

Position Title	Current Unit C Table	Fall River	Worcester	Dartmouth	Springfield	Taunton	Barnstable
	Summary	Summary	Summary	Summary	Summary	Summary	Summary
Animal Control Officer	<p>This position apprehends loose and unlicensed dogs, investigates all animal-related calls and complaints, and takes appropriate action within established policies and procedures. Performs other duties related to animal welfare and control. Responds to all calls concerning unleashed and unlicensed animals, dead animals, nuisance complaints and violations of City and State laws, and takes appropriate action.</p>	<p>The Animal Control Unit is responsible for ensuring the safe return, care, and handling of all residential animals, enforcing all local dog laws, and ensuring the protection of residents against health and safety risks of domestic and possibly wild animals. This is accomplished through the knowledge and enforcement of all applicable state and local laws. This unit also provides administrative and information support to City residents. An Animal Control Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. The Animal Control Unit will be staffed by an Animal Control Officer and Trained ACO Assistant(s).</p>		N/A	N/A	<p>Responsible for the general overall day to day operation of the Animal Control Department, which includes the "Animal Care Facility," and associated activities. Must be able and willing to perform, manage, teach and supervise all jobs, personnel and activities associated with accomplishing all aspects of the Animal Control Department's operations required in accordance with the standards and procedures established by the City of Taunton and M.G.L. Ch. 129 & Ch. 140 as amended. Must put a high priority on the welfare of all animals and high standards of sanitation including but not limited to the cleaning, feeding, watering and exercising of animals, expediting medical services for the sick and injured, expedite proper and humane euthanasia when necessary and to supply the pet adoption with as many qualified animals as possible.</p>	N/A
Assistant Airport Manager	<p>Performs highly responsible functions of a professional, administrative, and technical nature. Plans, organizes, and directs the day-to-day operations and maintenance of the New Bedford Regional Airport; and performs related duties as assigned and required.</p>	N/A		N/A	N/A	N/A	<p>Performs highly responsible functions of a professional, administrative and technical nature. Work involves planning, organizing and directing the operations of the Gateway Airport; all other related work as required.</p>
Assistant City Assessor	<p>Manages, coordinates and supervises all non-elected employees in the Assessors Department; performs full range of assessment duties in accordance with Massachusetts state law.</p>	<p>Under the general direction of the Director of Financial Services and the policy direction of the Board of Assessors, the Administrative Assistant to the Board of Assessors is responsible for administrative, technical, and supervisory work related to the valuation and re-evaluation of all residential, industrial, and commercial real estate, and personal property within the City in accordance with the General Laws of Massachusetts and Department of Revenue (DOR) regulations; for providing related financial information, analysis to, and consultation with, the Director of Financial Services, and the City</p>		N/A	N/A	N/A	N/A
Assistant City Auditor	<p>Under general supervision of the City Auditor, assists in planning, directing and coordinating financial and accounting functions for the City; maintaining all City accounting records and preparing financial statements and reports required by the Government Accounting Standard Board (GASB) and the Massachusetts Department of Revenue (DOR).</p>	<p>Under the authority of the City Auditor, to perform a variety of responsible administrative and auditing functions in the general application of accounting principles in maintaining financial accounts and records; to perform related duties as required.</p>		N/A	N/A	N/A	N/A
Assistant City Clerk	<p>Responsible for the day to day operations of the City Clerk Office, including performing a variety of routine and complex professional, administrative, and technical functions in the administration of the City government. Provides customer service to the public and administers various licenses, permits, records, vital statistics, etc.</p>	<p>Under the executive direction of the City Clerk, to supervise the work of a group of employees engaged in the functions of the City Clerk's Office. The powers, duties and responsibility of this office are set forth in the General Laws of the Commonwealth of Massachusetts, the City Charter and the City Ordinances of Fall River, does related work as required.</p>		<p>Administrative and responsible clerical work in connection with the keeping of official municipal records, the issuing of various licenses and official documents, and in providing informaiton to the public and other departments; all other related work as required</p>	<p>Responsible for the performance of all duties of the City Clerk in his/her absence. Work involves responsibility for training and supervising all clerical employees in the office of the City Clerk and assisting the City Clerk in his/her duties as Clerk of the City Council. Work is performed with considerable independence under the direction of the City Clerk with reviews through observation, reports and conferences. Supervision is exercised over other employees.</p>	N/A	N/A
Assistant City Collector	<p>Performs a variety of routine and complex clerical, accounting, financial and administrative work in administering the collection function of the City of New Bedford.</p>	<p>Under the executive direction of the Treasurer/Collector to supervise the operational work of the Collector's Office and assists the Collector in a variety of fiscal/monetary activities; does related work as required.</p>		N/A	<p>Responsible for the administrative and supervisory work for activities in the office of City Collector. Responsible for performing, in his/her absence or as delegated, any or all of the duties of the City Collector with special emphasis on the supervision of personnel engaged in receiving, recording, and accounting for payments of municipal taxes, water service charges, and other claims due to the City. Work is performed with considerable independence under the general direction of the City Collector who reviews work through conferences and observation. Supervision is exercised over clerical and technical staff.</p>	N/A	N/A
Assistnant City Council Clerk	<p>Maintains records and paperwork required to properly carry out responsibilities of the City Council. Maintains accurate records of all matters that come before the City Council and ensures that all General Laws and City Ordinances are followed.</p>	N/A		N/A	N/A	N/A	N/A
Assistant City Engineer	<p>Interprets complex engineering data by applying knowledge of engineering principles in order to meet project objectives. Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings, recreational facilities; examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations; inspects construction and/or maintenance work completed or in progress; supervises work of contractors; keeps abreast of changes and developments in the civil engineering discipline by attending conferences, meetings and seminars; may exercise supervision of lower level technical and/or professional employees; and performs related work as required.</p>	N/A		N/A	N/A	N/A	N/A

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Assistant to the Chief Financial Officer	Executive Finance Operations Specialist: Oversee all financial aspects of the office including record keeping, invoice processing, the loan portfolio, drawdowns from the US Treasury, payroll etc. This position must also develop fiscal policies and procedures to ensure compliance with federal regulations through federal reporting, monitoring sub-recipients and working with outside auditors. In addition, this job entails assisting with annual budgeting process.	N/A		N/A	N/A	N/A	N/A
Assistant City Planner	Supports the City Planner in performing routine and complex technical and professional work in the development and implementation of short term and/or long-range planning initiatives of the City related to the development and implementation of land use and related municipal plans and policies.	Under the direction of the City Planner, the Assistant Planner shall perform professional level planning work in the areas of master planning, zoning, subdivision administration, environmental planning, site plan review, and other related technical assistance projects for the City.		N/A	N/A	N/A	N/A
Assistant City Solicitor	Assists the City Solicitor in providing sound legal advice to City officials; renders legal opinions; negotiates, drafts, and reviews legal documents; performs legal research for all City Departments, boards, and offices; represents the City in court and administrative proceedings; performs legal work as assigned.	N/A		Accountable for the supervision of a multi-function office of the Town Collector. Administrative work, including accounting, auditing, security, reconciliation, training and administrative workflow within the department, and all other related work as required.	N/A	N/A	N/A
Assistant City Treasurer	Performs a variety of routine and complex clerical, accounting, financial and administrative work in administering the treasury function of the City of New Bedford; processes vendor payments, oversees City payroll, and resolves difficult taxpayer issues.	Under the executive direction of the Treasurer/Collector to supervise the operational work of the Treasurer Office and assist the Treasurer/Collector in a variety of fiscal/monetary activities; does related work as required.		Administrative, technical, and skilled clerical work in assisting Treasurer orderly operation of the Treasurer's Office, including the management of all Town accounts and funds; all other related work as required.	Responsible for professional and administrative work in supervising accounting, clerical and disbursement activities of the office of the City Treasurer. Work involves responsibility for performing in his/her absence or as delegated any or all of the duties of the City Treasurer, the preparation of a cash flow budget and forecast system relative to the timing of payments and receipts. Work is performed with considerable independence in accordance with accepted practices and procedures in the field of accounting, under the direction of the City Treasurer with review through reports and conferences. Supervision is exercised over clerical and technical staff.	Assistant department head for the combined offices of the Treasurer and Collector. Assists the Treasurer/Collector in overseeing the entire coordinated financial process that this office undertakes including billing and collections, disbursement of funds, reconciliation of monthly bank statements, and management of short-term cash.	N/A
Assistant Director of Cable Access	Supervises programming, instruction and technical responsibilities of the Channel 95 Public Access Station.	N/A		N/A	N/A	N/A	N/A
Assistant Director of Council on Aging	Assists Director by coordinating and overseeing activities of Council on Aging programs and services. Directs activities at the Senior Center by developing, planning, scheduling and evaluating programs to meet the varied needs of elders; plans and oversees space management and scheduling of the activity room during Senior Center hours; assists with physical oversight of Center; recruits, trains, schedules and supervises volunteers for programs and services with the elderly; plans, coordinates and oversees volunteer recognition; and maintains appropriate records.	Under the executive direction of the Director of Health & Human Services, as delegated by the Mayor, as delegated to the City Administrator to the Director of Health and Human Services, to administratively identify the special needs of senior citizens, expedite their entitlements and to coordinate senior citizen programs; to perform related duties as required.		The Assistant Director will assist the Director with the wide range of administrative responsibilities involved in accomplishing the Council on Aging's mission, as supervised and designated by the Director. In the Director's absence, unavailability or as delegated, perform key managerial duties as needed. Oversees the daily operations of the Social Day Program.	N/A	N/A	N/A
Assistant Director of EMS	Manages the day-to-day operations of the Emergency Medical Services Department; manages inventory; acts as Keeper of the Records; assumes the duties of the Director of EMS in his/her absence; assists in budget preparation, employee hiring, and employee retention.	N/A		N/A	N/A	N/A	N/A
Assistant Director of Human Resources	Under direction of Director of Human Resources, acts in a supervisory nature administering personnel programs, education, policies, and procedures; oversees staff performing personnel processing, payroll deduction activities, benefit administration, application intake and recruitment, civil service; submits annual budget to the Director of Human Resources and maintains Department accounts and reconciliations, and performs other related duties as required.	N/A		N/A	Responsible for assisting in the administration, direction and coordination of activities of the municipal Human Resources and Labor Relations Department. Work is performed under general direction in accordance with accepted public personnel practices and with standards and policies established by the Mayor and Personnel Review Committee with review through reports and conferences. Will supervise assigned Human Resources staff	The purpose of this position is to perform administrative functions to assist the Human Resources Director in discharging the duties of the Human Resources Department. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.	Administrative, analytical assessment and development work in assisting the Director of Human Resources in personnel administration for municipal and school operations with emphasis on employee and labor relations, wage and salary administration, job evaluation, classification, recruitment, training and personnel policy analysis; all other related work as required.
Assistant Director of Information Technology	Assists the Director in the development, implementation, and administration of all City computer operations and informational flow tools to increase management awareness, improve communication between departments, heighten productivity, reduce costs, and establish a secure environment to maintain data integrity.	N/A		N/A	N/A	N/A	N/A

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Assistant Director of Inspectional Services	Performs a variety of routine and complex administrative, supervisory and technical work in administering and enforcing building and related codes and ordinances.	N/A		N/A	N/A	N/A	N/A
Assistant Director of Public Health	Assists the Director of Health in the planning, coordinating and administration of a broad range of public health services, including community health, environmental health, inspection of food service establishments and emergency preparedness; oversees the Department's nursing and programming activities; upon approval of the Commissioners of Health, serves as the Acting Director of Health in the absence of the Director and shall be responsible for on-going supervision of all employees.	N/A		N/A	N/A	N/A	N/A
Assitant Director of Public Health - Nursing	Provides a variety of public health services to protect health of citizens; administers vaccinations, reports infectious and communicable diseases, provides education and outreach.	N/A		N/A	N/A	N/A	N/A
Assistant Director of Purchasing	This position assists with planning, organizing, and supervision of purchasing functions for American Rescue Plan Act (ARPA) funds as well as for School and City Departments; assists in oversight of major purchases and helps negotiates contracts with vendors; responds to inquiries regarding processes or bid status, and assists in negotiating terms and conditions with vendors and service providers. Assists in the purchase of all supplies, services, materials and equipment for all City departments pursuant to the provisions of Massachusetts General Laws Chapters 30B, 149, 39 § 39M, and 7C and Code of Federal Regulations 2 CFR 200.	The Purchasing Agent reports to the City Administrator and the Mayor performing a variety of administrative, supervisory and operational functions in connection with City's procurement programs in addition related work as assigned.		N/A	Responsible for management and oversight of the City's financial analysis for all City departments, agencies, boards, and commissions providing technical and administrative support to the CAFO. Prepares the annual operating budget with the Chief Administrative and Financial Officer, and Mayor for submission to the City Council; prepares the multi-year financial plans for the City; prepares CIP for the City; prepares quarterly financial and performance reports for the City and recommends budget funding levels. Work is performed under the general supervision of the CAFO. Supervision is exercised over other subordinate employees.	N/A	N/A
Assistant Director of Zoological Services	Supervises the care and management of staff, collection, and zoo facilities; oversees animal care and exhibits; acts as a liaison between zoo and outside organization; supervises and performs work of a professional nature involving the development, implementation, and supervision of the zoo's Collection Management Policy and resulting Collection Plans; oversees the technical aspects of animal care and manages Animal Records; ensure the maintenance and quality of animal records for use in the management and development of husbandry and breeding programs; serves as a liaison and information source to other Departments and organizations; collaborates with the Curator and works under the supervision of the Director to direct activities of the zoo.	N/A		N/A	N/A	N/A	N/A
Assistant Procurement Officer/Buyer	See new title: Assistant Director of Purchasing	N/A		N/A	N/A	N/A	N/A
City Auditor	Plans, directs, and coordinates accounting functions for the City; serves as primary point of contact to data requests and inquiries from outside auditors; provides support to the Chief Financial Officer (CFO) in the development and implementation of the annual budget; and performs or supervises transaction audits of business processes, policies, and internal control system compliance.	The powers and duties of the City Auditor are such as defined in the General Laws of the Commonwealth of Massachusetts. Further, the City Auditor shall have all the rights which are necessary as delegated by the Mayor to the City Administrator to him/her for the proper functioning and general effectiveness of the carrying out of the duties of the Auditor's Office. The City Auditor shall be considered a department head within the provisions of General Laws of the Commonwealth of Massachusetts, Chapter 41, and Sections 48-54A.		N/A	Director of Internal Audit: Responsible for directing all activities of the central program of municipal auditing. Work involves primary responsibility for formulating policies and programs for, and for planning, coordinating, and directing the application of audit procedures established by law to ascertain the accuracy and efficiency of municipal budgets. Work is performed independently in accordance with laws and ordinances. Supervision is exercised over the department.	N/A	N/A
City Clerk	Oversees offices and staff of the City Clerk, City Council, and the Clerk of Committees; keeper of all City and vital records; liaison between City Council and City Departments; attends and records regular and special meetings of the City Council as its Clerk, and establish and manage budgets for all three offices.	The powers and duties of the City Clerk shall be such as are designated and set forth in the General Laws of the Commonwealth of Massachusetts, the City Charter of the City of Fall River and city ordinances. The City Clerk is the Clerk of the Municipal Corporation and is ex-officio Clerk of the City Council. The City Clerk shall be considered a department head within the provisions of General Laws of the Commonwealth of Massachusetts, Chapter 41, Sections 48-54A.		N/A	Responsible for all operations of the office including the recording of vital statistics, legal records and official City Council records, as well as the issuance of various licenses and official documents. Work is performed in accordance with statutes and ordinances but involves individual responsibility for their interpretation and application and for the establishment and alteration of clerical procedures to meet legal requirements. Supervision is exercised over all employees of the office.	N/A	N/A
City Engineer	Collaborates with Department of Public Infrastructure staff to review projects, assists with: field supervision and makes recommendations on engineer design solutions; performs complex analytical work in providing office and engineering support, and field engineering support for environmental, water, sewer, street and other City projects and programs, ensuring technical competence and compliance with all codes and criteria.	Under the general direction of the City Administrator and the Mayor as delegated to the Director of Community Maintenance to supervise the work of a group of engineering division employees engaged in the field or office in connection with the construction, investigation, development and design of civil engineering projects.		N/A	N/A	N/A	N/A

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City Solicitor	Manages the City Solicitor’s Office and provides legal advice to the Mayor and the City Departments; attends and participates in meetings on a daily and nightly basis.	N/A		N/A	Responsible for the application of professional skills and knowledge in directing, administering, coordinating and participating in the comprehensive program of legal services provided by the Law Department. Work is performed with professional independence in accordance with accepted legal standards adapted to municipal requirements with direction and review at the policy level by the Mayor through reports and conferences. Supervision is exercised over all office personnel.	N/A	N/A
Deputy City Treasurer	Provides direct supervision and training to the Office Staff; tracks City debt and assists the Treasurer Collector in advancing efficiencies of bank and ledger reconciliations; provides the Department with constant enhancement of processes and procedures.	N/A		N/A	N/A	N/A	Professional administrative, supervisory and technical work in assisting in the preparation of annual operating and capital budgets for the Town including the School Department. Responsible for the daily, weekly, monthly and annual financial reporting and financial analysis as it relates to the school department. Responsible for ensuring all financial transactions of the School Department are in accordance with all applicable Federal, State and Local Laws, bylaws, and regulations; that financial resources for the School Department are adequately safeguarded; and that school resources are utilized as effectively as possible. Responsible for the financial planning and coordination of all school department related financial activities within the Town and for making recommendations to the Director of Finance concerning financial policies and practices; all other related work as required.
Deputy Commissioner of Public Infrastructure	Assists in the oversight of all existing City infrastructure; coordinates staff and construction projects, reviews vendor contracts; responsible in assisting the Commissioner in the operations of the City's streets, pavement maintenance program, City-wide vehicle maintenance, snow removal operations, street construction projects, miscellaneous construction projects, and the construction of parks and open spaces.	N/A		N/A	N/A	N/A	Works under the administrative direction of the Director of Inspectional Services (hereafter Director) and is responsible for the enforcement of the state building code, the state zoning act, public health laws, and such other related areas authorized from them. May assume the reponsibilities of the the Director of Inspectional Services/Building Commissioner in their absence.
Deputy Director of Community Development	To administer the City's housing rehabilitation and first time home buyer programs, in accordance with the HUD Federal Program guidelines and supervise staff in the adminstration of the Housing Programs. Also, to maintain and expand relationships with entities and organizations, such as: realtors, lenders, developers and non-profit agencies partnered with to effectively market the department’s programs and collaborate with for the benefit of low and moderate income residents of the City.	N/A		N/A	N/A	N/A	N/A
Director of Cable Access	View Public Access Director	N/A		View Public Access Director	N/A	N/A	N/A
Director of Community Development	The Director of Housing and Community Development (DHCD) is responsible for a comprehensive range of activities and duties committed to enhancing community, housing, and economic development throughout the City of New Bedford. The primary functions include oversight of the distribution of the City’s federal entitlement funds from the U.S. Department of Housing and Urban Development. The Department is responsible for ensuring the funds are expended in accordance with statutory and regulatory requirements, primarily for projects and programs that assist low and moderate income individuals through four core programs—the Community Development Block Grant, HOME Investment Partnership, Emergency Solutions Grant Programs and the Continuum of Care Homeless Program. Among the initiatives OHCD funds and oversees are affordable housing development and rehabilitation, neighborhood revitalization and improvements in eligible areas, assistance to community-based organizations that provide services to low and moderate income residents, and assistance to the unhoused and those at risk of becoming unhoused.	The Director of Community Maintenance shall direct, supervise and coordinate all assigned Division activities. Position is appointed by the Mayor. Responsibility may include direct supervision of Street Maintenance; oversight of Engineering, Traffic, Trees, Parks and Cemeterly.		N/A	Shall be the Chief Development Officer of the City. Responsible for supervision, management and administration of all city departments placed under his/her jurisdiction, including, but no limited to, community development, planning, neighborhood, economic development, housing, and code enforcement. Responsible for the staffing, coordination and management of this consolidated community development department and the staffing of the redevelopment authority and the industrial development financing authority. Will exercise administrative supervision of the planning board, zoning boards of appeals, conservation commission, and historical commission.	N/A	N/A
Director of Council on Aging	Oversee the planning and organizing of community programs for elders; including cultural arts, physical activities and special interest classes and programs.	In his/her capacity as the Director of the Council on Aging is administratively responsible for overseeing and reviewing the work of the Associate Director of the Council on Aging, including review of operations and functions of the senior centers, medical ride program and grants awarded to the Council on Aging. In the Associate Director’s absence, is responsible for the day-to-day operations of the Council on Aging and its programs. *This position is merged with the Director of Public Health & Human Services for Fall River*		The Director of Council on Aging is responsible for the management and supervision of the Council on Aging Department. Work includes providing administrative support, managing the use of building and vehicles, supervising staff, administering grants, advocating for clients, assessing client needs and interests, and developing and implementing programs and activities.	Directs all activities of the Office of Elder Affairs. Plans, coordinates, supervises, administers and promotes all phases of the municipal Elder Affairs office, including related informational, promotional, and training activities. Work is performed with considerable latitude for the exercise of independent initiative and judgment in accordance with accepted professional practices and policies. Supervision is exercised, directly or through subordinates over all office employees.	N/A	N/A

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Director of Emergency Management - Fire	Oversees the Emergency Management Division of the Fire Department. Provides planning, organizing, and directing emergency management programs for the City; provides a variety of technical, administrative and supervisory work, directing and implementing emergency preparedness; prevents or minimizes the loss of life and property during various natural and man-made disasters; coordinates activities of the Emergency Management Division with other local, State, Federal, non-profit and private sector agencies and organizations.	N/A		N/A	The Fire Commissioner shall have the authority to appoint, establish and organize the fire department of the city. The fire commissioner shall have control of the government, administration, disposition and discipline of the fire department, and of the staff of the department and shall make all rules and regulations as are proper for the efficiency of the department and its staff. Except as otherwise provided herein, all the powers and duties of the board of fire chiefs and the board of fire commissioners of the city of Springfield now or previously conferred or imposed by law or otherwise reflected in city ordinances are hereafter conferred and imposed upon said fire commissioner, including but not limited to those otherwise vested in the mayor and city council by Chapter 244 of the acts of 1909. (Prior code § 8-4) (Enacted by the Finance Control Board on 01/06/2006).	N/A	N/A
Director of Emergency Management - Police	Oversees the Emergency Management Division of the Police Department and is responsible for planning, organizing, and directing the emergency management programs for the City; provides a variety of technical, administrative and supervisory work in directing and implementing emergency preparedness; works to prevent or minimize the loss of life and property from various natural and man-made disasters; coordinates activities of the Emergency Management Division with other local, State, Federal, non-profit and private sector agencies and organizations.	Subject to pertinent laws and these Regulations, the Chief of Police shall have authority over all units of the Fall River Police Department and over all its members and employees. He/she has authority to make all needed rules and regulations for the efficiency, management, and direction of the Department, except as otherwise provided by law. Said rules and regulations shall provide for appointment removal, organization, duties, discipline, and control of the members of the Department. The Chief may also promulgate to the Department such orders or instructions, written or oral, which are not inconsistent with the law or these regulations. He/she shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers under their supervision.		Position is responsible or highly complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Police Department to ensure for the protection for life and property, prevention and suppression of crimes, and the enforcement of law and order. Work includes the development and administration of budgets, policies and procedures, ensuring for the safety of employees and the public, responding to personnel management issues, and ensuring compliance with all applicable laws and regulations pertaining to department and division operations.	Responsible as executive officer of the Board of Police Commissioners for administering, directing, and coordinating all activities and operations of the municipal police department. Work is performed with wide latitude for independent action subject to departmental rules and regulations and general direction and review at the policy level by the board, and requires the frequent exercise of initiative and judgment in directing operations and making command decisions affecting life and property. Supervision is exercised, directly and through subordinates, over all departmental personnel.	N/A	N/A
Director of EMS	Oversees the Emergency Medical Services Department; ensures ambulances area available and stocked; manages staff; monitors budgetary issues; performs all technical, administrative, and supervisory work in the planning, organizing, directing, and implementing of emergency medical services provided within the City of New Bedford.	N/A		N/A	N/A	N/A	N/A
Director of Facilities & Fleet Management	Directs and administers all activities of the Facilities and Fleet Management Department; oversees maintenance and capital needs of City buildings and fleet; delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome; manage the budget using responsible and sound fiscal practices; make decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.	N/A		N/A	N/A	N/A	N/A
Director of Grants & Finance	Coordinates grant applications and grantee compliance procedures; performs a variety of supervisory, professional, administrative and technical accounting and financial functions to maintain the fiscal records of the Police Department.	The powers and duties of the Director of Financial Services are such as defined in the General Laws of the Commonwealth of Massachusetts. Further, the Director of Financial Services shall have all the rights which are necessary as stipulated in the General Laws to him/her for the proper functioning and general effectiveness of the carrying out of the duties of the office. The Director of Financial Services shall be considered a department head within the provisions of General Laws of the Commonwealth Massachusetts Chapter 41.		N/A	Responsible for the overall financial management of the City. This includes developing the operating budget, capital budget, issuance of debt/bonds, and overseeing grants management. Work is also conducted in the areas of expenditure and revenue reports, payroll projections and face to face meetings with Department Heads, City Council, and press. In addition, this position is currently serving as the CFO of the School Department. Work is performed under the general supervision of the CAFO. Supervision is exercised over other subordinate employees.	N/A	N/A
Director of Human Resources	Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management; responsible for payroll deduction activities, benefit administration, civil service, and other duties as required; submits an annual budget and maintains Department accounts and reconciliations.	The powers and duties of the Director of Human Resources shall be such as are designated from time to time by the Mayor with the approval of the City Council. In general, the Director of Personnel Administration is responsible for the professional administration of the City's personnel and labor relations programs. These duties are performed according to the terms of an employment agreement drawn between the Director of Human Resources and the City of Fall River.		The Personnel Administrator is responsible for performing professional and administrative work in administering the Town's personnel policies and programs; recruiting employees; administering the Town's benefits programs; participating in the collective bargaining process, managing the professional development of Town employees, ensuring compliance with state, federal, and local personnel laws and regulations; and counseling town staff on a variety of human resource matters; all other related work as required.	Responsible for administering, directing, and coordinating all phases of the human resources and labor relations functions for the City. Responsible for recruitment, hiring, retention, training, worker's compensation, insurance benefits and all collective bargaining. Work is performed under the supervision of the Mayor and the CAFO. Supervision is exercised over professional, technical, and clerical subordinates.	The purpose of this position is to perform administrative and supervisory work related to the effective operation of the City's Human Resources Department. Responsible for duties of a complex nature requiring comprehensive knowledge of public personnel practices and regulations in conformance with the state, federal and local laws, relevant collective bargaining agreements and policies and procedures.	N/A

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Director of Information Technology	Oversees all policies and goals of the Management Information Systems Department; performs systems planning, website administration, and business process improvement efforts; develops, implements, and oversees the City computer operations and informational flow tools used to increase management awareness, improve communication between departments, heighten productivity, reduce costs and establish a secure environment to maintain data integrity.	Under the executive direction of the City Administrator and Mayor, coordinates the work of municipal employees and contract service employees. Engaged in the development, operation, and maintenance of all information and communications systems pertaining to the City of Fall River and related work as required.		Position is responsible for the development, implementation, and maintenance of the Town's Information Systems. Work includes installing equipment and programs, providing system monitoring and backup, problem solving, and technical support to insure the most efficient, effective, and secure use of information systems.	Responsible for providing forward thinking progressive direction to all aspects of information technology. Directs the data center, technical service centers, production support/helpdesks, communications networks, systems analysis and development, and computer systems operations. Work is performed under the indirect supervision of the CAFO. Supervision is exercised over all IT staff.	The Director of Technology performs professional, technical, planning, and administrative work directing the operation and maintenance of the city's information systems; all other work, as required.	N/A
Director of Inspectional Services	Oversees the staff and activities of the Inspectional Services Department; reviews plans and permits and makes recommendations; performs a variety of routine and complex administrative, supervisory, and technical work in administering and enforcing building and related codes.	N/A		The Director of Inspectional Services/Zoning Enforcement Officer is responsible for inspecting building construction to ensure compliance with state Building Codes and town zoning by-laws. Work includes supervising employees and overseeing the daily operations of the Building Department.	N/A	N/A	N/A
Director of Leash Law	Responsible for enforcement of State and local laws and ordinances relating to the Leash Law Division of the Police Department.	N/A		N/A	N/A	N/A	N/A
Director of Licensing	Oversees all aspects of the Licensing Board Office which process liquor, restaurant, auto, and other City licenses; maintains all records and processes license applications; educates license holders of their rights and responsibilities associated with the privilege of holding a license issued by the City of New Bedford, and, when needed, to notify and remind the licensees of their responsibilities; ensures that all licensees are in compliance with Massachusetts General Laws, City Ordinances, ABCC Rules and Regulations, and City of New Bedford Licensing Board Rules & Regulations.	N/A		N/A	N/A	N/A	N/A
Director of Parking	Executive Secretary/Parking Clerk: Provides the necessary traffic supervision of parking ticketing process, traffic office functions, parking garage operations, traffic commission agendas, parking system management and all other traffic related functions.	Under the executive direction of the Director of Community Maintenance as delegated by the Mayor to the City Administrator, and under prevailing statutory authority, directs the operations and administrative functions pertaining to the enforcement of traffic regulations for the City; does related work as required.		N/A	N/A	N/A	N/A
Director of Parks & Recreation	Plans, develops, and directs year round recreational, educational, and cultural activities for the City designed to enhance and improve the quality of life for all City residents; manage and supervise permanent and season employees, operations, workloads, assignments, and progress; supervises and oversees maintenance, construction, and repair of City parks.	The powers and duties of Commissioner of Recreational Facilities Administrator of Recreational Facilities, shall be such as are designed and assigned from time to time by the City Administrator and/or the Mayor. Those pertaining to the Parks Divisions shall be conferred by the Board of Parks. The Commissioner of Recreational Department of Recreational Facilities report to the Director of Community Maintenance.		The Superintendent of Parks/Director of Recreation is responsible for the management and supervision of parks and recreation personnel, facilities, programs, and budgets. Work includes planning programs and recreational activities, scheduling the use of facilities, maintaining facilities and equipment, supervising staff, and developing and implementing policies, procedures and budgets for the department.	Responsible for administrative and professional work in directing all activities of municipal parks and parkland, forestry, clean city program functions, municipal buildings city-wide, which include school buildings, fire stations, libraries and police headquarters and recreational programming, which includes summer enrichment programs, therapeutic programs and aquatics. Responsible for the administration of related capital projects. Directs, plans and implements policies and objectives of the municipality in accordance with charters, boards and commissions. Directs activities to plan procedures, establish responsibilities, and coordinate functions among departments and sites. Reviews and administers all procurement for goods and services for departmental needs. Analyzes operations to evaluate performance of departmental divisions and staff and determines areas of cost reduction and improvement. Confers with the Mayor, elected officials, board members, community agencies and staff members to establish policies and formulate plans. Reviews financial statements, monthly work orders and activity reports to ensure that objectives are achieved. Establishes internal control procedures. Serves on the Mayor's Cabinet, management committees, School Building Commission, and reports to Park and School Commissions. Develops short-term and long-term capital improvements. Supervision is exercised, directly through subordinates, over all department employees.	N/A	N/A
Director of Planning/City Planner	Performs supervisory, administrative, technical, and professional work in current and long-range planning programs of the City of New Bedford, related to the development and implementation of land use and related municipal plans and policies.	Under the general direction of the Mayor, to perform work, which includes managing all aspects of the City's Planning Division and its offices (Planning, Zoning, Conservation and Licensing).		Position is responsible for the supervision and administration of the Planning Department. Work includes reviewing plans for compliance with town regulations and Zoning bylaws, providing administrative support to the Panning Board, interpreting and explaining laws and regulations, coordinating work, conducting research, and making recommendations.	Director of Open Space: This is responsible professional, administrative, and managerial position, work involves directing activities and operations in the Parks Division of Department of Parks, Buildings, and Recreation Management. This position is responsible for the efficient administration of departmental operations including parks and open spaces maintenance; forestry and horticulture; recreation programs and activities; ball fields, operation of municipal golf courses; budget development and oversight, and management of departmental projects and initiatives. Work is performed with considerable latitude for the exercise of independent judgment and decision-making in accordance with accepted professional practices and standards as they relate to the operations of public parks and open space under direction of the Executive Director of Parks, Buildings, and Recreation Management. Supervision is exercised, directly or through subordinates, over a large staff of maintenance, service, technical, skilled, and administrative personnel.	N/A	N/A

Position Title	Current Unit C Table	Fall River	Worcester	Dartmouth	Springfield	Taunton	Barnstable
	Summary	Summary	Summary	Summary	Summary	Summary	Summary
Director of Public Health	Leads a wide range of public health mandates and manages Department staff; manages grants and contracts; provides programmatic leadership and strategic planning, fiscal accountability, personnel management, health services, and public service.	Under the executive direction of the Mayor, as delegated to the City Administrator and under statutory authority of the Board of Health as delegated under M.G.L. Ch.111, S.30, supervises the work of a large group of employees engaged in the operation of a wide range of public health and human service activities, and performs related work as required. Work involves planning, organizing, directing and coordinating the operational activities of the Department of Health and Human Services and its sections. Work involves responsibility for administering departmental policies, for planning operational work priorities, and for implementing all work programs. Enforces the provisions of public health and any other applicable statutes, rules, regulations and ordinances.		The Director of Public Health is responsible for managing the Public Health Department and Animal Control Officer. Work includes planning and prioritizing department activities to ensure that issues of imminent public health concern, permit applications, and health related complaints are investigated and remediated in a timely manner. Work includes enforcing public health codes and regulations, supervising and employees, preparing reports and administering budgets, and developing department goals and policies.	N/A	N/A	N/A
Director of Public Infrastructure	Responsible for the operations of the Department of Public Infrastructure; manages staff and Departmental goals; oversees the performance of duties given to the position by the Mayor, Departments, boards and commissions of the City.	N/A		N/A	Responsible for professional and administrative civil engineering work in directing all functions of the Department of Public Works. Responsible for planning, administering, directing, and coordinating the comprehensive and diversified operations, functions, activities, and services of all divisions of the municipal department of Public Works, and for serving as City Engineer. Work is performed with professional independence and considerable latitude for independent administrative judgment and decision in accordance with policies and directives, with review through reports and conferences. Supervision is exercised, directly or through subordinates over all departmental personnel.	N/A	N/A
Director of Purchasing	Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.	N/A		N/A	N/A	N/A	N/A
Director of Resilience & Environment	Initiates interdepartmental resilience initiatives and coordinates the integration of environmental management and resilience practices into policies, rules, services and operations. Oversees management of hazardous materials and cleanup of property throughout the City; manages City obligations relative to environmental issues and seeks grant funding to identify and address.	N/A		N/A	N/A	N/A	N/A
Director of Tourism/Marketing	Oversees the overall marketing and promotion of the City of New Bedford; manages the City's Tourism and Visitors Center; develops innovative methods of utilizing resources, developing marketing plans for increased development; acts as liaison between various groups and organizations, makes presentations to boards, civic groups, and to the public.	N/A		N/A	N/A	N/A	N/A
Director of Veterans Services	Administers financial aid to Veterans and beneficiaries; ensures accuracy of payments and advises Veterans about eligible benefits; organizes Veterans related events; oversees Veterans shuttle service.	Under the provisions of Chapter 115 of the General Laws of the Commonwealth of Massachusetts pertaining to veterans benefits and veterans services, and under the executive direction of the Mayor as delegated to the City Administrator, to identify the special needs of veterans and their dependents and expedite their entitlements and to coordinate veterans programs related to Federal and State agencies; to perform related duties as required.		Position is responsible for administering benefit services to veterans and their eligible dependents residing in the town of Dartmouth. Work includes explaining available benefits and assisting clients with application processes, providing resource and referral information, coordinating services with other agencies, preparing reports and correspondence, and preparing department budget and financial reports.	Responsible for planning, directing, administering and coordinating all social work, advisory, fiscal and clerical activities of the municipal Veterans Services Office. Work is performed with considerable professional independence in accordance with statutes and regulations with review of social work and fiscal activities through periodic reports to the State Commissioner of Veterans' Services and municipal direction by the Mayor through the reporting matrix of the Director of Health and Human Services. Supervision is exercised over all office employees.	Provide services and benefits to veterans and their dependents.	N/A
Director of Zoological Services	Plans, coordinates, manages, oversees, and directs all operations, staff, budget, educational programs, activities, and fundraising efforts of the Buttonwood Park Zoo.	N/A		N/A	N/A	N/A	N/A
Airport Manager	Provides professional, administrative and overall management resulting in the safe and efficient operation and maintenance of the New Bedford Regional Airport; responsible for determining maintenance and terminal operation requirements; responsible for developing capital improvement plans, airport improvement plans and annual operating budgets; responsible for presenting and enforcing current policy matters to the Airport Commission for approval; conducts an active program of public information and promotion to ensure the community's recognition of the airport as essential to economic health and quality of life.	N/A		N/A	N/A	N/A	N/A

Position Title	Current Unit C Table	Fall River	Worcester	Dartmouth	Springfield	Taunton	Barnstable
	Summary	Summary	Summary	Summary	Summary	Summary	Summary
Election Commissioner	Supervises, plans, and organizes municipal, state, and federal elections; processes registration forms and recruits and trains poll workers; conducts annual street list census, re-precincts the City after the decennial census, and certifies nomination and petition papers through the Voter Registration Information System; works with organizations to promote voter participation and turnout, as mandated by M.G.L.	Director of the Office of Elections: This is a responsible administrative and professional position in directing the activities of the Office of Elections in the City of Fall River. The powers and duties of the Chairperson of the Board of Election Commissioners, also known, as the Administrator of the Office of Elections, shall be such as are designated with Massachusetts General Laws and the City Ordinances of Fall River. The Administrator of the Office of Elections shall have all the powers, rights and duties that are delegated by the Board of Election Commissioners under regulating statutes and which are necessary for the proper functioning and general effectiveness as well as for the ongoing administration of the Office of Elections in the City of Fall River. Under ordinance and statutory direction, the Administrator of the Office of Elections acts on delegated authority from the Board of Election Commissioners.		N/A	Responsible for establishing policies and making decisions concerning the conduct of elections, primaries, recounts, annual census of municipal residents, registration and listing of voters, and the preparation of lists of jurors. Responsible for administering, supervising, and coordinating activities and for carrying out policies, decisions and directives of the Board. Work is performed in accordance with laws and ordinances with general direction and review by the Board as a whole. Supervision is exercised over clerical staff, clerks, election officers, and census takers.	N/A	N/A
Library Director	Under the direction of the Mayor and Library Board of Trustees, responsible for the administration of the Public Library system including planning, organizing and directing all library services and activities.	N/A		N/A	Responsible for the efficient administration of the library department budget and related activities for the planning, organization, staffing and management of library services provided through the library system. Work is performed with considerable latitude for the exercise of independent initiative and judgment in accordance with accepted professional practices and with the policies and directives of the library Board of Library Commissioners. Supervision is exercised, directly or through subordinates, over all departmental employees.	N/A	N/A
Public Access Director	Manages the day-to-day operations of the City’s three cable channels, schedules all programming, manages cable staff, and ensures compliance with FCC regulations.	N/A		The Director of Media is responsible for the management and operations of the town’s local cable television channel. Work includes planning, developing and supervising programs, coordinating work with town departments and organizations, supervising personnel, and developing departmental policies, goals, objectives and budgets.	N/A	N/A	N/A
Treasurer/Collector	Chief custodian of all City funds; oversees municipal borrowing and debt in accordance with applicable laws; manages office staff; responsible for collection and processing of all City revenues, investment of City funds, cash management, solicitation of bonds, payment of debt obligations and tax foreclosures.	Treasurer: The powers and duties of the Treasurer are such as defined in the General Laws of the Commonwealth of Massachusetts. Further, the Treasurer shall have all the rights which are necessary as stipulated in the General Laws to him/her for the proper functioning and general effectiveness of the carrying out of the duties of the Treasurer’s office. The Treasurer shall be considered a department head within the provisions of General Laws of the Commonwealth Massachusetts Chapter 41. Collector: Under the direction of the Director of Fiscal Services/Treasurer, the Collector will manage City financial operations involving billing and collections (property tax, motor vehicle excise tax, etc.).		N/A	Responsible for planning, coordinating, and directing the policies and procedures of the office of City Treasurer and City Collector. Work is performed independently in accordance with laws and ordinances subject to quarterly audits by the City Auditor and periodic audits by, and reports to, state officials. General supervision is exercised over employees of the office of City Treasurer and City Collector.	The Treasurer/Collector is responsible for the overall administration, management, and operations of two municipal finance divisions which are the Office of the Collector and Office of the Treasurer. Responsible for the collection, processing, record keeping, and enforcement of all municipal taxes, user charges including real estate, personal property and motor excise taxes, various license fees, water and sewer bills, parking tickets and other municipal receivables. Responsible for the receipt, recording, custody, management, and disbursement of all municipal funds; and for the borrowing, investing and management of funds; including planning, issuance, and management of all municipal indebtedness both short term and long term and tax title accounts.	N/A