchasing Coordinator	Full-Time	1	-	1	-
	Purchasing Clerk	Part-Time	-	1	-	1
	Printing Clerk	Part-Time	-	1	-	1
			1	2	1	2
Accounting						
	Accounting Manager	Full-Time	1	-	1	-
	Accountant	Full-Time	1	-	1	-
	Revenue Accountant	Full-Time	1	-	1	-
	Project Accountant - WWT	Full-Time	1	-	1	-
	Accounting Clerk	Full-Time	1	-	1	-
			5	-	5	-
Information Technology						
	GIS Coordinator	Full-Time	1	-	1	-
	Network Administrator	Full-Time	1	-	1	-
	Network Engineer	Full-Time	1	-	1	-
	Lead Developer	Full-Time	1	-	1	-
	Web Developer	Full-Time	1	-	1	-
	System Support Analyst	Full-Time	2	-	2	-
	IT Manager	Full-Time	1	-	1	-
	IT Data Analyst	Full-Time	1	-	1	-
			9	-	9	-
Citizens Service Center						
	Citizens Service Center Manager	Full-Time	1	-	1	-
	Citizens Service Center Assistant Manager	Full-Time	1	-	1	-
	Municipal Professional	Full-Time	1	-	1	-
	Municipal Aide II	Full-Time	7	-	7	-
			10	-	10	-
Human Resources						
	Compensation Administrator	Full-Time	1	-	1	-
	Human Resources Assistant	Full-Time	2	-	2	-
	Pension Coordinator	Full-Time	1	-	1	-
	Pension Assistant	Part-Time	-	-	-	1
	HR Generalist	Full-Time	1	-	1	-
	Human Resources Manager	Full-Time	1	-	1	-
	Human Resources Benefits Coordinator	Full-Time	1	-	1	-
			7	-	7	1
Self - Insurance						
	Risk and Safety Coordinator	Full-Time	1	-	1	-
			1	-	1	-

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			<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>	<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>
Public Works	Confidential Secretary	Full-Time	1	-	1	-
	Public Works Director	Full-Time	1	-	1	-
	Operations Division Manager	Full-Time	1	-	1	-
	Public Property Manager	Full-Time	1	-	-	-
	Project & Programs Manager	Full-Time	-	-	1	-
	Secretary	Full-Time	1	-	1	-
	Engineering Aide III	Full-Time	2	-	2	-
	Engineering Aide IV	Full-Time	1	-	1	-
			8	-	8	-
Garage	Maintenance Mechanic	Full-Time	6	-	6	-
	Maintenance Worker I/Parts Person	Full-Time	1	-	1	-
	Secretary	Full-Time	1	-	1	-
	Small Engine Repairperson	Full-Time	1	-	1	-
	Foreman	Full-Time	1	-	1	-
			10	-	10	-
Highways	Equipment Operator II	Full-Time	13	-	13	-
	Maintenance Worker I/Sign maker	Full-Time	1	-	1	-
	Foreman	Full-Time	1	-	1	-
			15	-	15	-
Parks	Equipment Operator II	Full-Time	2	-	2	-
	Equipment Operator III	Full-Time	2	-	2	-
	Foreman	Full-Time	1	-	1	-
	Maintenance Worker III	Full-Time	1	-	1	-
	Laborer	Part-Time	-	6	-	6
			6	6	6	6
Shade Tree	Equipment Operator II/Arborist	Full-Time	1	-	1	-
	Maintenance Worker I	Full-Time	1	-	1	-
			2	-	2	-
Public Property	Foreman	Full-Time	1	-	2	-
	Tradesman	Full-Time	5	-	5	-
	Custodial Worker	Part-Time	-	7	-	7
			6	7	7	7

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			<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>	<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>
Police - Criminal Investigations						
	Captain	Full-Time	1	-	1	-
	Police Officer (CI/Vice Assignment)	Full-Time	20	-	20	-
	Lieutenant	Full-Time	1	-	1	-
	Police Officer (ID Assignment)	Full-Time	4	-	4	-
	Court Liaison Officer	Part-Time	-	1	-	1
	Clerk	Part-Time	-	1	-	1
	Sergeant	Full-Time	4	-	4	-
			30	2	30	2
Police - Special Services						
	Captain	Full-Time	1	-	1	-
	Lead Clerk/Trainer	Full-Time	1	-	1	-
	Telecommunicator Supervisor	Full-Time	1	-	1	-
	Telecommunicator I	Full-Time	4	-	4	-
	Telecommunicator II	Full-Time	11	-	11	-
	Telecommunicator	Part-Time	-	4	-	4
	Records Clerk	Full-Time	4	-	4	-
	Records Office Supervisor	Full-Time	1	-	1	-
	Lieutenant	Full-Time	2	-	2	-
	Secretary - Police Academy	Full-Time	1	-	1	-
	Sergeant - Video Surveillance	Full-Time	1	-	1	-
	Video System Supervisor	Full-Time	1	-	1	-
	Video Monitor	Part-Time	-	8	-	8
	Systems Administrator Supervisor	Full-Time	1	-	1	-
			29	12	29	12
Police - Patrol						
	Captain	Full-Time	1	-	1	-
	Lieutenant	Full-Time	4	-	4	-
	Police Officer	Full-Time	104	-	111	-
	Police Officer/FTO	Full-Time	2	-	2	-
	Sergeant	Full-Time	14	-	14	-
	Clerk	Part-Time	-	1	-	1
	School Crossing Guard	Part-Time	-	87	-	87
			125	88	132	88
Police - Administration						
	Chief of Police	Full-Time	1	-	1	-
	Deputy Chief of Police	Full-Time	1	-	-	-
	Confidential Secretary	Full-Time	1	-	1	-
	Lieutenant	Full-Time	1	-	1	-
	Administrative Assistant	Part-Time	-	1	-	1
			4	1	3	1

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			<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>	<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>
Fire Administration						
	Clerk Typist II	Full-Time	1	-	1	-
	Administrative Officer	Full-Time	1	-	1	-
	Fire Chief	Full-Time	1	-	1	-
	First Deputy Chief	Full-Time	4	-	4	-
			7	-	7	-
Fire Special Services (Preventive Education)						
	LT Fire Prevention Officer	Full-Time	3	-	3	-
	Fire Marshal	Full-Time	1	-	1	-
			4	-	4	-
Fire Training						
	Lt Fire Training Officer	Full-Time	1	-	1	-
			1	-	1	-
Fire Suppression						
	Second Deputy Chief	Full-Time	4	-	4	-
	Firefighter V	Full-Time	57	-	57	-
	Firefighter IV	Full-Time	9	-	9	-
	Firefighter III	Full-Time	16	-	16	-
	Firefighter II	Full-Time	2	-	2	-
	LT Fire Suppression Officer	Full-Time	4	-	4	-
			92	-	92	-
Fire EMS						
	Deputy Chief/EMS Mgr	Full-Time	1	-	1	-
	EMS Lieutenant	Full-Time	4	-	4	-
	Firefighter V - Medic	Full-Time	14	-	14	-
	Firefighter III - Medic	Full-Time	2	-	2	-
	Firefighter II - Medic	Full-Time	4	-	4	-
	Firefighter I - Medic-Trainee	Full-Time	8	-	8	-
			33	-	33	-
CD- Property Maintenance						
	Codes Manager	Full-Time	1	-	1	-
	Chief Clerk	Full-Time	1	-	1	-
	PMI Supervisor	Full-Time	2	-	2	-
	Development & Inspection Clerks	Full-Time	4	-	4	-
	Property Maint Specialist	Full-Time	1	-	1	-
	Property Maint Inspector	Full-Time	19	-	19	-
			28	-	28	-
CD - Zoning						
	Zoning Administrator	Full-Time	1	-	1	-
	Planner III	Full-Time	1	-	1	-
	Zoning Inspector	Full-Time	3	-	3	-
	Clerk	Part-Time		1		1
			5	1	5	1
CD - Trades						
	Secretary	Full-Time	1	-	1	-
	Chief Building Official	Full-Time	1	-	1	-
	Plumbing Inspector	Full-Time	1	-	1	-

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			<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>	<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>
	Building Inspector	Full-Time	1	-	1	-
	Electrical Inspector	Full-Time	1	-	1	-
	Mechanical Inspector	Full-Time	1	-	1	-
	Residential Inspector	Full-Time	1	-	1	-
	Clerk	Full-Time	1	-	1	-
			8	-	8	-
CD - Administration						
	Community Development Director	Full-Time	0.5	-	0.5	-
	CD Program Manager	Full-Time	0.5	-	0.5	-
	Housing Coordinator	Full-Time	-	-	0.5	-
	Confidential Secretary	Full-Time	-	-	0.5	-
	Economic Development Manager	Full-Time	1.0	-	-	-
	CD/Hist Preserv Specialist	Full-Time	1.0	-	1.0	-
			3.0	-	3.0	-
CD - HUD						
	Community Development Director	Full-Time	0.5	-	0.5	-
	CD Program Manager	Full-Time	0.5	-	0.5	-
	CD Specialist III	Full-Time	1.0	-	1.0	-
	Housing Coordinator	Full-Time	-	-	0.5	-
	Confidential Secretary	Full-Time	-	-	0.5	-
	Fiscal Officer	Full-Time	1.0	-	1.0	-
			3.0	-	4.0	-

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			<i>Number of Employees Full-Time</i>	<i>Part-Time</i>	<i>Number of Employees Full-Time</i>	<i>Part-Time</i>
Library Administration	Director of Libraries	Full-Time	1	-	1	-
	Assistant Director of Libraries	Full-Time	2	-	2	-
	Librarian I	Full-Time	1	-	1	-
	Librarian II	Full-Time	4	-	4	-
	Librarian III	Full-Time	2	-	2	-
			10	-	10	-

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Sewers						
	System Superintendent	Full-Time	1	-	1	-
	Utilities Systems Manager	Full-Time	1	-	1	-
	Utility Engineer	Full-Time	1	-	1	-
	Environmental Prog Coordinator	Full-Time	1	-	1	-
	Supervisor/Foreman	Full-Time	2	-	2	-
	Equip Op II	Full-Time	11	-	11	-
	Equip Op II Second Shift	Full-Time	1	-	1	-
	Clerk Typist I	Full-Time	1	-	1	-
	Project Coordinator	Part-Time	-	3	-	3
			19	3	19	3
WWTP						
	Maint Supv	Full-Time	1	-	1	-
	Belt Press Op I	Full-Time	1	-	1	-
	Belt Press Op II	Full-Time	1	-	1	-
	Cert Oper/Shift Sup	Full-Time	5	-	5	-
	Operations Supv	Full-Time	1	-	1	-
	Elec/Elect Field Eng	Full-Time	1	-	1	-
	Utility Engineer	Full-Time	1	-	1	-
	Equip Op II	Full-Time	1	-	1	-
	Lab Supv	Full-Time	1	-	1	-
	Lab Tech	Full-Time	5	-	5	-
	Lab Tech	Part-Time	-	2	-	2
	Maint Worker II (Elec/Mech)	Full-Time	3	-	3	-
	Service Utility Crew Leader	Full-Time	1	-	1	-
	Maint Worker III Elec/Mech	Full-Time	2	-	2	-
	Industrial Maint Mech	Full-Time	2	-	2	-
	Pump Tender	Full-Time	4	-	4	-
	Secretary	Full-Time	1	-	1	-
	Serv Utility Person	Full-Time	6	-	6	-
	Sewer Plant Operator II	Full-Time	4	-	4	-
	Acting Wastewater Treatment Manager	Full-Time	1	-	1	-
	Tradesman (Elec)	Full-Time	2	-	2	-
	Project Accountant - WWT	Full-Time	-	-	-	-
	Legal Specialist	Full-Time	-	-	-	-
	Legal Specialist	Part-Time	-	1	-	1
			44	3	44	3

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			<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>	<i>Number of Employees</i> <i>Full-Time</i>	<i>Part-Time</i>
Recycling						
	Foreman	Full-Time	1	-	1	-
	Municipal Aide II	Full-Time	1	-	1	-
	Equipment Operator II	Full-Time	6	-	6	-
	Maintenance Worker II	Full-Time	5	-	5	-
	Education Coordinator/Graffiti/Staff Shortage	Part-Time	-	3	-	3
			13	3	13	3
Trash						
	Division Manager	Full-Time	1	-	1	-
	Clean City Coordinator	Full-Time	1	-	1	-
	Equipment Operator II	Full-Time	2	-	2	-
			4	-	4	-
<i>Number of Full-Time and Part-Time Employees</i>			565	136	574	138