

POSITION CLASSIFICATION PLAN
Budget Ordinance 26-06-17-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum*	Salary Maximum	Exempt Status
ADMINISTRATION						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager	10070	3	42	170,223	253,438	A
Information Technology Manager	20354	1	27	81,880	121,908	A
Town Clerk	10080	1	24	70,731	105,309	A
Deputy Town Clerk	10085	1	21	61,100	90,970	
		<u>7</u>				
COMMUNITY RELATIONS						
Community Relations Director	-	1	38	140,043	208,504	E
Communications & Marketing Manager	-	1	27	81,880	121,908	A
Business Support Specialist	20070	1	20	58,191	86,638	
Community Engagement Specialist	-	1	19	55,420	82,512	
		<u>4</u>				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	38	140,043	208,504	E
Assistant Development Services Director	-	1	32	104,502	155,589	E
Senior Planner	20475	3	26	77,981	116,103	
Planner	20470	3	22	64,155	95,518	
Planning Technician	20465	2	21	61,100	90,970	
		<u>10</u>				
FINANCE						
Finance Director	10120	1	38	140,043	208,504	E
Assistant Finance Director	-	1	32	104,502	155,589	E
Accounting Manager	20050	1	30	94,786	141,124	A
Payroll Administrator	20010	1	24	70,731	105,309	
Accounting Specialist	-	1	20	58,191	86,638	
Accounting Technician	20040	2	18	52,781	78,583	
		<u>7</u>				

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FIRE						
Fire Chief	10130	1	39	147,045	218,930	E
Assistant Fire Chief	30030	2	33	109,727	163,369	E
Battalion Chief	30085	3	31	99,526	148,180	
Fire Captain	30080	16	26	77,981	116,103	
Fire Lieutenant	30120	18	24	70,731	105,309	
Firefighter	30100	30	22	64,155	95,518	
Administrative Assistant	20600	1	17	50,267	74,841	
		<u>71</u>				
HUMAN RESOURCES						
Human Resources Director	10150	1	38	140,043	208,504	E
Assistant Human Resources Director	-	1	32	104,502	155,589	E
Human Resources Technician	20080	4	21	61,100	90,970	
Administrative Assistant	20600	1	17	50,267	74,841	
		<u>7</u>				
PARKS, RECREATION & CULTURAL PROGRAMS						
Parks & Recreation Director	10220	1	38	140,043	208,504	E
Assistant Parks & Recreation Director	-	1	32	104,502	155,589	E
Athletic Superintendent	-	1	27	81,880	121,908	E
Recreation Supervisor	20520	1	25	74,268	110,574	
Athletic Supervisor	20510	2	25	74,268	110,574	
Recreation Activities Coordinator	20500	1	21	61,100	90,970	
		<u>7</u>				
POLICE						
Police Chief	10170	1	39	147,045	218,930	E
Deputy Police Chief	30250	1	35	120,974	180,114	E
Police Captain	30160	3	33	109,727	163,369	E
Police Lieutenant	30275	4	31	99,526	148,180	

Effective 07/01/2026, Amended 08/19/2026

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POLICE CONTINUED						
Police Sergeant	30270	8	29	90,273	134,404	
Police Corporal	-	4	27	81,880	121,908	
Detective	30210	5	25	74,268	110,574	
Police Officer	30260	29	23	67,363	100,294	
Accreditation Manager	-	1	22	64,155	95,518	A
Evidence Custodian	-	1	20	58,191	86,638	
Administrative Assistant - Police	20610	1	17	50,267	74,841	
		58				
PUBLIC WORKS						
Public Works Director	10210	1	38	140,043	208,504	E
Assistant Public Works Director	-	1	32	104,502	155,589	E
Stormwater Program Manager	20744	1	28	85,974	128,004	P
Grounds Maintenance Supervisor	20450	1	27	81,880	121,908	E
Operations Supervisor	20670	1	27	81,880	121,908	E
Stormwater Technician	20747	1	25	74,268	110,574	
Stormwater Inspector	-	1	23	67,363	100,294	
Infrastructure Inspector	-	1	23	67,363	100,294	
Team Leader	-	2	21	61,100	90,970	
Customer Service Clerk – Public Works	20305	1	17	50,267	74,841	
Maintenance Worker	20430	13	15	45,594	67,883	
		24				
TOTAL NUMBER OF POSITIONS		195				

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NOTES:

- Starting salary up to Step 20 with the Town Manager's approval. Starting salaries over Step 20 require Town Council approval.
- 3% COLA factor included. Performance increases are given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. Merit funding is included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.
- Positions may be hired at a probationary rate set 5% below the base step at the recommendation of the Human Resources Director and discretion of Town Manager.
- Police Officer position Career Ladder Minimum Steps:
 - Senior Officer Step 5
 - Master Officer Step 10
- Revisions for FY27 include:
 - Addition of 10 new positions
 - Information Technology Manager (1)
 - Accounting Specialist (1)
 - Fire Lieutenant (3)
 - Firefighter (3)
 - Administrative Assistant (Human Resources) (1)
 - Maintenance Worker (1)
 - Reclassifications
 - Administrative Assistant (Administration) reclassified to Deputy Town Clerk
 - Administrative Assistant (Community Relations) reclassified to Community Engagement Specialist
 - Business Analyst reclassified to Accounting Manager
 - Records Clerk reclassified to Police Officer
- Amendment 1 includes:
 - Retitle of Accountant position to Payroll Administrator