



CITY OF QUINCY COMPENSATION ANALYSIS

Prepared by Gallagher & The City of Quincy

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Form A Job Summaries

The Purpose of this section to provide “Form A” job summaries. “Form A” job summaries are overviews of the components of the given position structures in a uniformed format. They are intended to provide guidance for general comparisons and to act as a frame of reference for job descriptions. These summaries are not intended to be job descriptions. Job descriptions should be reviewed by the appointing body, relevant department head, and Human Resources.

Proposed Base Salary: \$130,000.00

Grade: 16

Job Title: Commissioner of Public Health

Department: Department of Public Health

Appointing Body: Mayor

Job Summary:

The Commissioner of Public Health is responsible for the overall management and supervision of the City of Quincy Department of Public Health. The Commissioner will provide strategic and operational guidance to the Mayor, City Council, and department heads on matters related to public health. Key responsibilities include overseeing the development and implementation of public health programs and policies, monitoring and responding to public health threats, and collaborating with community organizations to promote public health.

Key Duties and Responsibilities:

The Commissioner of Public Health will be responsible for the following duties and responsibilities:

- Oversee the development and implementation of public health programs and policies in the City of Quincy.
- Monitor and respond to public health threats, such as outbreaks of infectious diseases, natural disasters, and other emergencies.
- Collaborate with community organizations to promote public health and prevent the spread of infectious diseases.
- Provide guidance and advice to the Mayor, City Council, and department heads on matters related to public health.
- Manage the Department of Public Health budget and ensure compliance with all relevant laws and regulations.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A master's degree in public health or a related field. A doctorate in a related field is preferred.
- A minimum of 10 years of experience in a public health leadership role, preferably in a government setting.
- Strong knowledge of public health laws, regulations, and best practices.
- Excellent communication, leadership, and management skills.

Proposed Base Salary: \$82,500.00

Grade: 10

Job Title: Epidemiologist

Department: Department of Public Health

Appointing Body: Mayor

Job Summary:

The Epidemiologist is responsible for conducting epidemiological research and analysis to inform public health policy and practice in the City of Quincy. Key responsibilities include collecting and analyzing data, conducting disease surveillance, and collaborating with other public health professionals to develop and implement public health interventions.

Key Duties and Responsibilities:

The Epidemiologist will be responsible for the following duties and responsibilities:

- Collect and analyze data on the incidence, prevalence, and distribution of diseases and other health conditions in the City of Quincy.
- Conduct disease surveillance, including monitoring trends and outbreaks of infectious diseases.
- Develop and implement epidemiological studies to inform public health policy and practice.
- Collaborate with other public health professionals, including physicians, nurses, and environmental health specialists, to develop and implement public health interventions.
- Communicate findings from epidemiological studies to a variety of stakeholders, including the public, policymakers, and other public health professionals.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A master's degree in epidemiology, biostatistics, or a related field. A doctorate in a related field is preferred.
- A minimum of 5 years of experience in epidemiological research and analysis.
- Strong knowledge of epidemiological research methods, data analysis, and biostatistics.
- Experience working with public health surveillance systems and disease outbreak investigations.
- Excellent communication and collaboration skills.

Proposed Base Salary: \$100,000.00

Grade: 13

Job Title: Assessor

Department: Assessor's Office

Appointing Body: Mayor

Job Summary:

The Assessor is responsible for assessing and valuing all real estate and personal property in the City of Quincy in accordance with state laws and regulations. Key responsibilities include reviewing property sales and assessing property values, maintaining property records, and administering abatement and exemption programs.

Key Duties and Responsibilities:

The Assessor will be responsible for the following duties and responsibilities:

- Review property sales and assess property values in accordance with state laws and regulations.
- Maintain accurate and up-to-date property records, including property descriptions, maps, and ownership information.
- Administer abatement and exemption programs, including reviewing applications and making recommendations to the Board of Assessors.
- Respond to inquiries and complaints from property owners and the general public regarding property assessments and valuations.
- Represent the Assessor's Office at public meetings and hearings, including those held by the Board of Assessors, City Council, and other municipal bodies.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in accounting, finance, business administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in property assessment or related field.
- Knowledge of Massachusetts property assessment laws, regulations, and practices.
- Strong analytical, communication, and interpersonal skills.
- Massachusetts Certified Assessor (MCA) designation or equivalent certification is required.

Proposed Base Salary: \$150,000.00

Grade: 19

Job Title: Chairperson of the Board of Assessors

Department: Assessor's Office

Appointing Body: Mayor

Job Summary:

The Chairperson of the Board of Assessors is responsible for leading the Board of Assessors and overseeing the assessment of all real estate and personal property in the City of Quincy in accordance with state laws and regulations. Key responsibilities include coordinating with the City Council and other municipal bodies, ensuring compliance with assessment laws and regulations, and promoting fair and equitable assessments.

Key Duties and Responsibilities:

The Chairperson of the Board of Assessors will be responsible for the following duties and responsibilities:

- Lead the Board of Assessors in assessing and valuing all real estate and personal property in the City of Quincy in accordance with state laws and regulations.
- Coordinate with the City Council and other municipal bodies on matters related to property assessments and valuations.
- Ensure compliance with assessment laws and regulations, and respond to inquiries and complaints from property owners and the general public regarding property assessments and valuations.
- Administer abatement and exemption programs, including reviewing applications and making recommendations to the Board of Assessors.
- Represent the Board of Assessors at public meetings and hearings, including those held by the City Council, and other municipal bodies.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in accounting, finance, business administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in property assessment or related field.
- Knowledge of Massachusetts property assessment laws, regulations, and practices.
- Strong analytical, communication, and leadership skills.
- Massachusetts Certified Assessor (MCA) designation or equivalent certification is required.

Proposed Base Salary: \$129,000

Grade: 17

Job Title: Commercial Assessor

Department: Assessor's Office

Appointing Body: Mayor

Job Summary:

The Commercial Assessor is responsible for assessing and valuing commercial properties in the City of Quincy in accordance with state laws and regulations. Key responsibilities include reviewing property sales and assessing property values, maintaining property records, and administering abatement and exemption programs.

Key Duties and Responsibilities:

The Commercial Assessor will be responsible for the following duties and responsibilities:

- Review commercial property sales and assess commercial property values in accordance with state laws and regulations.
- Maintain accurate and up-to-date commercial property records, including property descriptions, maps, and ownership information.
- Administer abatement and exemption programs for commercial properties, including reviewing applications and making recommendations to the Board of Assessors.
- Respond to inquiries and complaints from commercial property owners and the general public regarding commercial property assessments and valuations.
- Represent the Assessor's Office at public meetings and hearings, including those held by the Board of Assessors, City Council, and other municipal bodies.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in accounting, finance, business administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in commercial property assessment or related field.
- Knowledge of Massachusetts property assessment laws, regulations, and practices.
- Strong analytical, communication, and interpersonal skills.
- Massachusetts Certified Assessor (MCA) designation or equivalent certification is required.

Proposed Base Salary: \$115,000.00

Grade: 15

Job Title: Lead/Head Assessor

Department: Assessor's Office

Appointing Body: Mayor

Job Summary:

The Lead/Head Assessor is responsible for overseeing the assessment and valuation of all real estate and personal property in the City of Quincy in accordance with state laws and regulations. Key responsibilities include managing the Assessor's Office staff, reviewing property sales and assessing property values, maintaining property records, and administering abatement and exemption programs.

Key Duties and Responsibilities:

The Lead/Head Assessor will be responsible for the following duties and responsibilities:

- Manage the Assessor's Office staff, including supervising and training subordinate assessors.
- Oversee the assessment and valuation of all real estate and personal property in the City of Quincy in accordance with state laws and regulations.
- Review property sales and assess property values for accuracy and fairness.
- Maintain accurate and up-to-date property records, including property descriptions, maps, and ownership information.
- Administer abatement and exemption programs, including reviewing applications and making recommendations to the Board of Assessors.
- Represent the Assessor's Office at public meetings and hearings, including those held by the Board of Assessors, City Council, and other municipal bodies.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in accounting, finance, business administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in property assessment or related field.
- Knowledge of Massachusetts property assessment laws, regulations, and practices.
- Strong analytical, communication, and leadership skills.
- Massachusetts Certified Assessor (MCA) designation or equivalent certification is required.

Proposed Base Salary: \$95,000.00

Grade: 12

Job Title: Methodologist/Appraiser

Department: Assessor's Office

Appointing Body: Mayor

Job Summary:

The Methodologist/Appraiser is responsible for developing and implementing property assessment methodologies and valuations in the City of Quincy. Key responsibilities include researching and analyzing property data, developing appraisal models and methods, and providing technical support to other assessors in the Assessor's Office.

Key Duties and Responsibilities:

The Methodologist/Appraiser will be responsible for the following duties and responsibilities:

- Research and analyze property data to develop and implement property assessment methodologies and valuations.
- Develop and maintain appraisal models and methods for use by other assessors in the Assessor's Office.
- Provide technical support to other assessors in the Assessor's Office on matters related to property assessment and valuation.
- Communicate with property owners and other stakeholders to resolve property valuation issues.
- Assist in the administration of abatement and exemption programs, including reviewing applications and making recommendations to the Board of Assessors.
- Represent the Assessor's Office at public meetings and hearings, including those held by the Board of Assessors, City Council, and other municipal bodies.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in mathematics, statistics, economics, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in property assessment or related field.
- Strong knowledge of appraisal methodology, statistical modeling, and data analysis.
- Experience with GIS mapping, computer-assisted mass appraisal systems, and other property assessment software.
- Excellent communication, analytical, and technical skills.

Proposed Base Salary: \$115,000.00

Grade: 15

Job Title: Strategic Asset Manager

Department: Municipal Finance

Appointing Body: Mayor

Job Summary:

The Strategic Asset Manager is responsible for overseeing the management of the City of Quincy assets and liabilities, including investments, debt, and financial instruments. Key responsibilities include developing and implementing investment strategies, managing the City's debt portfolio, and analyzing and monitoring financial risks.

Key Duties and Responsibilities:

The Strategic Asset Manager will be responsible for the following duties and responsibilities:

- Develop and implement investment strategies to maximize the City's return on investments.
- Manage the City's debt portfolio, including issuing and refinancing bonds, notes, and other financial instruments.
- Analyze and monitor financial risks, including interest rate, credit, and market risks, and recommend strategies to mitigate those risks.
- Develop and maintain relationships with investment advisors, underwriters, and other financial institutions.
- Monitor and report on the performance of the City's investment portfolio and debt portfolio.
- Provide guidance and advice to the Mayor, City Council, and department heads on matters related to municipal finance.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in finance, accounting, economics, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in investment management, finance, or related field.
- Strong knowledge of financial instruments, investment strategies, and municipal finance.
- Experience with debt management, including issuing and refinancing bonds and other financial instruments.
- Excellent communication, leadership, and analytical skills.

Proposed Base Salary: \$130,000.00

Grade:17

Job Title: Director of Accounts

Department: Municipal Finance

Appointing Body: Mayor

Job Summary:

The Director of Accounts is responsible for overseeing the accounting and financial reporting functions for the City of Quincy. Key responsibilities include managing the City's financial records, preparing financial statements, and overseeing the City's compliance with generally accepted accounting principles (GAAP) and other financial regulations.

Key Duties and Responsibilities:

The Director of Accounts will be responsible for the following duties and responsibilities:

- Oversee the City's accounting and financial reporting functions, including accounts payable, accounts receivable, payroll, and general ledger.
- Prepare and submit accurate and timely financial statements, including balance sheets, income statements, and cash flow statements.
- Manage the City's financial records and ensure their accuracy and completeness.
- Ensure compliance with GAAP and other financial regulations, including maintaining up-to-date knowledge of changes in accounting standards and regulations.
- Provide guidance and advice to the Mayor, City Council, and department heads on matters related to accounting and financial reporting.
- Manage the City's banking relationships and cash management functions.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in accounting, finance, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in accounting or finance, with at least 5 years in a supervisory or management role.
- Strong knowledge of GAAP and other accounting and financial reporting regulations.
- Experience with municipal finance and government accounting preferred.
- Excellent communication, leadership, and analytical skills.

Proposed Base Salary: \$170,000.00

Grade: 21

Job Title: CFO/Director of Municipal Finance

Department: Municipal Finance

Appointing Body: Mayor

Position Summary: The CFO/Director of Municipal Finance is responsible for leading the finance department and managing the financial affairs of the city, ensuring compliance with financial regulations and policies.

Key Responsibilities:

- Develop, implement and oversee financial policies and procedures
- Direct and coordinate financial planning and budget management functions
- Prepare financial reports, statements and projections to present to the Mayor, City Council and other stakeholders
- Analyze financial data, identifying trends and making recommendations for improvements
- Oversee the collection and management of revenue, ensuring compliance with all regulations
- Manage the city's investments, ensuring they are safe and provide maximum return on investment
- Direct and supervise the work of the finance department staff
- Ensure compliance with all applicable laws and regulations, including those related to financial reporting and auditing
- Provide financial advice and support to other city departments and officials as needed

Qualifications:

- Bachelor's degree in accounting, finance or related field
- Master's degree in accounting, finance or business administration preferred
- CPA or CMA certification preferred
- Minimum of 10 years of experience in finance or accounting, with at least 5 years in a senior management role
- Knowledge of municipal finance, accounting principles and practices, and relevant laws and regulations
- Excellent communication, leadership and team management skills
- Strong analytical and problem-solving skills
- Ability to work under pressure and meet tight deadlines

Proposed Base Salary: \$105,000.00

Grade: 13

Job Title: Financial Operations Manager

Department: Municipal Finance

Appointing Body: Mayor

Job Summary: The Financial Operations Manager is responsible for managing the day-to-day financial operations of the municipality. This includes overseeing the budgeting, accounting, and financial reporting processes, as well as managing the treasury and investment functions.

Key Responsibilities:

- Oversee the preparation and management of the annual budget, including the development of revenue and expenditure projections.
- Ensure that all financial transactions are accurately recorded and reported in accordance with generally accepted accounting principles.
- Prepare financial reports and analysis for the CFO/Director of Municipal Finance and other stakeholders.
- Manage the treasury function, including cash management, investments, and debt management.
- Oversee the processing of accounts payable and receivable, payroll, and other financial transactions.
- Manage relationships with financial institutions, investment advisors, and other vendors.
- Ensure compliance with all relevant financial regulations and reporting requirements.

Qualifications:

- Bachelor's degree in accounting, finance, or a related field.
- Five or more years of experience in financial management, preferably in a municipal or government setting.
- Strong knowledge of accounting principles and financial reporting requirements.
- Experience managing treasury and investment functions.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

Proposed Base Salary: \$50,000

Grade: 3

Job Title: Federal Policy Analyst (Part-time)

Department: Municipal Finance

Appointing Body: Mayor

Job Overview: The Federal Policy Analyst will work closely with the administration to analyze and monitor federal policies and regulations that impact the city of Quincy. The ideal candidate will have a deep understanding of federal policies, regulations, and legislative processes, as well as a passion for advocating on behalf of the city and its residents.

Key Responsibilities:

- Monitor federal policies and regulations that impact the city of Quincy, including proposed legislation, executive orders, and regulatory actions
- Analyze the potential impact of federal policies and regulations on the city, and communicate findings to the Director of Policy and other stakeholders
- Build relationships with federal agencies and officials, as well as other organizations with shared interests
- Develop policy positions and advocacy strategies on key issues affecting the city, in consultation with the Director of Policy and other stakeholders
- Track legislative and regulatory developments, and provide regular updates to the Director of Policy and other stakeholders
- Prepare written materials, such as policy briefs, talking points, and letters, to support advocacy efforts
- Represent the city in meetings and events with federal officials, other organizations, and stakeholders as directed by the Director of Policy

Qualifications:

- Bachelor's degree in political science, public policy, or a related field; advanced degree preferred
- At least 3 years of experience in federal policy analysis and advocacy
- Deep understanding of federal policies, regulations, and legislative processes
- Excellent analytical, research, and writing skills
- Strong interpersonal and relationship-building skills
- Ability to work independently, as well as part of a team
- Experience working with federal agencies and officials is a plus
- Experience in local government or advocacy is a plus

Proposed Base Salary: \$82,500

Grade: 10

Job Title: Federal Fund Manager

Department: Municipal Finance

Appointing Body: Mayor

Job Summary: The Federal Funds Manager will be responsible for overseeing the distribution and management of federal funding under the American Rescue Plan Act (ARPA) and Coronavirus Aid, Relief, and Economic Security (CARES) Act. They will work with various departments across the city to ensure compliance with federal regulations and guidelines, and ensure that all funds are utilized in accordance with the approved budget and reporting requirements.

Duties and Responsibilities:

- Develop and implement a plan for the distribution and management of federal funding under ARPA and CARES Act.
- Monitor and track federal funding disbursements and ensure that all departments adhere to established guidelines and timelines.
- Collaborate with city departments and elected officials to ensure that funds are utilized effectively and efficiently.
- Ensure compliance with all federal regulations and guidelines related to ARPA and CARES Act funding.
- Maintain accurate records and prepare regular reports on the status of federal funding.
- Develop and maintain effective communication and working relationships with federal agencies, elected officials, and other stakeholders.
- Work with auditors to ensure that all federal funding is accurately accounted for in financial statements and reports.
- Perform other duties as assigned by the CFO/Director of Municipal Finance.

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or a related field.
- At least five years of experience in financial management, preferably in a government setting.
- Experience managing federal grants and contracts preferred.
- Strong understanding of federal regulations and guidelines related to ARPA and CARES Act funding.
- Ability to work collaboratively with city departments, elected officials, and other stakeholders.
- Ability to work under pressure and meet deadlines.
- Proficient in Microsoft Office and financial management software.

Proposed Base Salary: \$87,500

Grade: 11

Job Title: Grant Writer

Department: Municipal Finance

Position Summary: The Grant Writer is responsible for identifying grant opportunities, writing proposals, and submitting grant applications for the organization. The position requires a strong understanding of grant writing techniques, the ability to develop and manage budgets, and the capacity to collaborate effectively with colleagues and external partners.

Key Responsibilities:

- Research and identify funding opportunities that align with the organization's goals and objectives.
- Develop and write grant proposals that effectively communicate the organization's mission and vision to prospective funders.
- Collaborate with internal stakeholders to gather data, develop program goals, and create budgets for grant proposals.
- Ensure timely submission of grant applications and follow-up with funders as needed.
- Maintain accurate and comprehensive records of grants, including tracking of grant expenses and outcomes.
- Stay current on trends and best practices in grant writing and fundraising.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in a relevant field such as communications, public relations, nonprofit management, or business.
- Minimum of 3 years of experience in grant writing and proposal development.
- Demonstrated success in securing grants from federal, state, and private sources.
- Excellent written and verbal communication skills, including the ability to effectively communicate complex information to diverse audiences.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects and meet deadlines.
- Knowledge of fundraising best practices and trends.
- Familiarity with relevant regulations and guidelines related to grant writing and administration.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and other relevant software programs.

Proposed Base Salary: \$170,000.00

Grade: 21

Job Title: Commissioner of Public Buildings

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Commissioner of Public Buildings is responsible for overseeing the planning, construction, and maintenance of all municipal buildings in the City of Quincy. Key responsibilities include managing construction projects, ensuring compliance with building codes and regulations, and coordinating with other municipal departments and outside contractors.

Key Duties and Responsibilities:

The Commissioner of Public Buildings will be responsible for the following duties and responsibilities:

- Oversee the planning, design, construction, and maintenance of all municipal buildings in the City of Quincy.
- Manage construction projects, including creating and managing project budgets, schedules, and contracts.
- Ensure compliance with building codes and regulations, including the Americans with Disabilities Act (ADA), and coordinate with the City's Building Inspector.
- Coordinate with other municipal departments and outside contractors on matters related to municipal buildings, including maintenance, repair, and renovation projects.
- Develop and implement a comprehensive maintenance plan for all municipal buildings, including scheduling regular inspections and addressing maintenance needs in a timely manner.
- Provide guidance and advice to the Mayor, City Council, and department heads on matters related to municipal buildings.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in architecture, engineering, construction management, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in construction management or related field, with at least 5 years in a supervisory or management role.
- Strong knowledge of building codes and regulations, including ADA compliance.
- Experience with project management, construction, and maintenance of municipal buildings.
- Excellent communication, leadership, and analytical skills.

Proposed Base Salary: \$120,000.00

Grade:16

Job Title: Director of Construction

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Director of Construction is responsible for overseeing all construction projects for the City of Quincy in the Public Buildings Department. Key responsibilities include managing project budgets, schedules, and contracts, ensuring compliance with building codes and regulations, and coordinating with other municipal departments and outside contractors.

Key Duties and Responsibilities:

The Director of Construction will be responsible for the following duties and responsibilities:

- Oversee all construction projects for the City of Quincy in the Public Buildings Department, including managing project budgets, schedules, and contracts.
- Ensure compliance with building codes and regulations, including the Americans with Disabilities Act (ADA), and coordinate with the City's Building Inspector.
- Coordinate with other municipal departments and outside contractors on matters related to construction projects, including design, bidding, and contract administration.
- Provide technical guidance and advice to the Commissioner of Public Buildings, Mayor, City Council, and department heads on matters related to construction projects.
- Develop and implement policies and procedures for the Public Buildings Department related to construction projects.
- Participate in the development of the City's long-term capital improvement plan.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in construction management, architecture, engineering, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in construction management or related field, with at least 5 years in a supervisory or management role.
- Strong knowledge of building codes and regulations, including ADA compliance.
- Experience with project management, construction, and maintenance of municipal buildings.
- Excellent communication, leadership, and analytical skills.

Proposed Base Salary: \$120,000.00

Grade: 16

Job Title: Director of Building Construction

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Director of Building Construction is responsible for overseeing the construction and renovation of municipal buildings in the City of Quincy. Key responsibilities include managing construction projects, ensuring compliance with building codes and regulations, and coordinating with other municipal departments and outside contractors.

Key Duties and Responsibilities:

The Director of Building Construction will be responsible for the following duties and responsibilities:

- Oversee the construction and renovation of municipal buildings in the City of Quincy.
- Manage construction projects, including creating and managing project budgets, schedules, and contracts.
- Ensure compliance with building codes and regulations, including the Americans with Disabilities Act (ADA), and coordinate with the City's Building Inspector.
- Coordinate with other municipal departments and outside contractors on matters related to building construction and renovation projects, including design, bidding, and contract administration.
- Provide technical guidance and advice to the Commissioner of Public Buildings, Mayor, City Council, and department heads on matters related to building construction and renovation projects.
- Develop and implement policies and procedures for the Public Buildings Department related to building construction and renovation projects.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in architecture, engineering, construction management, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in construction management or related field, with at least 5 years in a supervisory or management role.
- Strong knowledge of building codes and regulations, including ADA compliance.
- Experience with project management, construction, and maintenance of municipal buildings.

Proposed Base Salary: \$120,000.00

Grade: 16

Job Title: Director of Building Maintenance

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Director of Building Maintenance is responsible for overseeing the maintenance and repair of municipal buildings in the City of Quincy. Key responsibilities include managing maintenance and repair projects, developing preventive maintenance plans, and coordinating with other municipal departments and outside contractors.

Key Duties and Responsibilities:

The Director of Building Maintenance will be responsible for the following duties and responsibilities:

- Oversee the maintenance and repair of municipal buildings in the City of Quincy.
- Manage maintenance and repair projects, including creating and managing project budgets, schedules, and contracts.
- Develop and implement preventive maintenance plans for all municipal buildings.
- Ensure compliance with building codes and regulations, including the Americans with Disabilities Act (ADA), and coordinate with the City's Building Inspector.
- Coordinate with other municipal departments and outside contractors on matters related to building maintenance and repair projects.
- Provide technical guidance and advice to the Commissioner of Public Buildings, Mayor, City Council, and department heads on matters related to building maintenance and repair.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in architecture, engineering, construction management, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in building maintenance or related field, with at least 5 years in a supervisory or management role.
- Strong knowledge of building codes and regulations, including ADA compliance.
- Experience with preventive maintenance programs, project management, and coordination with outside contractors.
- Excellent communication, leadership, and analytical skills.

Proposed Base Salary: \$120,000.00

Grade: 16

Job Title: Director of Facilities

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Director of Facilities is responsible for overseeing the operation, maintenance, and repair of all municipal facilities in the City of Quincy. Key responsibilities include managing facility maintenance projects, developing preventive maintenance plans, and coordinating with other municipal departments and outside contractors.

Key Duties and Responsibilities:

The Director of Facilities will be responsible for the following duties and responsibilities:

- Oversee the operation, maintenance, and repair of all municipal facilities in the City of Quincy.
- Manage facility maintenance projects, including creating and managing project budgets, schedules, and contracts.
- Develop and implement preventive maintenance plans for all municipal facilities.
- Ensure compliance with building codes and regulations, including the Americans with Disabilities Act (ADA), and coordinate with the City's Building Inspector.
- Coordinate with other municipal departments and outside contractors on matters related to facility maintenance and repair projects.
- Provide technical guidance and advice to the Commissioner of Public Buildings, Mayor, City Council, and department heads on matters related to building maintenance and repair.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in facilities management, engineering, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in facilities management or related field, with at least 5 years in a supervisory or management role.
- Strong knowledge of building codes and regulations, including ADA compliance.
- Experience with preventive maintenance programs, project management, and coordination with outside contractors.
- Excellent communication, leadership, and analytical skills.

Proposed Base Salary: \$110,000.00

Grade: 14

Job Title: Energy Manager

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Energy Manager is responsible for managing energy efficiency programs and initiatives for municipal buildings in the City of Quincy. Key responsibilities include developing and implementing energy management plans, identifying and implementing energy conservation measures, and analyzing energy usage data to optimize building performance.

Key Duties and Responsibilities:

The Energy Manager will be responsible for the following duties and responsibilities:

- Develop and implement energy management plans for municipal buildings in the City of Quincy, including identifying and prioritizing energy conservation measures.
- Analyze energy usage data to optimize building performance and reduce energy costs.
- Manage energy efficiency programs and initiatives for municipal buildings, including coordinating with other municipal departments and outside contractors.
- Ensure compliance with building codes and regulations related to energy efficiency, including the Green Communities Act and the Stretch Energy Code.
- Provide technical guidance and advice to the Commissioner of Public Buildings, Mayor, City Council, and department heads on matters related to energy efficiency.
- Develop and implement education and outreach programs for building occupants and the community to promote energy efficiency and conservation.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in engineering, environmental science, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in energy management, sustainability, or related field.
- Strong knowledge of energy efficiency programs and initiatives, including experience with the Green Communities Act and the Stretch Energy Code.
- Experience with energy analysis and data management, and familiarity with energy modeling software.
- Excellent communication, leadership, and analytical skills.

Proposed Base Salary: \$120,000.00

Grade: 16

Job Title: Director of HVAC and Energy Technician

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Director of HVAC and Energy Technician is responsible for managing the operation, maintenance, and repair of HVAC systems and energy management systems for municipal buildings in the City of Quincy. Key responsibilities include managing HVAC and energy technicians, developing preventive maintenance plans, and coordinating with other municipal departments and outside contractors.

Key Duties and Responsibilities:

The Director of HVAC and Energy Technician will be responsible for the following duties and responsibilities:

- Oversee the operation, maintenance, and repair of HVAC and energy management systems for all municipal buildings in the City of Quincy.
- Manage HVAC and energy technicians, including scheduling and training.
- Develop and implement preventive maintenance plans for HVAC and energy management systems.
- Ensure compliance with building codes and regulations related to HVAC and energy efficiency, including the Green Communities Act and the Stretch Energy Code.
- Coordinate with other municipal departments and outside contractors on matters related to HVAC and energy management systems.
- Provide technical guidance and advice to the Commissioner of Public Buildings.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in HVAC, mechanical engineering, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in HVAC or energy management, with at least 5 years in a supervisory or management role.
- Strong knowledge of building codes and regulations related to HVAC and energy efficiency, including experience with the Green Communities Act and the Stretch Energy Code.
- Experience with preventive maintenance programs, project management, and coordination with outside contractors.

Proposed Base Salary: \$93,700.00

Grade: 12

Job Title: HVAC Technician

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The HVAC Technician is responsible for maintaining and repairing HVAC systems for municipal buildings in the City of Quincy. Key responsibilities include performing regular maintenance, troubleshooting and diagnosing system issues, and coordinating with other municipal departments and outside contractors.

Key Duties and Responsibilities:

The HVAC Technician will be responsible for the following duties and responsibilities:

- Maintain and repair HVAC systems for all municipal buildings in the City of Quincy.
- Perform regular maintenance on HVAC systems, including cleaning coils, replacing filters, and checking electrical connections.
- Troubleshoot and diagnose system issues and perform repairs as needed.
- Coordinate with other municipal departments and outside contractors on matters related to HVAC systems.
- Keep detailed records of maintenance and repair activities and report back to the Director of HVAC and Energy Technician.
- Ensure compliance with building codes and regulations related to HVAC systems.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A high school diploma or equivalent, and completion of a vocational or technical training program in HVAC.
- A minimum of 3 years of experience in HVAC maintenance and repair.
- Strong knowledge of HVAC systems and related equipment, including electrical and mechanical components.
- Ability to read and interpret blueprints, schematics, and wiring diagrams.
- Excellent communication and troubleshooting skills.

Proposed Base Salary: \$85,000.00 - \$110,000.00

Grade: 14

Job Title: Project Manager

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Project Manager is responsible for managing construction and renovation projects for municipal buildings in the City of Quincy. Key responsibilities include managing project budgets, schedules, and contracts, coordinating with other municipal departments and outside contractors, and ensuring compliance with building codes and regulations.

Key Duties and Responsibilities:

The Project Manager will be responsible for the following duties and responsibilities:

- Manage construction and renovation projects for municipal buildings in the City of Quincy.
- Develop and manage project budgets, schedules, and contracts.
- Coordinate with other municipal departments and outside contractors on matters related to construction and renovation projects.
- Ensure compliance with building codes and regulations related to construction and renovation projects.
- Ensure that all project milestones and goals are met on time and within budget.
- Provide regular project status reports to the Commissioner of Public Buildings, Mayor, City Council, and department heads.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in architecture, engineering, construction management, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in construction or project management, with at least 3 years in a supervisory or management role.
- Strong knowledge of construction management principles and practices, including experience with project management software.
- Experience with project budgeting, scheduling, and contract management.
- Excellent communication, leadership, and analytical skills.

Proposed Base Salary: \$75,000.00

Grade: 9

Job Title: Security Guard

Department: Public Buildings

Appointing Body: Mayor

Job Summary:

The Security Guard is responsible for ensuring the safety and security of municipal buildings in the City of Quincy. Key responsibilities include monitoring building access, responding to security incidents, and providing customer service to building occupants and visitors.

Key Duties and Responsibilities:

The Security Guard will be responsible for the following duties and responsibilities:

- Monitor building access and ensure that all visitors are authorized to enter the building.
- Respond to security incidents and emergency situations, including calling for assistance as needed.
- Patrol building premises to prevent and detect signs of intrusion, fire, or other emergencies.
- Provide customer service to building occupants and visitors, including providing directions and information.
- Prepare reports on security incidents and maintain records of incidents and building access.
- Ensure compliance with building security policies and procedures.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- High school diploma or equivalent.
- A minimum of 2 years of experience in security or related field.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Strong communication and customer service skills.
- Ability to remain calm and professional in emergency situations.

Proposed Base Salary: \$92,500

Grade: 10

Job Title: Director of Historical Preservation

Department: Mayor's Office

Appointing Body: Mayor

Job Summary: The Director of Historical Preservation is responsible for the management and administration of the city's historical preservation programs and initiatives. They will work with other city departments, government agencies, and private organizations to preserve the city's historical landmarks and structures.

Duties and Responsibilities:

- Develop and implement plans and strategies for the preservation and protection of historical landmarks and structures within the city
- Identify historical sites and buildings within the city that require preservation efforts
- Provide guidance and support to property owners and developers on the preservation of historic properties
- Develop and oversee the city's historic district design guidelines and ordinances
- Develop and manage grant programs and funding opportunities for historic preservation projects
- Coordinate with local and state agencies on historic preservation matters
- Promote public awareness of historic preservation efforts in the city through outreach and education programs
- Maintain records and inventories of historical landmarks and structures within the city
- Attend and provide reports at Historical Preservation Commission meetings and public hearings
- Manage and supervise the work of Historical Preservation Commission staff and contractors

Qualifications:

- Bachelor's degree in historic preservation, architecture, history, or related field
- At least five years of experience in historic preservation or related field
- Strong knowledge of federal and state historic preservation laws and regulations
- Excellent communication and interpersonal skills
- Strong organizational and project management skills
- Ability to work collaboratively with diverse stakeholders and interest groups
- Proficient in Microsoft Office Suite and GIS mapping software

Proposed Base Salary: \$56,000

Grade: 3

Job Title: Graphic Designer

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Graphic Designer will be responsible for creating visual concepts, designs, and layouts that communicate ideas that inspire, inform, and captivate the public. They will be responsible for designing various materials including but not limited to digital and print ads, social media graphics, brochures, posters, and logos.

Key Responsibilities:

- Develop and design various digital and print materials such as ads, social media graphics, brochures, posters, and logos
- Work with the Communications team to develop and implement creative concepts for various campaigns and events
- Ensure all materials are consistent with the City's brand guidelines
- Collaborate with internal departments and external vendors to manage and complete design projects in a timely manner
- Maintain a high level of attention to detail and ensure all designs are error-free and accurate
- Stay up to date on design trends and techniques and incorporate them into designs when appropriate
- Manage multiple projects simultaneously while meeting all deadlines

Qualifications:

- Bachelor's degree in graphic design or related field
- 3+ years of experience in graphic design
- Proficient in Adobe Creative Suite, particularly Photoshop, Illustrator, and InDesign
- Strong attention to detail and excellent communication skills
- Ability to manage multiple projects and meet deadlines in a fast-paced environment
- Experience working in a collaborative environment and ability to take feedback and incorporate it into designs
- Knowledge of web design and HTML/CSS a plus

Proposed Base Salary: \$115,000.00

Grade: 15

Job Title: Coordinator of Media Communication

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Coordinator of Media Communication is responsible for managing the city's media relations and communications efforts in the Mayor's Office of the City of Quincy. Key responsibilities include developing and implementing communication plans, coordinating with local media outlets, and managing the city's social media accounts.

Key Duties and Responsibilities:

The Coordinator of Media Communication will be responsible for the following duties and responsibilities:

- Develop and implement communication plans to promote the city's initiatives, events, and policies.
- Coordinate with local media outlets to ensure accurate and timely coverage of city news.
- Manage the city's social media accounts, including developing and posting content, responding to comments and messages, and monitoring analytics.
- Develop and distribute press releases, talking points, and other materials to local media outlets.
- Monitor and analyze media coverage of the city and provide regular reports to the Mayor's Office.
- Develop relationships with local media outlets and provide media training and support to city officials and staff.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in journalism, public relations, communications, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in media relations, communications, or related field.
- Strong writing and editing skills, with experience writing for various platforms including print, web, and social media.
- Experience managing social media accounts and analyzing metrics.
- Excellent communication and interpersonal skills.

Proposed Base Salary: \$150,000

Grade: 19

Job Title: City Clerk

Department: Clerk's Office

Appointing Body: City Council

Job Summary:

The City Clerk is responsible for managing the administrative and legislative functions of the City Clerk's Office in the City of Quincy. Key responsibilities include managing elections, maintaining official city records, and providing administrative support to the City Council.

Key Duties and Responsibilities:

The City Clerk will be responsible for the following duties and responsibilities:

- Manage city elections, including voter registration, candidate filings, and ballot preparation.
- Maintain official city records, including minutes of City Council meetings, ordinances, and resolutions.
- Provide administrative support to the City Council, including scheduling meetings, preparing agendas, and distributing meeting materials.
- Respond to public inquiries and requests for information related to the City Clerk's Office.
- Administer oaths and affirmations as required by law.
- Manage the budget and personnel of the City Clerk's Office.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in business administration, public administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in a municipal government or related organization, with at least 3 years in a supervisory or management role.
- Strong knowledge of election laws and procedures, including experience with election software and databases.
- Excellent organizational, communication, and interpersonal skills.

Proposed Base Salary: \$63,000

Grade: 6

Job Title: Administrative Assistant

Department: City Council Office

Appointing Body: City Council

Job Summary:

The Administrative Assistant is responsible for providing administrative support to the City Council Office in the City of Quincy. Key responsibilities include managing the office's calendar, maintaining records, and providing customer service to constituents and stakeholders.

Key Duties and Responsibilities:

The Administrative Assistant will be responsible for the following duties and responsibilities:

- Manage the City Council Office's calendar, including scheduling meetings and coordinating with other municipal departments.
- Maintain records of City Council proceedings, including minutes and votes.
- Respond to public inquiries and requests for information related to the City Council.
- Provide customer service to constituents and stakeholders, including answering phone calls and emails.
- Assist with the preparation of City Council meeting materials and agendas.
- Manage the office's budget and purchase supplies and equipment as needed.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A high school diploma or equivalent, and completion of a vocational or technical training program in office administration.
- A minimum of 2 years of experience in an administrative or office support role.
- Strong organizational and time-management skills, with the ability to prioritize multiple tasks.
- Excellent communication and interpersonal skills.
- Strong proficiency in Microsoft Office and Google Suite.

Proposed Base Salary: \$135,000.00

Grade: 17

Job Title: City Council Auditor

Department: City Council Office

Appointing Body: City Council

Job Summary:

The City Council Auditor is responsible for conducting independent audits of city finances and operations in the City of Quincy. Key responsibilities include assessing the city's financial and operational risks, recommending improvements to internal controls, and providing objective and reliable information to the City Council.

Key Duties and Responsibilities:

The City Council Auditor will be responsible for the following duties and responsibilities:

- Conduct independent audits of city finances and operations, including financial statements, compliance, and performance audits.
- Assess the city's financial and operational risks and recommend improvements to internal controls and business practices.
- Provide objective and reliable information to the City Council to assist with decision-making and policy development.
- Prepare and deliver reports and presentations to the City Council and other stakeholders.
- Collaborate with other municipal departments and outside auditors on matters related to city finances and operations.
- Ensure compliance with generally accepted auditing standards and other relevant laws and regulations.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in accounting, finance, or a related field. A master's degree in a related field is preferred.
- A minimum of 7 years of experience in auditing, with at least 3 years in a supervisory or management role.
- Strong knowledge of generally accepted auditing standards and accounting principles.
- Experience with auditing software and tools.
- Excellent analytical, communication, and interpersonal skills.

Proposed Base Salary: \$95,000.00

Grade: 12

Job Title: Clerk of Committees

Department: City Council Office

Appointing Body: City Council

Job Summary:

The Clerk of Committees is responsible for managing the administrative functions of the City Council's standing committees in the City of Quincy. Key responsibilities include preparing meeting agendas, recording minutes, and maintaining committee records.

Key Duties and Responsibilities:

The Clerk of Committees will be responsible for the following duties and responsibilities:

- Prepare meeting agendas and materials for the City Council's standing committees.
- Record and transcribe committee meeting minutes and maintain committee records.
- Ensure compliance with open meeting laws and regulations.
- Manage the calendar for the City Council's standing committees, including scheduling meetings and coordinating with other municipal departments.
- Respond to public inquiries and requests for information related to the City Council's standing committees.
- Collaborate with other municipal departments and outside organizations on matters related to the City Council's standing committees.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A high school diploma or equivalent, and completion of a vocational or technical training program in office administration.
- A minimum of 2 years of experience in an administrative or office support role.
- Knowledge of parliamentary procedure and experience working with elected officials.
- Strong organizational and time-management skills, with the ability to prioritize multiple tasks.
- Excellent communication and interpersonal skills.
- Strong proficiency in Microsoft Office and Google Suite.

Proposed Base Salary: \$115,000.00

Grade: 15

Job Title: Director of Affordable Housing

Department: Planning

Appointing Body: Mayor

Job Overview:

The Director of Affordable Housing is responsible for leading the development and implementation of affordable housing policies and programs in the City. This includes managing affordable housing projects, coordinating with developers, city officials, and community organizations, and developing strategies to increase affordable housing opportunities for residents. The Director of Affordable Housing also ensures compliance with all relevant state and federal regulations, and collaborates with other departments and agencies to support the City's broader housing goals.

Key Responsibilities:

- Develop and implement affordable housing policies and programs that align with the City's overall housing strategy
- Manage affordable housing projects, including coordinating with developers, contractors, and community organizations
- Oversee the administration of affordable housing funds and grants, and ensure compliance with relevant state and federal regulations
- Develop strategies to increase the supply of affordable housing units in the City
- Collaborate with other departments and agencies to advance the City's broader housing goals
- Foster relationships with local community organizations, advocacy groups, and other stakeholders to increase support for affordable housing initiatives
- Serve as a liaison to local and state agencies on issues related to affordable housing

Qualifications:

- Bachelor's degree in urban planning, public policy, real estate, or a related field; Master's degree preferred
- At least 5 years of experience in affordable housing development or policy, with demonstrated success in project management and program implementation
- Knowledge of federal, state, and local housing policies and regulations, and experience navigating public funding sources and incentives
- Strong interpersonal and communication skills, with the ability to build relationships with stakeholders across sectors
- Demonstrated ability to lead and manage a team, and to work collaboratively with colleagues and partners from diverse backgrounds

Proposed Base Salary: \$120,000.00

Grade: 16

Job Title: Director of the Council on Aging

Department: Council on Aging

Appointing Body: Mayor

Job Summary:

The Director of the Council on Aging is responsible for managing and coordinating programs and services for seniors in the City of Quincy. Key responsibilities include developing and implementing programs to meet the needs of seniors, managing the budget and personnel of the Council on Aging, and advocating for senior issues in the community.

Key Duties and Responsibilities:

The Director of the Council on Aging will be responsible for the following duties and responsibilities:

- Develop and implement programs and services for seniors in the community, including health and wellness programs, transportation services, and social activities.
- Manage the budget and personnel of the Council on Aging, including hiring and training staff, and overseeing the maintenance of facilities and equipment.
- Advocate for senior issues in the community, including representing the Council on Aging on community boards and committees.
- Conduct needs assessments and identify opportunities to improve programs and services for seniors.
- Collaborate with other municipal departments, community organizations, and service providers to coordinate services and programs for seniors.
- Maintain records of program participation and report on the effectiveness of programs and services.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in social work, gerontology, public administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in social work, gerontology, or a related field, with at least 3 years in a supervisory or management role.
- Knowledge of issues related to aging, including health care, housing, and transportation.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work collaboratively with community partners and service providers.

Proposed Base Salary: \$70,000.00

Grade: 8

Job Title: Social Service Agent

Department: Council on Aging

Appointing Body: Mayor

Job Summary:

The Social Service Agent is responsible for providing social services and support to seniors in the City of Quincy. Key responsibilities include conducting needs assessments, developing service plans, and coordinating with community resources to meet the needs of seniors.

Key Duties and Responsibilities:

The Social Service Agent will be responsible for the following duties and responsibilities:

- Conduct needs assessments for seniors and develop service plans to address their needs, including counseling, advocacy, and referral to community resources.
- Provide case management services to seniors, including follow-up, monitoring, and adjustment of service plans.
- Develop and maintain relationships with community resources, including health care providers, housing agencies, and social service agencies.
- Provide information and assistance to seniors, their families, and caregivers, including information on benefits, entitlement programs, and other available services.
- Maintain accurate and up-to-date records of service delivery and report on service outcomes.
- Participate in community outreach and education programs to promote the services and programs of the Council on Aging.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in social work, psychology, counseling, or a related field. A master's degree in a related field is preferred.
- A minimum of 2 years of experience in social work, counseling, or a related field.
- Knowledge of issues related to aging, including health care, housing, and social services.
- Strong communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.

Proposed Base Salary: \$120,000.00

Grade: 16

Job Title: Director of Emergency Management

Department: Emergency Management

Appointing Body: Mayor

Job Summary:

The Director of Emergency Management is responsible for managing the emergency preparedness and response activities in the City of Quincy. Key responsibilities include developing and implementing emergency plans, coordinating with local, state, and federal agencies, and educating the community on emergency preparedness.

Key Duties and Responsibilities:

The Director of Emergency Management will be responsible for the following duties and responsibilities:

- Develop and implement emergency plans and procedures, including plans for natural disasters, technological disasters, and public health emergencies.
- Coordinate with local, state, and federal agencies on emergency response and recovery efforts.
- Conduct training and drills for emergency responders, public officials, and community organizations.
- Develop and implement public education and outreach programs on emergency preparedness.
- Develop and maintain relationships with community partners and stakeholders, including local businesses, schools, and non-profit organizations.
- Maintain accurate and up-to-date records of emergency management activities and report on the effectiveness of emergency plans and procedures.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in emergency management, public administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in emergency management, with at least 3 years in a supervisory or management role.
- Knowledge of federal, state, and local emergency management regulations, laws, and policies.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with community partners and stakeholders.

Proposed Base Salary: \$63,000.00

Grade: 6

Job Title: Operations Manager

Department: Emergency Management

Appointing Body: Mayor

Job Summary:

The Operations Manager is responsible for managing the operational and logistical aspects of emergency preparedness and response activities in the City of Quincy. Key responsibilities include developing and implementing operational plans, coordinating with local, state, and federal agencies, and overseeing the deployment of resources during emergency situations.

Key Duties and Responsibilities:

The Operations Manager will be responsible for the following duties and responsibilities:

- Develop and implement operational plans and procedures for emergency preparedness and response activities.
- Coordinate with local, state, and federal agencies on the deployment of resources, including personnel, equipment, and supplies.
- Manage and oversee the deployment of resources during emergency situations, including directing and supervising response teams.
- Ensure compliance with federal, state, and local regulations, laws, and policies related to emergency management.
- Develop and maintain relationships with community partners and stakeholders, including local businesses, schools, and non-profit organizations.
- Maintain accurate and up-to-date records of emergency management activities and report on the effectiveness of operational plans and procedures.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in emergency management, public administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in emergency management or a related field, with at least 3 years in a supervisory or management role.
- Knowledge of federal, state, and local emergency management regulations, laws, and policies.
- Strong communication, interpersonal, and organizational skills.

Proposed Base Salary: \$160,000.00

Grade: 20

Job Title: City Engineer

Department: Engineering

Appointing Body: Mayor

Job Summary:

The City Engineer is responsible for managing and coordinating engineering activities in the City of Quincy. Key responsibilities include overseeing engineering projects, managing the engineering department's budget and personnel, and providing technical expertise and support to municipal departments.

Key Duties and Responsibilities:

The City Engineer will be responsible for the following duties and responsibilities:

- Manage and oversee engineering projects and activities in the City, including design, construction, and maintenance of public works infrastructure.
- Ensure compliance with federal, state, and local regulations, laws, and policies related to engineering activities.
- Manage the engineering department's budget and personnel, including hiring, training, and supervising staff.
- Provide technical expertise and support to municipal departments, including planning, public works, and community development.
- Develop and maintain relationships with community partners and stakeholders, including other municipal departments, contractors, and consultants.
- Participate in community outreach and education programs to promote the services and programs of the Engineering Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in civil engineering or a related field. A master's degree in a related field is preferred.
- A minimum of 7 years of experience in engineering, with at least 5 years in a supervisory or management role.
- Professional engineering licensure in the state of Massachusetts.
- Knowledge of federal, state, and local engineering regulations, laws, and policies.
- Strong communication, interpersonal, and organizational skills.

Proposed Base Salary: \$100,000.00

Grade: 13

Job Title: GIS Administrator

Department: Engineering

Appointing Body: Mayor

Job Summary:

The GIS Administrator is responsible for managing the Geographic Information System (GIS) in the City of Quincy. Key responsibilities include developing and maintaining GIS databases and applications, providing technical support to municipal departments, and managing GIS-related projects.

Key Duties and Responsibilities:

The GIS Administrator will be responsible for the following duties and responsibilities:

- Develop and maintain GIS databases and applications, including data collection, data processing, and data analysis.
- Provide technical support to municipal departments on GIS-related projects, including mapping and data analysis.
- Develop and implement GIS-related policies and procedures to ensure compliance with federal, state, and local regulations, laws, and policies.
- Manage GIS-related projects, including project planning, budgeting, and project management.
- Develop and maintain relationships with community partners and stakeholders, including other municipal departments, contractors, and consultants.
- Participate in community outreach and education programs to promote the services and programs of the Engineering Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in geography, computer science, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in GIS, with at least 3 years in a supervisory or management role.
- Experience with GIS software, such as ArcGIS, AutoCAD, or QGIS.
- Knowledge of federal, state, and local GIS regulations, laws, and policies.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with community partners and stakeholders.

Proposed Base Salary: \$181,935.03

Grade: 22

Job Title: Fire Chief

Department: Fire Department

Appointing Body: Mayor

Job Summary:

The Fire Chief is responsible for managing and directing the operations of the Fire Department in the City of Quincy. Key responsibilities include ensuring the department is prepared to respond to emergency situations, managing the department's budget and personnel, and developing and implementing fire prevention programs.

Key Duties and Responsibilities:

The Fire Chief will be responsible for the following duties and responsibilities:

- Manage and direct the operations of the Fire Department, including fire suppression, rescue, emergency medical services, and hazardous materials response.
- Ensure the department is prepared to respond to emergency situations, including maintaining and inspecting equipment, training personnel, and conducting emergency drills.
- Manage the department's budget and personnel, including hiring, training, and supervising staff.
- Develop and implement fire prevention programs, including public education and outreach programs, fire safety inspections, and fire code enforcement.
- Develop and maintain relationships with community partners and stakeholders, including other municipal departments, fire mutual aid organizations, and community organizations.
- Participate in community outreach and education programs to promote the services and programs of the Fire Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in fire science, public administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 10 years of experience in firefighting, with at least 5 years in a supervisory or management role.
- Professional certification as a Fire Chief or Executive Fire Officer.
- Knowledge of federal, state, and local fire regulations, laws, and policies.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with community partners and stakeholders.

Proposed Base Salary: \$115,000.00

Grade: 15

Job Title: Business Manager

Department: Fire Department

Appointing Body: Mayor

Job Summary:

The Business Manager is responsible for managing the financial and administrative operations of the Fire Department in the City of Quincy. Key responsibilities include managing the department's budget and accounting systems, overseeing procurement and contracting processes, and managing human resources and payroll.

Key Duties and Responsibilities:

The Business Manager will be responsible for the following duties and responsibilities:

- Manage the department's budget and accounting systems, including developing and implementing financial policies and procedures, monitoring expenses and revenue, and preparing financial reports.
- Oversee procurement and contracting processes, including managing bid processes, vendor contracts, and purchasing procedures.
- Manage human resources and payroll, including hiring, training, and supervising administrative staff, managing employee benefits and compensation, and ensuring compliance with federal, state, and local employment laws and regulations.
- Develop and maintain relationships with community partners and stakeholders, including other municipal departments, vendors, and contractors.
- Participate in community outreach and education programs to promote the services and programs of the Fire Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in business administration, public administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in financial management and administration, with at least 3 years in a supervisory or management role.
- Knowledge of federal, state, and local financial and administrative regulations, laws, and policies.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with community partners and stakeholders.

Proposed Base Salary: \$75,000.00

Grade: 9

Job Title: Secretary to the Fire Chief

Department: Fire Department

Appointing Body: Mayor

Job Summary:

The Secretary to the Fire Chief is responsible for providing administrative support to the Fire Chief and other departmental staff in the City of Quincy. Key responsibilities include managing departmental correspondence, maintaining records, scheduling appointments, and performing general office tasks.

Key Duties and Responsibilities:

The Secretary to the Fire Chief will be responsible for the following duties and responsibilities:

- Provide administrative support to the Fire Chief and other departmental staff, including managing departmental correspondence, maintaining records, and scheduling appointments.
- Answer telephone calls, greet visitors, and respond to inquiries from the public.
- Prepare reports and other documents as needed, including maintaining accurate files and databases.
- Coordinate and schedule meetings, training sessions, and other events.
- Assist with budget and financial management, including tracking expenses and maintaining financial records.
- Participate in community outreach and education programs to promote the services and programs of the Fire Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A high school diploma or equivalent. An associate's degree or certification in office administration is preferred.
- A minimum of 2 years of experience in an administrative support role.
- Strong communication, interpersonal, and organizational skills.
- Knowledge of office equipment and computer software, including word processing, spreadsheet, and database programs.
- Ability to work collaboratively with community partners and stakeholders.

Proposed Base Salary: \$110,000.00

Grade: 14

Job Title: Downtown Coordinator

Department: Public Building/Parks

Appointing Body: Mayor

Job Summary:

The Downtown Coordinator is responsible for overseeing the maintenance and improvement of public spaces, parks, and monuments in the downtown area of the City of Quincy. Key responsibilities include managing park and monument projects, collaborating with community partners, and coordinating maintenance efforts with other municipal departments.

Key Duties and Responsibilities:

The Downtown Coordinator will be responsible for the following duties and responsibilities:

- Manage park and monument projects, including developing project plans, securing funding, and overseeing construction.
- Collaborate with community partners and stakeholders to identify and prioritize park and monument projects and ensure community needs are met.
- Coordinate maintenance efforts with other municipal departments, including Public Works and the Department of Transportation.
- Develop and maintain relationships with community partners and stakeholders, including local businesses, neighborhood groups, and advocacy organizations.
- Manage public space programming and events, including outdoor concerts, festivals, and other activities.
- Participate in community outreach and education programs to promote the services and programs of the Public Building/Parks Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in urban planning, landscape architecture, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in urban planning, park management, or a related field, with at least 3 years in a supervisory or management role.
- Knowledge of federal, state, and local regulations, laws, and policies related to parks and public spaces.
- Strong communication, interpersonal, and organizational skills.

Proposed Base Salary: \$87,500.00

Grade: 11

Job Title: Lead Technician for Downtown

Department: Public Building/Parks

Appointing Body: Mayor

Job Summary:

The Lead Technician for Downtown is responsible for overseeing the maintenance and improvement of public spaces, parks, and monuments in the downtown area of the City of Quincy. Key responsibilities include managing the maintenance crew, supervising maintenance efforts, and ensuring that maintenance operations comply with federal, state, and local regulations.

Key Duties and Responsibilities:

The Lead Technician for Downtown will be responsible for the following duties and responsibilities:

- Manage the maintenance crew, including hiring, training, and supervising staff.
- Oversee maintenance efforts, including landscape maintenance, repairs, and installation of amenities and facilities.
- Ensure that maintenance operations comply with federal, state, and local regulations, including safety regulations and environmental regulations.
- Develop and maintain relationships with community partners and stakeholders, including local businesses, neighborhood groups, and advocacy organizations.
- Collaborate with the Downtown Coordinator to identify and prioritize maintenance needs and plan maintenance projects.
- Participate in community outreach and education programs to promote the services and programs of the Public Building/Parks Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A high school diploma or equivalent. An associate's degree or certification in a related field is preferred.
- A minimum of 5 years of experience in park maintenance or a related field, with at least 3 years in a supervisory or management role.
- Knowledge of federal, state, and local regulations, laws, and policies related to park and public space maintenance.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with community partners and stakeholders.

Proposed Base Salary: \$77,500.00

Grade: 9

Job Title: Technician for Downtown

Department: Public Building/Parks

Appointing Body: Mayor

Job Summary:

The Technician for Downtown is responsible for supporting the maintenance and improvement of public spaces, parks, and monuments in the downtown area of the City of Quincy. Key responsibilities include performing landscape maintenance, repairs, and installation of amenities and facilities, and ensuring that maintenance operations comply with federal, state, and local regulations.

Key Duties and Responsibilities:

The Technician for Downtown will be responsible for the following duties and responsibilities:

- Perform landscape maintenance, including mowing, pruning, and planting.
- Perform repairs and installations of amenities and facilities, including benches, signs, and playground equipment.
- Ensure that maintenance operations comply with federal, state, and local regulations, including safety regulations and environmental regulations.
- Collaborate with the Lead Technician for Downtown to identify and prioritize maintenance needs and plan maintenance projects.
- Develop and maintain relationships with community partners and stakeholders, including local businesses, neighborhood groups, and advocacy organizations.
- Participate in community outreach and education programs to promote the services and programs of the Public Building/Parks Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A high school diploma or equivalent. Certification in a related field is preferred.
- A minimum of 2 years of experience in park maintenance or a related field.
- Knowledge of federal, state, and local regulations, laws, and policies related to park and public space maintenance.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with community partners and stakeholders.

Proposed Base Salary: \$150,000.00

Grade: 19

Job Title: Director of Information Technology

Department: Information Technology

Appointing Body: Mayor

Job Summary:

The Director of Information Technology is responsible for overseeing the technology infrastructure and systems for the City of Quincy. Key responsibilities include managing the information technology team, developing and implementing technology policies, and ensuring that the technology infrastructure meets the needs of the City.

Key Duties and Responsibilities:

The Director of Information Technology will be responsible for the following duties and responsibilities:

- Manage the information technology team, including hiring, training, and supervising staff.
- Develop and implement technology policies and procedures to ensure the security and efficiency of the technology infrastructure.
- Plan and oversee technology projects, including the development and implementation of new systems and upgrades to existing systems.
- Ensure that technology infrastructure meets the needs of the City, including the needs of municipal departments and the public.
- Develop and maintain relationships with technology vendors and service providers.
- Participate in community outreach and education programs to promote the services and programs of the Information Technology Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in computer science, information technology, or a related field. A master's degree in a related field is preferred.
- A minimum of 7 years of experience in information technology, with at least 3 years in a senior management role.
- Knowledge of information technology principles, including network architecture, software development, and data management.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments and community stakeholders.

Proposed Base Salary: \$150,000.00

Grade: 19

Job Title: Director of Inspectional Services

Department: Inspectional Services

Appointing Body: Mayor

Job Summary:

The Director of Inspectional Services is responsible for overseeing the enforcement of building, housing, and health codes and regulations for the City of Quincy. Key responsibilities include managing the inspectional services team, developing and implementing inspectional policies, and ensuring that buildings and properties in the City comply with municipal and state regulations.

Key Duties and Responsibilities:

The Director of Inspectional Services will be responsible for the following duties and responsibilities:

- Manage the inspectional services team, including hiring, training, and supervising staff.
- Develop and implement inspectional policies and procedures to ensure the safety and compliance of buildings and properties in the City.
- Oversee the enforcement of building, housing, and health codes and regulations, including conducting inspections and issuing citations for violations.
- Coordinate with other municipal departments and external agencies to ensure compliance with regulations and to address concerns from the public.
- Develop and maintain relationships with community partners and stakeholders, including local businesses, neighborhood groups, and advocacy organizations.
- Participate in community outreach and education programs to promote the services and programs of the Inspectional Services Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in urban planning, public administration, or a related field. A master's degree in a related field is preferred.
- A minimum of 7 years of experience in inspectional services, with at least 3 years in a senior management role.
- Knowledge of building, housing, and health codes and regulations at the municipal and state levels.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments and community stakeholders.

Proposed Base Salary: \$110,000.00

Grade: 14

Job Title: Assistant Building Inspector

Department: Inspectional Services

Appointing Body: Mayor

Job Summary:

The Assistant Building Inspector is responsible for assisting in the enforcement of building, housing, and health codes and regulations for the City of Quincy. Key responsibilities include conducting inspections, issuing citations for violations, and working with the public to ensure compliance with regulations.

Key Duties and Responsibilities:

The Assistant Building Inspector will be responsible for the following duties and responsibilities:

- Conduct inspections of buildings and properties to ensure compliance with building, housing, and health codes and regulations.
- Issue citations for violations of regulations and work with property owners and tenants to ensure compliance.
- Collaborate with the Building Inspector and other municipal departments to ensure compliance with regulations and to address concerns from the public.
- Participate in community outreach and education programs to promote the services and programs of the Inspectional Services Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A high school diploma or equivalent. An associate's degree in a related field is preferred.
- A minimum of 2 years of experience in building inspection, housing inspection, or a related field.
- Knowledge of building, housing, and health codes and regulations at the municipal and state levels.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments and community stakeholders.

Proposed Base Salary: \$90,000.00

Grade: 11

Job Title: Legal Processor

Department: Inspectional Services

Appointing Body: Mayor

Job Summary:

The Legal Processor is responsible for supporting the enforcement of building, housing, and health codes and regulations for the City of Quincy. Key responsibilities include managing legal documents, preparing legal filings, and working with municipal departments and external agencies to ensure compliance with regulations.

Key Duties and Responsibilities:

The Legal Processor will be responsible for the following duties and responsibilities:

- Manage legal documents, including legal filings, notices, and correspondence related to building, housing, and health code enforcement.
- Prepare and file legal documents, including complaints, summonses, and orders.
- Coordinate with the Building Inspector and other municipal departments to ensure compliance with regulations and to address concerns from the public.
- Work with external agencies, including the District Attorney's Office, to ensure compliance with regulations and to prosecute violations of regulations.
- Participate in community outreach and education programs to promote the services and programs of the Inspectional Services Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A high school diploma or equivalent. An associate's degree in a related field is preferred.
- A minimum of 2 years of experience in a legal support role, preferably in a municipal setting.
- Knowledge of legal documents and procedures related to building, housing, and health code enforcement.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments and community stakeholders.

Proposed Base Salary: \$85,000.00

Grade: 10

Job Title: Plan Examiner

Department: Inspectional Services

Appointing Body: Mayor

Job Summary:

The Plan Examiner is responsible for reviewing and approving plans for building and construction projects in the City of Quincy. Key responsibilities include conducting plan reviews, performing site inspections, and working with architects, engineers, and builders to ensure compliance with municipal and state regulations.

Key Duties and Responsibilities:

The Plan Examiner will be responsible for the following duties and responsibilities:

- Review plans and specifications for building and construction projects to ensure compliance with building, housing, and health codes and regulations.
- Conduct site inspections of building and construction projects to ensure compliance with approved plans and specifications.
- Work with architects, engineers, and builders to ensure compliance with regulations and to address concerns and questions related to plan reviews.
- Prepare and issue permits for building and construction projects, including reviewing fees and issuing certificates of occupancy.
- Participate in community outreach and education programs to promote the services and programs of the Inspectional Services Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in architecture, engineering, or a related field. A master's degree in a related field is preferred.
- A minimum of 5 years of experience in plan review and inspection, preferably in a municipal setting.
- Knowledge of building, housing, and health codes and regulations at the municipal and state levels.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments and community stakeholders.

Proposed Base Salary: \$150,000.00

Grade: 19

Job Title: City Solicitor

Department: Law Department

Appointing Body: Mayor

Job Summary:

The City Solicitor is responsible for providing legal advice and counsel to the City of Quincy and its officials, departments, and agencies. Key responsibilities include representing the City in legal proceedings, drafting and reviewing contracts and agreements, and advising on legal issues related to municipal government.

Key Duties and Responsibilities:

The City Solicitor will be responsible for the following duties and responsibilities:

- Provide legal advice and counsel to the City of Quincy and its officials, departments, and agencies on a variety of legal matters.
- Represent the City in legal proceedings, including litigation and administrative proceedings.
- Draft and review contracts, agreements, and other legal documents related to municipal government.
- Advise on legal issues related to municipal government, including land use and zoning, labor and employment, and public safety.
- Participate in community outreach and education programs to promote the services and programs of the Law Department.
- Manage and supervise the Law Department staff, including attorneys, paralegals, and support staff.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Juris Doctor degree from an accredited law school.
- Admission to the Massachusetts bar.
- A minimum of 10 years of experience practicing law, with at least 5 years in a municipal law practice or government setting.
- Knowledge of municipal law, including land use and zoning, labor and employment, and public safety.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments and community stakeholders.

Proposed Base Salary: \$87,000.00

Grade: 10

Job Title: Assistant City Solicitor

Department: Law Department

Appointing Body: Mayor

Job Summary:

The Assistant City Solicitor is responsible for assisting the City Solicitor in providing legal advice and counsel to the City of Quincy and its officials, departments, and agencies. Key responsibilities include conducting legal research, drafting legal documents, and representing the City in legal proceedings.

Key Duties and Responsibilities:

The Assistant City Solicitor will be responsible for the following duties and responsibilities:

- Conduct legal research and analysis on a variety of legal issues related to municipal government.
- Draft and review legal documents, including contracts, agreements, and ordinances.
- Represent the City in legal proceedings, including litigation and administrative proceedings.
- Work with municipal departments and external agencies to provide legal advice and counsel on a variety of matters.
- Participate in community outreach and education programs to promote the services and programs of the Law Department.
- Assist the City Solicitor in managing and supervising the Law Department staff, including attorneys, paralegals, and support staff.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Juris Doctor degree from an accredited law school.
- Admission to the Massachusetts bar.
- A minimum of 2 years of experience practicing law, with experience in a municipal law practice or government setting preferred.
- Knowledge of municipal law, including land use and zoning, labor and employment, and public safety.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments and community stakeholders.

Proposed Base Salary: \$102,000.00

Grade: 13

Job Title: Legal Counsel

Department: Law Department

Appointing Body: Mayor

Job Summary:

The Legal Counsel is responsible for providing legal advice and counsel to [Insert name of the department where the Legal Counsel will be working] and its officials, employees, and contractors. Key responsibilities include drafting and reviewing contracts, advising on legal issues related to [Insert department's main function], and representing the department in legal proceedings.

Key Duties and Responsibilities:

The Legal Counsel will be responsible for the following duties and responsibilities:

- Provide legal advice and counsel to [Insert name of the department where the Legal Counsel will be working] and its officials, employees, and contractors on a variety of legal matters.
- Draft and review contracts, agreements, and other legal documents related to [Insert department's main function].
- Advise on legal issues related to [Insert department's main function], including compliance with regulations and laws.
- Represent the department in legal proceedings, including litigation and administrative proceedings.
- Participate in community outreach and education programs to promote the services and programs of the department.
- Manage and supervise the department's legal affairs, including working with outside counsel and managing legal budgets.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Juris Doctor degree from an accredited law school.
- Admission to the Massachusetts bar.
- A minimum of 5 years of experience practicing law, with experience in [Insert department's main function] preferred.
- Strong knowledge of laws and regulations related to [Insert department's main function].
- Strong communication, interpersonal, and organizational skills.

Proposed Base Salary: \$75,000.00

Grade: 8

Job Title: Principal Clerk

Department: Law Department

Appointing Body: Mayor

Job Summary:

The Principal Clerk is responsible for providing administrative and clerical support to the Law Department. Key responsibilities include managing department records, scheduling meetings and appointments, and providing assistance to attorneys and staff as needed.

Key Duties and Responsibilities:

The Principal Clerk will be responsible for the following duties and responsibilities:

- Manage and maintain department records, including legal documents, correspondence, and reports.
- Schedule meetings and appointments for attorneys and staff, and manage calendars.
- Answer and screen phone calls and emails, and provide assistance to callers and visitors.
- Draft and prepare legal documents, including contracts, agreements, and pleadings.
- Provide administrative support to attorneys and staff, including copying, filing, and data entry.
- Participate in community outreach and education programs to promote the services and programs of the Law Department.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- High school diploma or equivalent.
- A minimum of 5 years of experience in a legal or administrative support role, with experience in a law office or government setting preferred.
- Strong knowledge of legal terminology, procedures, and practices.
- Strong communication, interpersonal, and organizational skills.
- Proficiency in Microsoft Office and other common office software.

Proposed Base Salary: \$130,000.00

Grade: 16

Job Title: Director of Libraries

Department: Libraries

Appointing Body: Mayor

Job Summary:

The Director of Libraries is responsible for overseeing the operations of the libraries in the City of Quincy and developing strategies to provide high-quality library services to the community. Key responsibilities include managing library budgets, supervising library staff, and developing library policies and procedures.

Key Duties and Responsibilities:

The Director of Libraries will be responsible for the following duties and responsibilities:

- Develop and implement strategies for providing high-quality library services to the community.
- Manage the library budget, including preparing annual budgets and monitoring expenditures.
- Supervise library staff, including hiring, training, and evaluating staff performance.
- Develop and implement library policies and procedures, including circulation policies, collection development policies, and library programs and services.
- Manage the library's collection of books, periodicals, and other materials, including acquisition, cataloging, and processing of materials.
- Oversee library programming and outreach activities, including storytime, book clubs, and other community events.
- Work with the Friends of the Library and other community organizations to promote library services and programs.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Master's degree in Library Science from an ALA-accredited program.
- A minimum of 5 years of experience in a library management position, with experience in a municipal or government setting preferred.
- Strong knowledge of library operations, including collection development, circulation, and library technology.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with library staff, municipal departments, and community stakeholders.

Proposed Base Salary: \$102,000.00

Grade: 12

Job Title: Assistant Director of Libraries

Department: Libraries

Appointing Body: Mayor

Job Summary:

The Assistant Director of Libraries is responsible for assisting the Director of Libraries in the development and implementation of strategies for providing high-quality library services to the community. Key responsibilities include overseeing library operations, supervising library staff, and developing and implementing library policies and procedures.

Key Duties and Responsibilities:

The Assistant Director of Libraries will be responsible for the following duties and responsibilities:

- Assist the Director of Libraries in the development and implementation of strategies for providing high-quality library services to the community.
- Oversee library operations, including circulation, reference, and technical services.
- Supervise library staff, including hiring, training, and evaluating staff performance.
- Develop and implement library policies and procedures, including circulation policies, collection development policies, and library programs and services.
- Manage the library's collection of books, periodicals, and other materials, including acquisition, cataloging, and processing of materials.
- Oversee library programming and outreach activities, including storytime, book clubs, and other community events.
- Work with the Friends of the Library and other community organizations to promote library services and programs.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Master's degree in Library Science from an ALA-accredited program.
- A minimum of 3 years of experience in a library management position, with experience in a municipal or government setting preferred.
- Strong knowledge of library operations, including circulation, reference, and technical services.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with library staff, municipal departments, and community stakeholders.

Proposed Base Salary: \$130,000.00

Grade: 17

Job Title: Director of Institutional Relations

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Director of Institutional Relations is responsible for developing and maintaining positive relationships between the City of Quincy and institutions and organizations within the community, including colleges and universities, hospitals, and cultural institutions. Key responsibilities include identifying partnership opportunities, developing strategies for engaging with stakeholders, and representing the City at community events and meetings.

Key Duties and Responsibilities:

The Director of Institutional Relations will be responsible for the following duties and responsibilities:

- Develop and implement strategies for building positive relationships with institutions and organizations within the community, including colleges and universities, hospitals, and cultural institutions.
- Identify partnership opportunities with these institutions and organizations and work collaboratively to develop and implement joint initiatives.
- Represent the City at community events and meetings and maintain a positive image of the City to stakeholders.
- Facilitate communication and collaboration between the City and these institutions and organizations.
- Monitor and track institutional initiatives and programs that impact the City and provide recommendations for action.
- Prepare reports and briefings on institutional relations for the Mayor and other City officials as needed.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Bachelor's degree in a relevant field, such as communications, public relations, or government.
- A minimum of 5 years of experience in a role that involves institutional or community relations, with experience in a municipal or government setting preferred.
- Strong knowledge of community relations and partnership building.
- Strong communication, interpersonal, and organizational skills.

Proposed Base Salary: \$150,000.00

Grade: 19

Job Title: Director of Operations

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Director of Operations is responsible for overseeing the day-to-day operations of the Mayor's Office and ensuring the efficient and effective delivery of services to the community. Key responsibilities include managing office operations, supervising staff, and developing and implementing policies and procedures to support the Mayor's initiatives.

Key Duties and Responsibilities:

The Director of Operations will be responsible for the following duties and responsibilities:

- Manage day-to-day office operations, including supervising staff, coordinating schedules, and managing office budgets.
- Develop and implement policies and procedures to support the Mayor's initiatives and ensure the efficient delivery of services to the community.
- Work collaboratively with other municipal departments to coordinate initiatives and programs.
- Prepare reports and briefings on office operations for the Mayor and other City officials as needed.
- Develop and maintain positive relationships with community stakeholders and external partners.
- Represent the Mayor's Office at community events and meetings.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Bachelor's degree in a relevant field, such as public administration, business, or government.
- A minimum of 5 years of experience in a management or operations role, with experience in a municipal or government setting preferred.
- Strong knowledge of office operations, including budget management, policy development, and staff supervision.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$115,000.00

Grade: 15

Job Title: Director of Policy and Information

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Director of Policy and Information is responsible for developing and implementing policies and initiatives that support the Mayor's vision for the City. Key responsibilities include analyzing data and information to inform policy decisions, coordinating with municipal departments to develop and implement initiatives, and communicating the Mayor's vision and initiatives to the public.

Key Duties and Responsibilities:

The Director of Policy and Information will be responsible for the following duties and responsibilities:

- Analyze data and information to inform policy decisions and identify areas for improvement.
- Develop and implement policies and initiatives that support the Mayor's vision for the City.
- Coordinate with municipal departments to develop and implement initiatives and programs.
- Develop and maintain positive relationships with community stakeholders and external partners.
- Represent the Mayor's Office at community events and meetings.
- Prepare reports and briefings on policy and initiatives for the Mayor and other City officials as needed.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Bachelor's degree in a relevant field, such as public policy, political science, or government.
- A minimum of 5 years of experience in a policy or strategic planning role, with experience in a municipal or government setting preferred.
- Strong analytical and critical thinking skills.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$92,000.00

Grade: 11

Job Title: Director of Constituent Services

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Director of Constituent Services is responsible for managing and coordinating the Mayor's Office's interactions with the public and ensuring that the City provides high-quality customer service to its constituents. Key responsibilities include managing a team of constituent service representatives, developing and implementing policies and procedures for addressing constituent concerns, and overseeing the City's 311 system.

Key Duties and Responsibilities:

The Director of Constituent Services will be responsible for the following duties and responsibilities:

- Manage and coordinate the Mayor's Office's interactions with the public.
- Manage a team of constituent service representatives and ensure that they provide high-quality customer service to constituents.
- Develop and implement policies and procedures for addressing constituent concerns and feedback.
- Oversee the City's 311 system and ensure that it is effective in addressing constituent needs.
- Develop and maintain positive relationships with community stakeholders and external partners.
- Represent the Mayor's Office at community events and meetings.
- Prepare reports and briefings on constituent services for the Mayor and other City officials as needed.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Bachelor's degree in a relevant field, such as public administration, business, or government.
- A minimum of 5 years of experience in a management or customer service role, with experience in a municipal or government setting preferred.
- Strong knowledge of customer service principles and best practices.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$170,000.00

Grade: 21

Job Title: Chief of Staff to the Mayor

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Chief of Staff to the Mayor is responsible for managing the Mayor's Office and supporting the Mayor in carrying out their vision for the City. Key responsibilities include overseeing the daily operations of the Mayor's Office, managing staff, developing and implementing policies and initiatives, and serving as the primary liaison between the Mayor and City officials.

Key Duties and Responsibilities:

The Chief of Staff to the Mayor will be responsible for the following duties and responsibilities:

- Oversee the daily operations of the Mayor's Office and ensure the efficient delivery of services to the community.
- Manage and supervise staff in the Mayor's Office.
- Develop and implement policies and initiatives that support the Mayor's vision for the City.
- Serve as the primary liaison between the Mayor and City officials, community stakeholders, and external partners.
- Advise the Mayor on a range of issues, including policy, operations, and communications.
- Represent the Mayor's Office at community events and meetings.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A Bachelor's degree in a relevant field, such as public administration, business, or government.
- A minimum of 7-10 years of experience in a management or leadership role, with experience in a municipal or government setting preferred.
- Strong knowledge of municipal operations and policies.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$75,000.00

Grade: 8

Job Title: Receptionist

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Receptionist is responsible for managing the front desk of the Mayor's Office and providing exceptional customer service to constituents and visitors. Key responsibilities include greeting visitors, answering phones, managing the Mayor's schedule, and providing administrative support to the Mayor's Office staff.

Key Duties and Responsibilities:

The Receptionist will be responsible for the following duties and responsibilities:

- Greet visitors and provide exceptional customer service.
- Answer phones and route calls to the appropriate staff member.
- Manage the Mayor's schedule and arrange appointments and meetings.
- Provide administrative support to the Mayor's Office staff.
- Maintain the front desk area and ensure that it is organized and presentable.
- Manage incoming and outgoing mail and packages.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- High school diploma or equivalent.
- Strong communication, interpersonal, and organizational skills.
- Ability to provide exceptional customer service.
- Strong computer skills, including proficiency in Microsoft Office.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$75,000.00

Grade: 8

Job Title: Secretary to the Mayor

Department: Mayor's Office

Appointing Body: Mayor

Job Summary:

The Secretary to the Mayor is responsible for providing administrative support to the Mayor and the Mayor's Office. Key responsibilities include managing the Mayor's schedule, coordinating meetings and appointments, preparing correspondence, and performing other administrative duties as needed.

Key Duties and Responsibilities:

The Secretary to the Mayor will be responsible for the following duties and responsibilities:

- Manage the Mayor's schedule and arrange appointments and meetings.
- Coordinate with City officials, community stakeholders, and external partners to schedule meetings and events.
- Prepare correspondence and reports for the Mayor and other City officials as needed.
- Provide administrative support to the Mayor's Office staff.
- Perform other administrative duties as needed.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A minimum of 5 years of experience in an administrative support role.
- Strong communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.
- Strong computer skills, including proficiency in Microsoft Office.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$92,000.00

Grade: 10

Job Title: Substance Abuse Prevention Coordinator

Department: Substance Abuse Prevention Department

Appointing Body: Mayor

Job Summary:

The Substance Abuse Prevention Coordinator is responsible for developing and implementing substance abuse prevention programs and initiatives in the City. Key responsibilities include conducting needs assessments, developing educational materials, coordinating with community partners, and providing training to City employees.

Key Duties and Responsibilities:

The Substance Abuse Prevention Coordinator will be responsible for the following duties and responsibilities:

- Develop and implement substance abuse prevention programs and initiatives.
- Conduct needs assessments and evaluate the effectiveness of substance abuse prevention programs.
- Develop and distribute educational materials related to substance abuse prevention.
- Coordinate with community partners to develop and implement joint prevention initiatives.
- Provide training to City employees on substance abuse prevention strategies.
- Participate in local, state, and national substance abuse prevention coalitions and initiatives.
- Collaborate with local schools to implement substance abuse prevention programs.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in a relevant field, such as public health, social work, or education.
- A minimum of 3-5 years of experience in substance abuse prevention or related field.
- Strong knowledge of substance abuse prevention strategies and best practices.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$170,000.00

Grade: 21

Job Title: Commissioner of the Division of Natural Resources

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Commissioner of the Division of Natural Resources is responsible for overseeing the management and conservation of natural resources in the City. Key responsibilities include developing and implementing policies and programs related to environmental protection, land management, and recreation, as well as ensuring compliance with local, state, and federal regulations.

Key Duties and Responsibilities:

The Commissioner of the Division of Natural Resources will be responsible for the following duties and responsibilities:

- Develop and implement policies and programs related to environmental protection, land management, and recreation.
- Oversee the management and conservation of natural resources, including forests, wetlands, and open spaces.
- Ensure compliance with local, state, and federal regulations related to natural resource management.
- Collaborate with City officials, community stakeholders, and external partners to develop and implement joint conservation and sustainability initiatives.
- Manage and develop the Division's budget and staff.
- Represent the Division and the City in meetings and events related to natural resource management.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's or Master's degree in a relevant field, such as environmental science, natural resource management, or public administration.
- A minimum of 7-10 years of experience in natural resource management or related field.
- Strong knowledge of natural resource management, conservation, and environmental protection.
- Strong communication, interpersonal, and organizational skills.

Proposed Base Salary: \$60,000.00

Grade: 5

Job Title: Administrative Assistant for Furnace Brook Golf Course

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Administrative Assistant for Furnace Brook Golf Course is responsible for providing administrative support to the Golf Course Manager and other staff members at Furnace Brook Golf Course. Key responsibilities include managing the course's scheduling and booking system, preparing correspondence, and performing other administrative duties as needed.

Key Duties and Responsibilities:

The Administrative Assistant for Furnace Brook Golf Course will be responsible for the following duties and responsibilities:

- Manage the golf course's scheduling and booking system, including tee times and event reservations.
- Prepare correspondence and reports for the Golf Course Manager and other staff members.
- Provide administrative support to the Golf Course Manager and other staff members as needed.
- Assist with the coordination of special events and tournaments at the golf course.
- Coordinate with other City departments and external partners as needed.
- Perform other administrative duties as needed.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- A minimum of 3 years of experience in an administrative support role.
- Strong communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.
- Strong computer skills, including proficiency in Microsoft Office.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$85,000.00

Grade: 10

Job Title: Project Manager

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Project Manager is responsible for overseeing a variety of natural resource management projects in the City, from planning and design to implementation and monitoring. Key responsibilities include managing project budgets and timelines, coordinating with contractors and external partners, and ensuring compliance with local, state, and federal regulations.

Key Duties and Responsibilities:

The Project Manager will be responsible for the following duties and responsibilities:

- Develop and manage natural resource management projects, from planning and design to implementation and monitoring.
- Manage project budgets and timelines, including coordinating with contractors and external partners.
- Ensure compliance with local, state, and federal regulations related to natural resource management.
- Prepare and present reports and recommendations to City officials and community stakeholders.
- Collaborate with City officials, community stakeholders, and external partners to develop and implement joint conservation and sustainability initiatives.
- Represent the Division and the City in meetings and events related to natural resource management.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's or Master's degree in a relevant field, such as environmental science, natural resource management, or public administration.
- A minimum of 5-7 years of experience in project management or a related field.
- Strong knowledge of natural resource management, conservation, and environmental protection.
- Strong communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.

Proposed Base Salary: \$60,000.00

Grade: 5

Job Title: Community Preservation Act Administrator

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Community Preservation Act (CPA) Administrator is responsible for managing the City's CPA program and overseeing the allocation of funds to eligible projects. Key responsibilities include developing and implementing the CPA application and review process, providing guidance and support to community organizations and applicants, and ensuring compliance with local, state, and federal regulations.

Key Duties and Responsibilities:

The Community Preservation Act Administrator will be responsible for the following duties and responsibilities:

- Develop and manage the CPA application and review process, including developing guidelines and procedures, and ensuring compliance with local, state, and federal regulations.
- Provide guidance and support to community organizations and applicants throughout the CPA process, including assisting with project planning, grant writing, and budgeting.
- Manage the allocation of CPA funds to eligible projects, including developing and presenting recommendations to the Community Preservation Committee.
- Maintain accurate records of all CPA transactions and activities.
- Develop and implement communication and outreach strategies to raise awareness of the CPA program and increase community participation.
- Prepare and present reports and recommendations to City officials and community stakeholders.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's or Master's degree in a relevant field, such as environmental science, natural resource management, or public administration.
- Strong knowledge of the CPA program and related regulations and guidelines.
- Strong communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$93,000.00

Grade: 11

Job Title: Earth Scientist

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Earth Scientist is responsible for conducting research and analysis on geological and environmental conditions in the City, as well as developing and implementing programs to promote conservation and sustainability. Key responsibilities include designing and conducting field studies, analyzing data, and developing recommendations to support the City's conservation and sustainability goals.

Key Duties and Responsibilities:

The Earth Scientist will be responsible for the following duties and responsibilities:

- Conduct field studies to evaluate geological and environmental conditions in the City, including soil and water quality, geologic formations, and climate patterns.
- Collect and analyze data from various sources, including field measurements, remote sensing, and laboratory analysis.
- Develop and implement programs to promote conservation and sustainability, including identifying opportunities for energy efficiency and renewable energy, and promoting sustainable land use practices.
- Provide technical guidance and support to municipal departments, community organizations, and external partners on issues related to geological and environmental conditions.
- Prepare and present reports and recommendations to City officials and community stakeholders.
- Collaborate with City officials, community stakeholders, and external partners to develop and implement joint conservation and sustainability initiatives.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's or Master's degree in earth science, environmental science, or a related field.
- A minimum of 5-7 years of experience in conducting field studies, analyzing data, and developing conservation and sustainability programs.
- Strong knowledge of geological and environmental conditions and related regulations and guidelines.
- Strong analytical, communication, and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.

Proposed Base Salary: \$80,000.00

Grade: 9

Job Title: Coordinator of Heritage

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Coordinator of Heritage is responsible for promoting the City's historical and cultural heritage, and preserving its landmarks, buildings, and landscapes. Key responsibilities include developing and implementing programs to promote the City's heritage, providing guidance and support to community organizations, and ensuring compliance with local, state, and federal regulations.

Key Duties and Responsibilities:

The Coordinator of Heritage will be responsible for the following duties and responsibilities:

- Develop and implement programs to promote the City's historical and cultural heritage, including developing educational materials, coordinating public events, and promoting heritage tourism.
- Provide guidance and support to community organizations on issues related to the City's heritage, including landmark designation, building preservation, and historical research.
- Ensure compliance with local, state, and federal regulations related to heritage preservation.
- Collaborate with other City departments and external partners on joint conservation and sustainability initiatives.
- Maintain accurate records of all heritage-related activities and transactions.
- Prepare and present reports and recommendations to City officials and community stakeholders.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's or Master's degree in a relevant field, such as historic preservation, cultural heritage, or public administration.
- A minimum of 5-7 years of experience in heritage preservation, community development, or a related field.
- Strong knowledge of local, state, and federal regulations related to heritage preservation.
- Strong communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$100,000.00

Grade: 13

Job Title: Program Manager

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Program Manager is responsible for overseeing the development and implementation of environmental programs in the City, including managing budgets, staff, and resources, and ensuring compliance with local, state, and federal regulations. Key responsibilities include developing and implementing policies and procedures, managing grant applications, and collaborating with other City departments and external partners on joint environmental initiatives.

Key Duties and Responsibilities:

The Program Manager will be responsible for the following duties and responsibilities:

- Develop and implement environmental programs in the City, including energy efficiency, renewable energy, waste reduction, and sustainable land use practices.
- Develop and implement policies and procedures to ensure compliance with local, state, and federal regulations.
- Manage budgets, staff, and resources, including hiring, training, and supervising program staff, and overseeing contractors and vendors.
- Manage grant applications and reporting, including identifying funding opportunities and developing grant proposals.
- Collaborate with other City departments and external partners on joint environmental initiatives.
- Maintain accurate records of all program-related activities and transactions.
- Prepare and present reports and recommendations to City officials and community stakeholders.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's or Master's degree in environmental science, public administration, or a related field.
- A minimum of 5-7 years of experience in environmental program management, including budget and staff management, grant writing and management, and policy development and implementation.
- Strong knowledge of local, state, and federal regulations related to environmental programs.
- Strong communication, interpersonal, and organizational skills.

Proposed Base Salary: \$85,000.00

Grade: 10

Job Title: Superintendent of the Furnace Brook Golf Course

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Superintendent of the Furnace Brook Golf Course is responsible for overseeing the daily operations and maintenance of the golf course, including managing staff, budgets, and resources, and ensuring compliance with local, state, and federal regulations. Key responsibilities include managing course maintenance, coordinating golf events, and providing excellent customer service to all visitors.

Key Duties and Responsibilities:

The Superintendent of the Furnace Brook Golf Course will be responsible for the following duties and responsibilities:

- Oversee the daily operations and maintenance of the golf course, including managing staff, budgets, and resources.
- Develop and implement policies and procedures to ensure compliance with local, state, and federal regulations related to golf course operations.
- Manage course maintenance, including scheduling, coordinating, and overseeing all groundskeeping and landscaping activities.
- Coordinate golf events, including scheduling, marketing, and managing all aspects of tournaments and outings.
- Provide excellent customer service to all visitors, including responding to inquiries, addressing concerns, and maintaining a clean and welcoming environment.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's or Master's degree in golf course management, turf management, or a related field.
- A minimum of 5-7 years of experience in golf course operations and maintenance, including budget and staff management, event planning and coordination, and policy development and implementation.
- Strong knowledge of local, state, and federal regulations related to golf course operations.
- Strong communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.
- Ability to work collaboratively with municipal departments, community stakeholders, and external partners.

Proposed Base Salary: \$94,000.00

Grade: 12

Job Title: Tree Warden

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary:

The Tree Warden is responsible for managing and maintaining the City's urban forest, including supervising staff, managing budgets, and enforcing local, state, and federal regulations related to trees. Key responsibilities include managing tree planting, pruning, and removal projects, responding to public inquiries and concerns, and collaborating with other City departments and external partners on joint environmental initiatives.

Key Duties and Responsibilities:

The Tree Warden will be responsible for the following duties and responsibilities:

- Develop and implement policies and procedures related to tree maintenance, including planting, pruning, and removal.
- Manage and maintain the City's urban forest, including supervising staff, managing budgets, and ensuring compliance with local, state, and federal regulations.
- Respond to public inquiries and concerns related to trees, including providing information and advice on tree care and management.
- Collaborate with other City departments and external partners on joint environmental initiatives, including coordinating with utility companies on tree trimming and removal.
- Maintain accurate records of all tree-related activities and transactions, including tree inventory and inspection reports.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's or Master's degree in arboriculture, forestry, or a related field.
- A minimum of 5-7 years of experience in tree maintenance and management, including staff and budget management, policy development and implementation, and compliance with local, state, and federal regulations related to trees.
- Strong knowledge of tree species, diseases, and pests, as well as best practices for tree planting, pruning, and removal.
- Strong communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.

Proposed Base Salary: \$130,000.00

Grade: 17

Job Title: Director of Human Resources

Department: Human Resource Department

Appointing Body: Mayor

Job Summary:

The Director of Human Resources is responsible for overseeing all human resources functions within the City of Quincy, including recruitment and retention, employee benefits and compensation, employee relations, performance management, training and development, and compliance with applicable laws and regulations. The Director of Human Resources also serves as a strategic partner to City officials and department heads in the development and implementation of human resources policies and practices.

Key Duties and Responsibilities:

The Director of Human Resources will be responsible for the following duties and responsibilities:

- Develop and implement human resources policies and procedures that comply with applicable laws and regulations and align with the City's overall mission and values.
- Oversee recruitment and retention efforts for all City departments, including developing and implementing strategies for attracting and retaining a diverse and talented workforce.
- Manage employee benefits and compensation programs, including negotiating and administering collective bargaining agreements and ensuring compliance with relevant laws and regulations.
- Oversee employee relations, including responding to grievances and complaints, conducting investigations, and recommending appropriate action to City officials and department heads.
- Develop and implement performance management programs, including conducting performance evaluations, providing coaching and feedback, and identifying opportunities for employee growth and development.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in human resources management, business administration, or a related field. Master's degree is preferred.
- At least 10 years of progressive experience in human resources management, including experience in recruitment and retention, employee benefits and compensation, employee relations, performance management, and training and development.
- Thorough knowledge of federal, state, and local employment laws and regulations, as well as best practices in human resources management.

Proposed Base Salary: \$75,000.00

Grade: 8

Job Title: Benefits Coordinator

Department: Human Resource Department

Appointing Body: Mayor

Job Summary:

The Benefits Coordinator is responsible for administering the City's employee benefits programs, including health insurance, retirement plans, and other employee benefit plans. The Benefits Coordinator works closely with City employees to provide information about benefits, help employees enroll in benefit plans, and ensure that all benefit-related administrative tasks are completed accurately and on time.

Key Duties and Responsibilities:

The Benefits Coordinator will be responsible for the following duties and responsibilities:

- Administer the City's health insurance program, including processing enrollments, changes, and terminations, resolving benefit-related issues, and ensuring compliance with all applicable laws and regulations.
- Manage the City's retirement plans, including processing enrollments, changes, and terminations, resolving benefit-related issues, and ensuring compliance with all applicable laws and regulations.
- Develop and maintain a thorough understanding of all City employee benefit plans, including eligibility requirements, coverage options, and costs.
- Work with City employees to provide information about benefits and help employees enroll in benefit plans.
- Serve as the primary point of contact for benefit-related inquiries from City employees, and work with benefit plan vendors to resolve employee issues in a timely and effective manner.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in human resources, business administration, or a related field. An equivalent combination of education and experience may be considered.
- At least three years of experience in administering employee benefits programs, including health insurance and retirement plans.
- Thorough knowledge of federal, state, and local employment laws and regulations related to employee benefits.
- Strong customer service skills, with the ability to provide exceptional service to City employees.

Proposed Base Salary: \$62,500.00

Grade: 6

Job Title: Assistant Benefits Coordinator

Department: Human Resource Department

Appointing Body: Mayor

Job Summary:

The Assistant Benefits Coordinator supports the administration of the City's employee benefits programs, including health insurance, retirement plans, and other employee benefit plans. The Assistant Benefits Coordinator works closely with the Benefits Coordinator to provide information about benefits, help employees enroll in benefit plans, and ensure that all benefit-related administrative tasks are completed accurately and on time.

Key Duties and Responsibilities:

The Assistant Benefits Coordinator will be responsible for the following duties and responsibilities:

- Assist with the administration of the City's health insurance program, including processing enrollments, changes, and terminations, resolving benefit-related issues, and ensuring compliance with all applicable laws and regulations.
- Assist with the management of the City's retirement plans, including processing enrollments, changes, and terminations, resolving benefit-related issues, and ensuring compliance with all applicable laws and regulations.
- Develop and maintain a thorough understanding of all City employee benefit plans, including eligibility requirements, coverage options, and costs.
- Work with City employees to provide information about benefits and help employees enroll in benefit plans.
- Serve as a secondary point of contact for benefit-related inquiries from City employees, and work with benefit plan vendors to resolve employee issues in a timely and effective manner.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in human resources, business administration, or a related field. An equivalent combination of education and experience may be considered.
- At least one year of experience in administering employee benefits programs, including health insurance and retirement plans.
- Knowledge of federal, state, and local employment laws and regulations related to employee benefits.
- Strong customer service skills, with the ability to provide exceptional service to City employees.

Proposed Base Salary: \$95,000.00

Grade: 12

Job Title: Assistant Human Resource Director

Department: Human Resource Department

Appointing Body: Mayor

Job Summary:

The Assistant Human Resource Director will support the Human Resource Director in the administration and management of the City's human resource programs. This position will be responsible for a variety of tasks, including recruiting, employee relations, performance management, benefits administration, and compliance with all applicable employment laws and regulations.

Key Duties and Responsibilities:

The Assistant Human Resource Director will be responsible for the following duties and responsibilities:

- Assist the Human Resource Director in developing, implementing, and administering human resource policies, procedures, and programs for the City.
- Collaborate with department heads and supervisors to identify workforce needs, develop job descriptions, and recruit qualified candidates.
- Participate in the selection and hiring of City employees, including conducting interviews and reference checks, and ensuring compliance with all applicable employment laws and regulations.
- Assist with the development and delivery of employee training programs related to human resources policies and procedures, including compliance with employment laws and regulations.
- Participate in the development and implementation of performance management programs, including employee evaluations, discipline, and coaching.
- Assist with the administration of employee benefit programs, including health insurance, retirement plans, and other employee benefit plans.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in human resources, business administration, or a related field. An equivalent combination of education and experience may be considered.
- At least three years of experience in human resources, including experience in recruiting, employee relations, benefits administration, and compliance with employment laws and regulations.
- Strong knowledge of federal, state, and local employment laws and regulations related to human resources.

Proposed Base Salary: \$150,000.00

Grade: 19

Job Title: Director of Planning

Department: Planning Department

Appointing Body: Mayor

Job Summary:

The Director of Planning will lead and manage the City of Quincy's Planning Department, overseeing the development and implementation of the City's planning and zoning programs. This position will be responsible for ensuring that all planning initiatives align with the City's overall goals and objectives.

Key Duties and Responsibilities:

The Director of Planning will be responsible for the following duties and responsibilities:

- Lead the development and implementation of the City's short-term and long-term planning initiatives, including comprehensive plans, zoning regulations, and land use policies.
- Manage the Planning Department staff, providing guidance and direction on planning and zoning issues.
- Develop and maintain strong relationships with City departments, community organizations, and other stakeholders to ensure effective coordination and collaboration on planning initiatives.
- Provide technical assistance to developers, property owners, and other stakeholders regarding zoning regulations and land use policies.
- Develop and manage the Planning Department's budget.
- Ensure that all planning initiatives are in compliance with local, state, and federal regulations.
- Represent the City at planning and zoning meetings, hearings, and other related events.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in urban planning, public administration, or a related field. An equivalent combination of education and experience may be considered.
- At least five years of experience in urban planning, with a strong background in land use planning, zoning, and development.
- Strong knowledge of local, state, and federal regulations related to planning and zoning.
- Strong communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.

Proposed Base Salary: \$130,000.00

Grade: 17

Job Title: Infrastructure Manager

Department: Planning Department

Appointing Body: Mayor

Job Summary:

The Infrastructure Manager will lead and manage the City of Quincy's infrastructure planning and development projects. This position will be responsible for ensuring that all infrastructure projects are aligned with the City's overall goals and objectives.

Key Duties and Responsibilities:

The Infrastructure Manager will be responsible for the following duties and responsibilities:

- Lead the development and implementation of the City's infrastructure planning and development projects, including transportation, water supply, wastewater treatment, and other infrastructure initiatives.
- Manage the Infrastructure Department staff, providing guidance and direction on infrastructure projects.
- Develop and maintain strong relationships with City departments, community organizations, and other stakeholders to ensure effective coordination and collaboration on infrastructure projects.
- Provide technical assistance to developers, property owners, and other stakeholders regarding infrastructure development and planning.
- Develop and manage the Infrastructure Department's budget.
- Ensure that all infrastructure projects are in compliance with local, state, and federal regulations.
- Represent the City at infrastructure planning and development meetings, hearings, and other related events.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in civil engineering, urban planning, public administration, or a related field. An equivalent combination of education and experience may be considered.
- At least five years of experience in infrastructure planning and development, with a strong background in transportation, water supply, wastewater treatment, and other infrastructure initiatives.
- Strong knowledge of local, state, and federal regulations related to infrastructure planning and development.

Proposed Base Salary: \$62,500.00

Grade: 6

Job Title: Downtown Event Coordinator

Department: Planning Department

Appointing Body: Mayor

Job Summary:

The Downtown Event Coordinator will be responsible for organizing and coordinating all events and activities in the City of Quincy's downtown area. This position will work closely with City departments, community organizations, and local businesses to ensure that all downtown events are successful and contribute to the overall economic development of the area.

Key Duties and Responsibilities:

The Downtown Event Coordinator will be responsible for the following duties and responsibilities:

- Develop and implement a comprehensive downtown event program that includes cultural, entertainment, and seasonal events.
- Coordinate with City departments, community organizations, and local businesses to plan, organize, and promote downtown events.
- Work with the City's marketing and communication team to develop and implement a marketing and promotion plan for downtown events.
- Develop and manage the Downtown Event budget.
- Ensure compliance with all local, state, and federal regulations related to event planning and management.
- Ensure the safety and security of all event attendees, vendors, and staff.
- Oversee the recruitment, training, and management of event staff and volunteers.
- Work with the City's maintenance staff to ensure the cleanliness and attractiveness of the downtown area during events.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in event management, marketing, public administration, or a related field. An equivalent combination of education and experience may be considered.
- At least three years of experience in event planning and management, with a strong background in coordinating and promoting community events.
- Strong knowledge of local, state, and federal regulations related to event planning and management.

Proposed Base Salary: \$110,000.00

Grade: 14

Job Title: Chief Plumbing and Gas Inspector

Department: Inspectional Services Department

Appointing Body: Mayor

Job Summary:

The Chief Plumbing and Gas Inspector will be responsible for overseeing all plumbing and gas inspections in the City of Quincy. This position will lead a team of inspectors to ensure that all plumbing and gas systems are installed, repaired, and maintained in accordance with local, state, and federal regulations.

Key Duties and Responsibilities:

The Chief Plumbing and Gas Inspector will be responsible for the following duties and responsibilities:

- Lead, supervise, and manage the plumbing and gas inspection team.
- Develop and implement policies, procedures, and standards for plumbing and gas inspections in the City of Quincy.
- Review, approve, and issue plumbing and gas permits.
- Conduct inspections of plumbing and gas systems to ensure compliance with local, state, and federal regulations.
- Investigate complaints related to plumbing and gas systems and take appropriate enforcement action.
- Prepare reports and maintain records related to plumbing and gas inspections.
- Coordinate with other City departments, contractors, and property owners to resolve issues related to plumbing and gas systems.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- High School diploma or equivalent, with a minimum of 10 years of experience in plumbing and gas system installation, repair, and maintenance.
- Possession of a Massachusetts Plumbing and Gas Inspector's license.
- At least 5 years of experience in a supervisory or managerial role.
- Strong knowledge of local, state, and federal regulations related to plumbing and gas systems.
- Strong communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.

Proposed Base Salary: \$151,074.52

Grade: 22

Job Title: Police Chief

Department: Police Department

Appointing Body: Mayor

Job Summary:

The Police Chief will be responsible for leading and managing all aspects of the City of Quincy Police Department. This includes developing and implementing policies and procedures, overseeing law enforcement activities, managing departmental resources, and ensuring the safety and security of the City's residents and visitors.

Key Duties and Responsibilities:

The Police Chief will be responsible for the following duties and responsibilities:

- Develop and implement policies and procedures for the Police Department.
- Lead and manage all law enforcement activities, including patrol operations, criminal investigations, traffic enforcement, and community policing.
- Manage departmental resources, including personnel, equipment, and budget.
- Ensure the safety and security of the City's residents and visitors.
- Represent the Police Department and the City of Quincy in a professional and positive manner.
- Work collaboratively with other City departments, community organizations, and law enforcement agencies to promote public safety and crime prevention.
- Ensure that all activities of the Police Department are in compliance with local, state, and federal laws and regulations.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in criminal justice, public administration, or a related field, with a minimum of 10 years of experience in law enforcement.
- At least 5 years of experience in a supervisory or managerial role.
- Strong leadership and management skills, with the ability to motivate and manage a large, diverse workforce.
- Strong communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.
- Strong knowledge of local, state, and federal laws and regulations related to law enforcement.
- Ability to make critical decisions under pressure and in a fast-paced environment.

Proposed Base Salary: \$75,000.00

Grade: 8

Job Title: Executive Secretary to the Police Chief

Department: Police Department

Appointing Body: Mayor

Job Summary:

The Executive Secretary to the Police Chief will be responsible for providing administrative and secretarial support to the Police Chief and other members of the Police Department as needed.

Key Duties and Responsibilities:

The Executive Secretary to the Police Chief will be responsible for the following duties and responsibilities:

- Manage the Police Chief's calendar and schedule appointments.
- Answer and screen phone calls, take messages, and respond to inquiries.
- Type and prepare correspondence, reports, and other documents as needed.
- Maintain and organize files and records.
- Make travel arrangements and prepare itineraries.
- Provide general administrative support to the Police Chief and other members of the Police Department as needed.
- Assist with special projects and events as assigned.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- High school diploma or equivalent.
- At least 3 years of experience in a similar administrative or secretarial role.
- Strong organizational and time management skills, with the ability to multitask and prioritize tasks effectively.
- Strong communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.
- Strong computer skills, including proficiency in Microsoft Office.

Proposed Base Salary: \$80,000.00

Grade: 8

Job Title: Finance Manager - Police Department

Department: Police Department

Appointing Body: Mayor

Job Summary:

The Finance Manager for the Police Department will be responsible for managing the financial operations of the department, ensuring compliance with all applicable laws and regulations, and providing financial analysis and reporting.

Key Duties and Responsibilities:

The Finance Manager for the Police Department will be responsible for the following duties and responsibilities:

- Manage the department's budget and financial operations, ensuring compliance with all applicable laws and regulations.
- Develop and implement financial policies and procedures to improve efficiency and effectiveness.
- Monitor and analyze financial data and prepare reports for department leadership.
- Review and approve all financial transactions, including purchase orders and invoices.
- Work with vendors and contractors to negotiate contracts and manage costs.
- Provide financial analysis and support for special projects and initiatives as needed.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in finance, accounting, or a related field.
- At least 5 years of experience in a similar financial management role.
- Strong knowledge of finance and accounting principles, including budgeting, financial analysis, and reporting.
- Excellent communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.

Proposed Base Salary: \$57,000.00

Grade: 4

Job Title: NIBRS Clerk

Department: Police Department

Appointing Body: Mayor

Job Summary:

The NIBRS Clerk will be responsible for managing the National Incident-Based Reporting System (NIBRS) for the Police Department. This will involve collecting and analyzing data on crimes and submitting reports to state and federal agencies.

Key Duties and Responsibilities:

The NIBRS Clerk will be responsible for the following duties and responsibilities:

- Collect and manage data on crimes using the NIBRS system.
- Ensure that all data is accurate, complete, and submitted in a timely manner.
- Analyze crime data and prepare reports for department leadership.
- Collaborate with other departments and agencies to share information and coordinate efforts.
- Provide training and support to department staff on the use of the NIBRS system.
- Stay up-to-date on changes to NIBRS reporting requirements and regulations.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- High school diploma or equivalent.
- At least 2 years of experience in a similar data management role.
- Familiarity with the National Incident-Based Reporting System (NIBRS) and related reporting requirements.
- Strong analytical and data management skills, with the ability to accurately collect and analyze data.
- Excellent communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.

Proposed Base Salary: \$170,000.00

Grade: 21

Job Title: Commissioner, Department of Public Works

Department: Department of Public Works

Appointing Body: Mayor

Job Summary:

The Commissioner of the Department of Public Works will lead and oversee the daily operations of the department, which includes the management and maintenance of the City's public infrastructure, such as roads, bridges, sidewalks, streetlights, stormwater systems, and more.

Key Duties and Responsibilities:

The Commissioner of the Department of Public Works will be responsible for the following duties and responsibilities:

- Develop and implement plans and policies for the department that are in line with the City's overall goals and objectives.
- Manage and oversee the department's budget, contracts, and other resources to ensure that projects are completed on time and within budget.
- Collaborate with other City departments and agencies to coordinate efforts and ensure that infrastructure needs are met.
- Identify and implement innovative and cost-effective solutions to address the City's infrastructure needs.
- Oversee the maintenance and repair of City roads, sidewalks, bridges, streetlights, and stormwater systems.
- Ensure compliance with all relevant laws and regulations related to the department's activities.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in civil engineering, public administration, or a related field.
- At least 10 years of experience in a leadership role in the public works field.
- Strong knowledge of public works infrastructure, including roads, bridges, sidewalks, and stormwater systems.
- Excellent leadership, management, and communication skills, with the ability to work effectively with a wide range of stakeholders.
- Strong organizational and problem-solving skills, with the ability to prioritize tasks effectively.

Proposed Base Salary: \$106,000.00

Grade: 13

Job Title: Operations Manager, Department of Public Works

Department: Department of Public Works

Appointing Body: Mayor

Job Summary:

The Operations Manager in the Department of Public Works will oversee the daily operations of the department, including the management and maintenance of public infrastructure, such as roads, bridges, sidewalks, streetlights, and more.

Key Duties and Responsibilities:

The Operations Manager in the Department of Public Works will be responsible for the following duties and responsibilities:

- Develop and implement plans and policies for the department's daily operations that are in line with the City's overall goals and objectives.
- Oversee the maintenance and repair of City roads, sidewalks, bridges, streetlights, and stormwater systems.
- Collaborate with other City departments and agencies to coordinate efforts and ensure that infrastructure needs are met.
- Manage and supervise the department's employees, including hiring, training, and performance evaluations.
- Develop and manage the department's budget, contracts, and other resources to ensure that projects are completed on time and within budget.
- Ensure compliance with all relevant laws and regulations related to the department's activities.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in civil engineering, public administration, or a related field.
- At least 5 years of experience in a leadership role in the public works field.
- Strong knowledge of public works infrastructure, including roads, bridges, sidewalks, and stormwater systems.
- Excellent leadership, management, and communication skills, with the ability to work effectively with a wide range of stakeholders.
- Strong organizational and problem-solving skills, with the ability to prioritize tasks effectively.

Proposed Base Salary: \$75,000.00

Grade: 8

Job Title: Administrative Secretary to the Commissioner, Department of Public Works

Department: Department of Public Works

Appointing Body: Mayor

Job Summary:

The Administrative Secretary to the Commissioner in the Department of Public Works will provide administrative support to the Commissioner and other senior staff members in the department.

Key Duties and Responsibilities:

The Administrative Secretary to the Commissioner in the Department of Public Works will be responsible for the following duties and responsibilities:

- Manage the Commissioner's calendar, including scheduling appointments, meetings, and travel arrangements.
- Answer phone calls and emails, responding to inquiries and directing messages as necessary.
- Draft and prepare correspondence, reports, and other documents as needed.
- Prepare meeting materials, including agendas, presentations, and minutes.
- Assist with the department's budget and financial records, including processing invoices and purchase orders.
- Maintain records and files, including personnel records, contracts, and other documents.
- Perform other duties as assigned by the Commissioner or other senior staff members.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- High school diploma or equivalent, with additional training or education in office administration or a related field preferred.
- At least 2 years of experience in an administrative support role.
- Strong knowledge of office procedures and practices, including proficiency in Microsoft Office and other relevant software programs.
- Excellent organizational, communication, and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.
- Strong attention to detail and ability to work independently with minimal supervision.

Proposed Base Salary: \$56,000.00

Grade: 4

Job Title: GIS Technician, Department of Public Works

Department: Department of Public Works

Appointing Body: Mayor

Job Summary:

The GIS Technician in the Department of Public Works will be responsible for maintaining and updating the department's Geographic Information System (GIS) database.

Key Duties and Responsibilities:

The GIS Technician in the Department of Public Works will be responsible for the following duties and responsibilities:

- Collect, process, and manage GIS data, including maps, satellite imagery, and other related information.
- Develop and maintain GIS databases, ensuring accuracy and completeness of data.
- Use GIS software and other relevant tools to create and update maps and other visualizations.
- Provide GIS support to department staff and other stakeholders, including answering questions and providing training on GIS tools and applications.
- Analyze GIS data to identify patterns and trends, and develop reports and other materials based on these analyses.
- Ensure that GIS data is up-to-date and accurate, and work to identify and correct any errors or discrepancies.
- Perform other duties as assigned by the department's management team.

Qualifications:

The ideal candidate for this position will possess the following qualifications:

- Bachelor's degree in geography, GIS, computer science, or a related field.
- At least 2 years of experience in GIS analysis or related work.
- Strong knowledge of GIS software and related tools, with experience using ArcGIS and other relevant platforms.
- Excellent analytical and problem-solving skills, with the ability to work with complex data sets.
- Strong attention to detail and ability to work independently with minimal supervision.

Proposed Base Salary: \$95,000.00

Grade: 12

Job Title: Program Manager

Department: Department of Public Works

Appointing Body: Mayor

Job Summary: The Program Manager is responsible for planning, implementing, and managing programs and projects for the Department of Public Works. The Program Manager will work closely with the Commissioner and other department heads to ensure that programs are completed on time, within budget, and to the satisfaction of stakeholders.

Key Duties and Responsibilities:

- Develop and implement programs and projects for the Department of Public Works
- Collaborate with other department heads to ensure successful execution of programs
- Create and manage budgets for programs and projects
- Analyze program data and present reports to the Commissioner and other stakeholders
- Communicate with stakeholders to ensure their needs are being met
- Manage and supervise program staff
- Maintain records of program activities, expenses, and outcomes

Qualifications:

- Bachelor's degree in Public Administration, Engineering, or related field
- 5+ years of experience in program management or related field
- Knowledge of project management principles and techniques
- Experience in managing budgets and financial records
- Strong communication and interpersonal skills
- Ability to work effectively in a team environment

Proposed Base Salary: \$106,000.00

Grade: 15

Title: Program Manager - Recycling

Department: Department of Public Works

Appointing Body: Mayor

Job Summary: The Program Manager is responsible for developing, implementing, and managing programs within the Department of Public Works. This position works closely with the Director of Public Works and other departmental staff to ensure that programs meet the needs of the community, are efficient, effective, and support the goals of the department. The Program Manager will supervise program staff and collaborate with other departmental and city staff to coordinate efforts across multiple initiatives.

Key Duties and Responsibilities:

- Develop, implement, and manage programs within the Department of Public Works, including but not limited to, recycling, stormwater management, and traffic safety.
- Collaborate with departmental and city staff to ensure that programs meet community needs and support departmental goals.
- Manage program budgets and allocate resources to ensure successful program implementation.
- Develop and maintain relationships with stakeholders, including community groups, government agencies, and other partners.
- Prepare reports and present program performance data to departmental leadership and other stakeholders.
- Supervise program staff, including conducting performance evaluations and ensuring staff members receive the necessary training to perform their duties.

Qualifications:

- Bachelor's degree in a related field, such as environmental science, engineering, or public administration.
- Five years of experience managing programs or projects, preferably in a government or public sector setting.
- Knowledge of program management principles, including budgeting, resource allocation, and stakeholder engagement.
- Strong communication and interpersonal skills, including the ability to work effectively with stakeholders from diverse backgrounds.
- Demonstrated ability to supervise staff and manage programs to successful completion.
- Knowledge of relevant federal, state, and local regulations and policies related to program areas.

Proposed Base Salary: \$65,000.00

Grade: 6

Title: Recycling Coordinator

Department: Department of Public Works

Appointing Body: Mayor

Job Summary:

The Recycling Coordinator is responsible for assisting in the development and implementing the city's recycling program. The coordinator will work with other the department of public works to ensure compliance with state and local recycling regulations, and provide education to residents and businesses on proper recycling practices.

Key Duties and Responsibilities:

- Assist in the development and implement the city's recycling program.
- Provide education and outreach to residents and businesses on proper recycling practices.
- Coordinate with other city departments to ensure compliance with state and local recycling regulations.
- Research and apply for grants and other funding opportunities to support recycling initiatives.
- Maintain records and reports on the city's recycling program.
- Participate in regional recycling meetings and initiatives.

Qualifications:

- High School Diploma, or equivalent
- At least three years of experience in waste management, recycling, or related field.
- Knowledge of state and local recycling regulations and practices.
- Strong communication and interpersonal skills.
- Experience in project management and grant writing is a plus.
- Ability to work independently and as part of a team.

Proposed Base Salary: \$120,000.00

Grade: 15

Job Title: Director of Purchasing

Department: Purchasing

Appointing Body: Mayor

Job Summary: The Director of Purchasing is responsible for planning, organizing, and directing the operations of the Purchasing Department. The Director is responsible for procurement of all goods and services, including but not limited to construction, equipment, and professional services for the City of Quincy. The Director also ensures compliance with the procurement laws and regulations of the Commonwealth of Massachusetts.

Key Duties and Responsibilities:

- Develop and implement purchasing policies, procedures, and practices that are in accordance with state and federal procurement laws and regulations.
- Prepare and issue bid proposals, negotiate contracts, and administer contracts as required.
- Develop and maintain professional relationships with vendors and suppliers to ensure a positive and effective procurement process.
- Ensure that all purchasing activities are conducted in an ethical and transparent manner.
- Oversee the processing of all purchase orders, contracts, and other procurement documents.
- Manage the procurement budget and ensure that all expenditures are in accordance with the approved budget.
- Coordinate with other departments and divisions to ensure that all procurement needs are met in a timely and efficient manner.
- Maintain accurate records of all procurement activities and prepare reports as required.
- Provide training and guidance to staff on procurement policies, procedures, and practices.

Qualifications:

- Bachelor's degree in business administration, public administration, or related field.
- At least five years of experience in procurement, including at least two years of management experience.
- Knowledge of state and federal procurement laws and regulations.
- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.

Proposed Base Salary: \$110,000.00

Grade: 14

Job Title: Director of Recreation

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary: The Director of Recreation is responsible for the planning, organization, and administration of a comprehensive recreation program that includes sports, cultural arts, and leisure activities for all residents in the city. This position ensures the maintenance and effective use of recreational facilities and assists in the development of recreational policies.

Key Duties and Responsibilities:

- Plan, organize, and direct comprehensive recreational programs for all residents in the city.
- Provide direction and leadership for all staff involved in recreational activities, including the hiring, training, and evaluation of staff members.
- Develop and manage the recreational program budget, ensuring that expenditures remain within budgetary constraints.
- Develop, implement, and maintain policies and procedures for the use of recreational facilities.
- Provide information to the community regarding recreational programs and facilities.
- Evaluate the effectiveness of recreational programs and make changes as necessary to meet the needs of the community.
- Develop and maintain partnerships with other organizations to enhance recreational opportunities.
- Oversee the scheduling and maintenance of recreational facilities.
- Provide guidance and support for the planning and development of new recreational facilities.

Qualifications:

- Bachelor's degree in Recreation or related field required, Master's degree preferred.
- Minimum of five years of experience in a managerial or supervisory role within a recreational program.
- Excellent leadership, communication, and organizational skills.
- Strong knowledge of recreational activities and facilities.
- Ability to establish and maintain effective relationships with staff, community members, and partner organizations.
- Strong financial management skills and experience developing and managing budgets.
- Ability to work effectively in a team environment.

Proposed Base Salary: \$85,000.00

Grade: 10

Job Title: Recreation Program Coordinator

Department: Division of Natural Resources

Appointing Body: Mayor

Job Summary: The Recreation Program Coordinator plans, organizes, and implements recreational programs for the residents of the City of Quincy. This position is responsible for developing and maintaining the recreation programs, creating budgets, and monitoring expenses.

Key Duties and Responsibilities:

- Develops, plans, and implements a wide range of recreational programs, such as sports leagues, classes, and special events, for all ages and interests.
- Develops program goals and objectives, and evaluates program effectiveness and participant satisfaction.
- Manages and coordinates facility and equipment needs for the recreational programs.
- Develops and monitors program budgets, and ensures that expenses are within the allocated budget.
- Provides supervision and guidance to program staff and volunteers.
- Develops and maintains positive relationships with other community organizations and local businesses to coordinate joint programs and sponsorships.
- Responds to participant inquiries and concerns, and ensures that all programs are in compliance with safety standards and policies.

Qualifications:

- Bachelor's degree in recreation, leisure studies, or a related field.
- At least three years of experience in planning, organizing, and implementing recreation programs.
- Strong organizational and leadership skills.
- Excellent written and verbal communication skills.
- Knowledge of community recreation programs and trends.
- Familiarity with relevant regulations and safety guidelines.
- Ability to work flexible hours, including evenings and weekends, as required.

Proposed Base Salary: \$120,000.00

Grade: 15

Job Title: Business Manager

Department: Water and Sewer

Appointing Body: Mayor

Job Summary: The Business Manager of the Water and Sewer Department will be responsible for managing the financial and administrative functions of the department, including budget preparation and management, financial reporting, purchasing, and contract administration. This position will work closely with the Director of the Water and Sewer Department to ensure the effective and efficient operation of the department.

Appointing Body: Water and Sewer Commission

Key Duties and Responsibilities:

- Develop and manage the department's annual operating and capital budgets
- Review and approve all department expenditures to ensure compliance with budgetary guidelines
- Monitor revenue collections and ensure the timely billing and collection of fees and charges
- Prepare and analyze financial reports, including revenue and expenditure reports, and present findings to the Director and the Commission
- Develop and implement financial policies and procedures to ensure compliance with state and federal regulations
- Manage purchasing and contracting processes for the department
- Negotiate and administer contracts for goods and services
- Prepare and present financial information for public meetings, including Commission meetings
- Provide training and guidance to department staff on financial management and reporting
- Develop and maintain effective working relationships with other City departments and external agencies

Qualifications:

- Bachelor's degree in accounting, finance, or a related field
- Five years of experience in financial management, preferably in a municipal setting
- Strong knowledge of financial and accounting principles and practices
- Knowledge of state and federal laws and regulations related to municipal finance
- Excellent analytical and problem-solving skills
- Strong written and verbal communication skills

Proposed Base Salary: \$150,000.00

Grade: 19

Job Title: Superintendent of the Water and Sewer Department

Department: Water and Sewer Department

Appointing Body: Mayor

Job Summary:

The Superintendent of the Water and Sewer Department is responsible for directing the operations and maintenance of the City's water and sewer systems. This individual will oversee staff, contractors, and service providers to ensure the efficient delivery of water and wastewater services to the City of Quincy.

Key Duties and Responsibilities:

- Manage the daily operations of the Water and Sewer Department, including the maintenance of water and sewer infrastructure, treatment plants, pump stations, and water storage facilities
- Oversee the development of annual operating and capital budgets and ensure that the Department operates within budgetary constraints
- Implement and maintain asset management systems to track the condition and maintenance requirements of the City's water and sewer infrastructure
- Develop and implement policies and procedures to ensure compliance with all state and federal regulations related to water and wastewater treatment and distribution
- Work with other City departments and outside agencies to develop and implement emergency response plans related to water and sewer infrastructure failures
- Manage the preparation and submission of required reports to regulatory agencies and other stakeholders

Qualifications:

- Bachelor's degree in engineering, business administration, public administration, or a related field
- 7+ years of progressively responsible experience in the management and operation of water and sewer systems
- Experience in developing and managing budgets, capital improvement plans, and asset management systems
- Knowledge of state and federal regulations related to water and wastewater treatment and distribution
- Strong leadership and management skills, with the ability to supervise and motivate staff, contractors, and service providers
- Excellent communication and interpersonal skills, with the ability to work collaboratively with other City departments, elected officials, and community groups

Proposed Base Salary: \$105,000.00

Grade: 13

Job Title: Director of Tourism

Department: Office of Tourism

Appointing Body: Mayor

Job Summary: The Director of Tourism is responsible for developing and implementing tourism programs and initiatives for the City of Quincy. The Director will work with local businesses, community organizations, and other stakeholders to promote the City as a destination for tourism, and develop strategies to increase visitor spending and extend their stay.

Key Duties and Responsibilities:

- Develop and implement a comprehensive tourism marketing plan for the City of Quincy, including targeted campaigns and promotions for key markets.
- Work with local businesses and community organizations to develop tourism products and experiences that showcase the City's unique offerings and cultural heritage.
- Develop and maintain relationships with local media outlets to secure press coverage for tourism initiatives and events.
- Work with City departments to ensure tourism infrastructure is maintained, and new projects are developed to enhance the visitor experience.
- Conduct research and analysis of tourism trends, industry best practices, and economic impact data to inform decision making.
- Develop and manage budgets for tourism programs and initiatives.
- Collaborate with other City departments and stakeholders to ensure tourism initiatives align with broader economic development goals.

Qualifications:

- Bachelor's degree in business, marketing, tourism, or related field.
- At least five years of experience in tourism, marketing, or related field.
- Strong project management and budgeting skills.
- Excellent communication and interpersonal skills.
- Knowledge of industry best practices and trends.
- Ability to develop and implement creative marketing strategies.
- Ability to work collaboratively with a wide range of stakeholders.

Proposed Base Salary: \$150,000.00

Grade: 18

Job Title: Director of TPAL (Traffic Parking Alarm and Lighting)

Department: TPAL

Appointing Body: Mayor

Job Summary:

The Director of TPAL oversees the overall operations of the department, which includes all aspects of traffic, parking, alarm, and lighting management. This position develops and implements policies and procedures, manages the department budget, and works with other city departments, officials, and community organizations to ensure the effective and efficient delivery of services.

Key Duties and Responsibilities:

- Develop and implement policies and procedures to ensure the efficient and effective management of traffic, parking, alarm, and lighting services in the city.
- Manage the department's budget and allocate resources in accordance with the needs of the department and the city.
- Oversee the planning and implementation of traffic, parking, alarm, and lighting programs, projects, and services in the city.
- Supervise the work of all TPAL staff and ensure that they are adequately trained, equipped, and deployed to carry out their duties effectively and efficiently.
- Develop and maintain effective working relationships with other city departments, officials, and community organizations to ensure the delivery of high-quality services.

Qualifications:

- Bachelor's degree in public administration, business management, civil engineering, or a related field. Master's degree preferred.
- At least 5 years of experience in a management or supervisory role in a related field, with a proven track record of success in managing complex projects and programs.
- Knowledge of traffic, parking, alarm, and lighting systems and operations.
- Strong leadership, management, and organizational skills.
- Ability to think strategically and creatively, and to develop innovative solutions to complex problems.
- Ability to work independently and as part of a team, with a high level of self-motivation and initiative.
- Knowledge of federal, state, and local laws and regulations related to traffic, parking, alarm, and lighting management.

Proposed Base Salary: \$90,000.00

Grade: 11

Job Title: Parking Operations Manager

Department: Traffic Parking Alarm and Lighting (TPAL)

Appointing Body: Mayor

Position Summary: The Parking Operations Manager is responsible for overseeing the day-to-day management of the parking operations of the City of Quincy. The manager will be responsible for leading, coordinating, and directing the work of the parking enforcement officers, parking maintenance staff, and customer service representatives. The Parking Operations Manager will work closely with the Director of TPAL to develop and implement policies, procedures, and programs that promote efficient and effective parking management.

Key Duties and Responsibilities:

- Develop and implement policies and procedures for the operation and management of all City-owned and operated parking facilities, including on-street and off-street parking facilities
- Ensure compliance with all applicable parking rules and regulations, and oversee the issuance of parking tickets, citations, and warnings
- Develop and implement programs to improve parking enforcement, including the use of technology and data analysis
- Manage parking maintenance staff to ensure the cleanliness, safety, and proper functioning of all City-owned parking facilities
- Oversee customer service representatives to ensure the delivery of quality customer service to the public
- Work collaboratively with other City departments and external stakeholders, including businesses and community organizations, to support the development of transportation and parking solutions

Qualifications:

- Bachelor's degree in public administration, business administration, urban planning, or a related field
- Minimum of 5 years of experience in parking operations management, including experience supervising staff and overseeing parking maintenance and enforcement operations
- Knowledge of parking industry standards, regulations, and best practices
- Strong organizational and project management skills, including the ability to manage multiple priorities and deadlines
- Excellent communication skills, including the ability to effectively communicate with a variety of stakeholders and to present complex information in a clear and concise manner

Proposed Base Salary: \$130,000.00

Grade: 16

Job Title: Traffic Engineer

Department: TPAL

Appointing Body: Mayor

Job Purpose: The Traffic Engineer will be responsible for planning, designing, and managing traffic systems and infrastructure within the City of Quincy. The role will involve working closely with other departments within the City to identify and implement improvements to traffic flow and safety.

Key Duties and Responsibilities:

- Analyze traffic data to identify trends, areas of congestion, and other traffic-related issues.
- Develop and implement traffic management plans and strategies, including traffic calming measures, traffic signal optimization, and other traffic-related initiatives.
- Work closely with other departments and stakeholders to ensure that traffic-related projects are implemented in a timely and efficient manner.
- Develop and manage traffic-related contracts and agreements with vendors and contractors.
- Serve as the City's primary point of contact for traffic-related inquiries and issues from the public.
- Ensure compliance with all relevant local, state, and federal regulations related to traffic management and design.

Qualifications:

- Bachelor's degree in Civil Engineering or related field required; Master's degree in Transportation Engineering or related field preferred.
- Professional Engineer (PE) license required.
- Minimum of 5 years of experience in traffic engineering, transportation planning, or related field required.
- Knowledge of traffic engineering principles and best practices, including experience with traffic impact analysis and signal timing optimization.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with multiple stakeholders to achieve common goals.
- Familiarity with relevant local, state, and federal regulations related to traffic management and design.

Proposed Base Salary: \$150,000.00

Grade: 18

Job Title: Treasurer/Collector

Department: Treasury

Appointing Body: Mayor

Position Summary: The Treasurer/Collector is responsible for the management and oversight of the City's financial operations. This includes the collection, receipt, disbursement, and investment of all City funds. The Treasurer/Collector ensures compliance with all applicable laws and regulations governing the collection and disbursement of public funds.

Key Responsibilities:

- Oversee the collection of all taxes, fees, fines, and other revenues owed to the City
- Ensure the timely and accurate disbursement of all funds, including payment of bills and payroll
- Manage the investment of City funds in accordance with City policies and state law
- Maintain accurate and up-to-date financial records and reports
- Ensure compliance with all applicable laws and regulations governing the collection and disbursement of public funds
- Coordinate with other City departments to facilitate financial operations and improve overall efficiency
- Provide customer service to residents and businesses regarding financial transactions and inquiries

Requirements:

- Bachelor's degree in accounting, finance, or a related field
- 5+ years of experience in financial management or accounting, preferably in a public sector setting
- Knowledge of generally accepted accounting principles (GAAP) and other financial management principles and practices
- Knowledge of applicable federal, state, and local laws and regulations governing the collection and disbursement of public funds
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to maintain strict confidentiality and ethical standards
- Certification as a Certified Public Accountant (CPA) or Certified Treasury Professional (CTP) is preferred.

Proposed Base Salary: \$95,000.00

Grade: 12

Job Title: Director of Veterans Services

Department: Veteran Services

Appointing Body: Mayor

Position Overview: The Director of Veterans Services is responsible for managing the Veterans Services Office and providing advocacy, support, and guidance to veterans, their dependents, and survivors.

Key Responsibilities:

- Develops and implements programs and services that meet the needs of veterans, their dependents, and survivors
- Conducts outreach activities to educate the community about available resources and benefits for veterans
- Provides counseling and referral services to assist veterans with employment, education, healthcare, housing, and other needs
- Assists veterans with applications for benefits and advocates on their behalf with federal, state, and local agencies
- Prepares and administers the annual budget for the Veterans Services Office
- Supervises and trains staff members and volunteers
- Collaborates with other government agencies, nonprofit organizations, and private businesses to improve services for veterans
- Represents the city in veterans-related events and meetings
- Maintains accurate records and reports for the Veterans Services Office

Qualifications:

- Bachelor's degree in a related field, such as social work, public administration, or business administration
- At least 3-5 years of experience working with veterans or in a related field
- Knowledge of federal, state, and local laws, regulations, and policies related to veterans' benefits and services
- Strong interpersonal and communication skills
- Excellent organizational and time management skills
- Ability to work independently and as part of a team
- Proficiency in computer applications and databases
- Valid driver's license and access to reliable transportation

Proposed Base Salary: \$100,000.00

Grade: 12

Job Title: Inspector of Weights & Measures

Department: Inspectional Services Department

Appointing Body: Mayor

Position Summary: The Inspector of Weights & Measures is responsible for ensuring that commercial weighing and measuring devices are accurate and comply with state and local laws and regulations. This position conducts inspections of commercial scales, gasoline dispensers, packaged goods, and other commercial weighing and measuring devices to ensure that they are accurate and comply with state and local laws and regulations.

Duties and Responsibilities:

- Conduct inspections of commercial weighing and measuring devices to ensure that they are accurate and comply with state and local laws and regulations.
- Test and calibrate weighing and measuring devices to ensure accuracy and compliance with state and local laws and regulations.
- Investigate complaints related to commercial weighing and measuring devices, and take corrective actions when necessary.
- Issue violation notices, and follow up with businesses to ensure that violations are corrected.
- Maintain accurate records of inspections and investigations.
- Conduct educational and training programs for businesses, consumers, and other government agencies on weighing and measuring device regulations and requirements.

Qualifications:

- Bachelor's degree in a related field, or equivalent work experience.
- Knowledge of weights and measures laws and regulations.
- Familiarity with testing and calibration equipment and procedures.
- Excellent written and verbal communication skills.
- Strong organizational and problem-solving skills.
- Ability to work independently and as part of a team.
- Valid driver's license and reliable transportation.

Proposed Base Salary: \$100,000.00

Grade: 13

Job Title: Chief Wire Inspector

Department: Inspectional Services

Appointing Body: Mayor

Job Overview:

The Chief Wire Inspector is responsible for overseeing the inspection and installation of electrical systems within the city. They ensure that all electrical work done within the city meets the standards set by the state and local codes. They supervise the work of the wire inspectors and other electrical inspectors to make sure that all wiring and installation is done safely and correctly.

Key Responsibilities:

- Inspect electrical systems and installations in the city to ensure compliance with codes and regulations.
- Supervise the work of the wire inspectors and other electrical inspectors.
- Provide guidance and support to electricians and contractors in the city.
- Investigate electrical accidents and take appropriate actions.
- Attend meetings and training sessions to keep up-to-date with changes in the electrical code and regulations.
- Manage and maintain inspection records and other related documents.
- Respond to inquiries from the public and other city departments related to electrical installations.
- Prepare reports and presentations on inspection findings and recommendations.
- Assist with developing and revising electrical codes and regulations.

Qualifications:

- High school diploma or equivalent required; Bachelor's degree in Electrical Engineering or a related field preferred.
- At least five years of experience in electrical inspections or a related field.
- Knowledge of electrical codes and regulations.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong problem-solving and decision-making skills.
- Ability to effectively manage and supervise staff.

Recommendations



Pay Grade	Minimum	Midpoint	Maximum	Range Spread
1	\$34,336	\$44,637	\$54,938	60%
2	\$36,747	\$47,772	\$58,796	60%
3	\$39,328	\$51,126	\$62,924	60%
4	\$42,089	\$54,716	\$67,343	60%
5	\$45,045	\$58,558	\$72,071	60%
6	\$48,208	\$62,670	\$77,132	60%
7	\$51,593	\$67,070	\$82,548	60%
8	\$55,215	\$71,780	\$88,345	60%
9	\$59,092	\$76,820	\$94,548	60%
10	\$63,242	\$82,214	\$101,187	60%
11	\$67,683	\$87,987	\$108,292	60%
12	\$72,435	\$94,166	\$115,896	60%
13	\$77,521	\$100,778	\$124,034	60%
14	\$82,965	\$107,854	\$132,744	60%
15	\$88,790	\$115,428	\$142,065	60%
16	\$95,025	\$123,533	\$152,040	60%
17	\$101,698	\$132,207	\$162,716	60%
18	\$108,839	\$141,490	\$174,142	60%
19	\$116,481	\$151,426	\$186,370	60%
20	\$124,660	\$162,058	\$199,456	60%
21	\$133,414	\$173,438	\$213,462	60%
22	\$142,782	\$185,616	\$228,451	60%
23	\$152,808	\$198,650	\$244,492	60%

Gallagher Recommend Pay Grade

Gallagher Data & Methodology



Benchmark Jobs and Survey Sources

The City currently has 123 unique job titles.

- **Published Survey Sources: target 75 positions.**



Data Cuts:

- Location (represent Private Sector data): Quincy / Massachusetts / North East Region
- Industry: Public Sector / Not-for-Profit



Benchmark Jobs and Survey Sources

- **Custom Survey:** Gallagher will develop and send out a custom survey form to the following 26 comparator organizations.

List of Potential Participants			
1	Malton	14	Fal River
2	Randolph	15	Newton
3	Braintree	16	Nashua
4	Weymouth	17	Warwick
5	Boston	18	Charlton
6	Worcester	19	Somerville
7	Providence	20	Lawrence
8	Manchester	21	Pawucket
9	Lowell	22	Frammingham
10	Cambridge	23	Waltham
11	New Bedford	24	Haverhill
12	Brockton	25	Malden
13	Lynn	26	Brockline



Collection and Treatment of Market Data

The following data will be collected from both published and custom survey sources

Base Salary

Salary Range

Both published and custom survey matches must reflect a minimum of 80% of City jobs.

Treatment of Market Data

Once data has been collected, Gallagher will perform



Data Review:

Review job matches based on descriptions, perform statistical outlier analysis



Data Aging:

Data collected will be adjusted to **July 1, 2022** based on the *WorldatWork* budget trend report

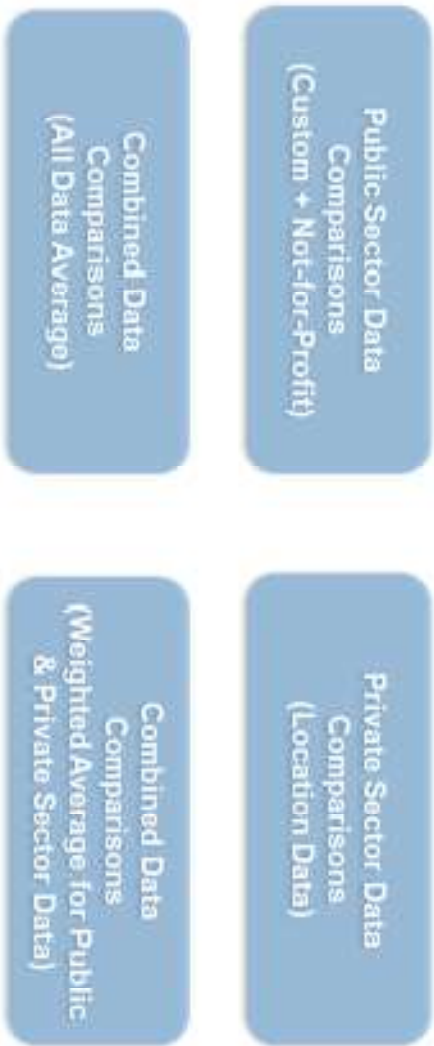


Geographic Adjustments:

All data will be adjusted geographically to reflect the "cost of labor" for the **Quincy, MA** area as calculated by the Economic Research Institute (ERI).

Data Comparisons and Analysis

- Groupings of Market Data:



Data Comparisons and Analysis



Pay Representation:

Annual salary rates



Individual Position Comparisons:

Base Salaries Compensation – 25th, 50th (Median), and 75th Percentiles

Salary Ranges – Average Minimum, Midpoint, and Maximum



Aggregate Comparisons:

Aggregate comparisons covering all benchmark jobs will be calculated to assess the overall competitiveness of the City's compensation



Pay Target:

Anchored at the market median salary rate

Appendix A

Gallagher Results

		All Survey Data					
Job Code	Position Title	Market 25th	%Diff. 25th	Market 50th	%Diff. 50th	Market 75th	%Diff. 75th
CQ 01	Assessor	\$100,675	-9.1%	\$110,269	-17.0%	\$124,218	-26.3%
CQ 02	Assistant Building Commissioner	n/a	n/a	n/a	n/a	n/a	n/a
CQ 03	Assistant City Solicitor	\$84,858	-9.6%	\$99,328	-22.7%	\$123,041	-37.6%
CQ 04	Assistant Director of Library	\$86,624	5.7%	\$96,494	-5.1%	\$110,009	-16.8%
CQ 05	Auditor	\$134,569	-8.7%	\$136,193	-9.8%	\$168,726	-27.2%
CQ 06	Benefits Coordinator	\$69,667	-4.8%	\$74,275	-10.7%	\$82,763	-19.9%
CQ 07	Business Manager - Police/Fire	\$76,038	22.8%	\$95,274	-2.0%	\$110,541	-15.5%
CQ 08	Business Manager Sewer Water Drain	\$76,038	28.3%	\$93,686	4.1%	\$110,541	-11.8%
CQ 09	Chairman, Assessor	n/a	n/a	n/a	n/a	n/a	n/a
CQ 10	Chief Financial Officer	\$129,497	1.0%	\$151,073	-13.4%	\$165,707	-21.1%
CQ 11	Chief of Staff	\$136,650	-10.1%	\$146,905	-16.4%	\$191,809	-36.0%
CQ 12	Chief Wire Inspector	\$101,615	-8.2%	\$96,651	-3.5%	\$151,805	-38.6%
CQ 13	City Clerk	\$104,121	25.6%	\$118,344	10.5%	\$131,257	-0.4%
CQ 14	City Engineer	\$136,736	13.0%	\$153,227	0.8%	\$173,157	-10.8%
CQ 15	City Solicitor	\$138,929	-5.9%	\$162,058	-19.3%	\$191,322	-31.7%
CQ 16	Commercial Assessor	n/a	n/a	n/a	n/a	n/a	n/a
CQ 17	Commissioner of Natural Resources	n/a	n/a	n/a	n/a	n/a	n/a
CQ 18	Commissioner of Public Buildings	\$130,069	0.5%	\$135,800	-3.7%	\$175,066	-25.3%
CQ 19	Commissioner of Public Health	\$126,249	-14.4%	\$132,681	-18.6%	\$143,310	-24.6%
CQ 20	Commissioner of Public Works	\$143,108	-8.6%	\$145,987	-10.4%	\$156,200	-16.3%
CQ 21	Compliance Counsel	\$125,469	-0.4%	\$153,536	-18.6%	\$172,352	-27.5%
CQ 22	Contract Manager, Parks	\$82,994	-13.1%	\$106,082	-32.0%	\$119,421	-39.6%
CQ 23	Coordinator Media Communications	\$104,292	-6.2%	\$124,978	-21.7%	\$147,649	-33.7%
CQ 24	Director Of Accounts	\$124,368	-23.4%	\$138,478	-31.2%	\$167,100	-43.0%
CQ 25	Director of Affordable Housing	n/a	n/a	n/a	n/a	n/a	n/a
CQ 26	Director of Building Construction	n/a	n/a	n/a	n/a	n/a	n/a
CQ 27	Director of Building Maintenance	\$116,255	-8.2%	\$134,917	-20.9%	\$158,338	-32.6%
CQ 28	Director of Constituent Services	n/a	n/a	n/a	n/a	n/a	n/a
CQ 29	Director Of Construction	\$125,820	-15.2%	\$156,080	-31.6%	\$169,077	-36.9%
CQ 30	Director of Council on Aging	n/a	n/a	n/a	n/a	n/a	n/a
CQ 31	Director of Emergency Management	n/a	n/a	n/a	n/a	n/a	n/a

CQ 32	Director of Facility Maintenance and Construction	\$116,255	-8.2%	\$133,537	-20.1%	\$158,338	-32.6%
CQ 33	Director Of Federal & State Infrastructure	n/a	n/a	n/a	n/a	n/a	n/a
CQ 34	Director of History/Heritage	n/a	n/a	n/a	n/a	n/a	n/a
CQ 35	Director Of Human Resources	\$120,854	-5.0%	\$138,117	-16.8%	\$165,643	-30.7%
CQ 36	Director of information Technology	\$128,150	-4.2%	\$146,916	-16.4%	\$164,835	-25.5%
CQ 37	Director Of Inspectional Services	\$126,746	-3.1%	\$134,286	-8.5%	\$154,248	-20.4%
CQ 38	Director Of Institute Relations	\$137,099	-6.1%	\$155,977	-17.5%	\$180,619	-28.7%
CQ 39	Director of Library	\$117,234	-2.0%	\$121,921	-5.8%	\$132,370	-13.2%
CQ 40	Director of Operations	\$123,300	-5.7%	\$139,727	-16.8%	\$158,112	-26.4%
CQ 41	Director of Planning	\$119,263	9.6%	\$134,286	-2.6%	\$154,435	-15.3%
CQ 42	Director of Plant Facilities	\$116,255	-8.2%	\$126,606	-15.7%	\$158,338	-32.6%
CQ 43	Director of Policy/Information	n/a	n/a	n/a	n/a	n/a	n/a
CQ 44	Director of Purchasing	\$123,290	-19.3%	\$129,532	-23.2%	\$172,661	-42.4%
CQ 45	Director Of Recreation	\$87,845	8.7%	\$96,938	-1.5%	\$118,009	-19.1%
CQ 46	Director Of Tourism	n/a	n/a	n/a	n/a	n/a	n/a
CQ 47	Director Of Traffic Parking Alarm Lighting	n/a	n/a	n/a	n/a	n/a	n/a
CQ 48	Director Of Veterans Services	n/a	n/a	n/a	n/a	n/a	n/a
CQ 49	Earth Scientist	\$97,871	-5.3%	\$111,860	-17.1%	\$127,932	-27.5%
CQ 50	Energy Manager	\$140,293	-24.0%	\$121,821	-12.4%	\$186,180	-42.7%
CQ 51	Engineering Manager	\$136,542	-15.9%	\$142,202	-19.2%	\$177,215	-35.2%
CQ 52	Epidemiologist	\$91,095	-17.7%	\$91,033	-17.6%	\$157,568	-52.4%
CQ 53	Financial Operation Manager	\$97,098	-20.4%	\$108,919	-29.1%	\$121,594	-36.5%
CQ 54	Fire Chief	n/a	n/a	n/a	n/a	n/a	n/a
CQ 55	GIS Administrator	\$94,799	-7.3%	\$102,316	-14.1%	\$121,207	-27.5%
CQ 56	Grant Writer	\$83,232	-1.0%	\$90,191	-8.6%	\$109,830	-25.0%
CQ 57	Legal Counsel	\$111,789	-18.1%	\$128,917	-29.0%	\$158,778	-42.3%
CQ 58	Legal Processor, Inspectional Services	n/a	n/a	n/a	n/a	n/a	n/a
CQ 60	Operations Manager, Emergency Management	n/a	n/a	n/a	n/a	n/a	n/a
CQ 61	Operations Manager, Public Works & Transportation	n/a	n/a	n/a	n/a	n/a	n/a
CQ 62	Plan Examiner	n/a	n/a	n/a	n/a	n/a	n/a
CQ 63	Police Chief	n/a	n/a	n/a	n/a	n/a	n/a
CQ 64	Policy Analyst	n/a	n/a	\$84,770	-41.0%	n/a	n/a
CQ 65	Program Coordinator, Recreation	\$66,107	-6.5%	\$66,479	-7.0%	\$88,150	-29.9%
CQ 66	Program Manager, Parks	\$77,675	22.9%	\$93,387	2.2%	\$102,463	-6.8%

CQ 67	Project Manager II, Public Works & Transportation	\$127,457	-32.1%	\$113,637	-23.9%	\$155,271	-44.3%
CQ 68	Project Manager, Building Construction	\$89,458	-9.3%	\$102,716	-21.0%	\$112,732	-28.0%
CQ 69	Recycling Coordinator	n/a	n/a	n/a	n/a	n/a	n/a
CQ 70	Social Service Agent	\$68,409	-2.1%	\$78,457	-14.7%	\$91,890	-27.1%
CQ 71	Strategic Asset Manager	\$106,805	-6.8%	\$124,761	-20.3%	\$133,547	-25.5%
CQ 72	Substance Abuse Prevention Coordinator	n/a	n/a	n/a	n/a	n/a	n/a
CQ 73	Superintendent Golf Course	n/a	n/a	n/a	n/a	n/a	n/a
CQ 74	Superintendent Sewer Water Drain	\$93,897	38.3%	\$109,115	19.0%	\$124,350	4.4%
CQ 75	Traffic Engineer	\$101,440	13.2%	\$115,099	-0.2%	\$129,609	-11.4%
CQ 76	Treasurer/Collector	\$125,327	-8.4%	\$142,564	-19.4%	\$169,420	-32.2%
CQ 77	Security Guard	\$51,188	31.2%	\$63,679	5.5%	\$76,179	-11.8%
CQ 78	HVAC Technician	\$60,620	50.1%	\$69,869	30.2%	\$77,517	17.4%
CQ 79	Graphic Designer	\$64,555	-20.9%	\$73,387	-30.4%	\$85,179	-40.0%
CQ 80	Administrative Assistant	\$50,514	6.0%	\$58,558	-8.6%	\$70,859	-24.4%
CQ 81	Executive Administrative Assistant	\$73,563	-2.8%	\$83,345	-14.2%	\$95,536	-25.1%
CQ 82	Skilled Laborer	\$60,058	24.3%	\$69,767	7.0%	\$78,591	-5.0%
CQ 83	Skilled Laborer Foreman	n/a	n/a	n/a	n/a	n/a	n/a
CQ 84	Assistant HR Director	\$81,519	7.4%	\$95,124	-8.0%	\$107,946	-18.9%
CQ 85	Director of Marketing	\$141,395	n/a	\$150,446	n/a	\$175,757	n/a
CQ 86	Systems Analyst	\$81,697	n/a	\$89,179	n/a	\$100,284	n/a

All Survey Data

Overall Difference:	Market 25th	Market 50th	Market 75th
	-2.7%	-13.5%	-26.3%

Job Code	Position Title	Custom Data					
		Market 25th	%Diff. 25th	Market 50th	%Diff. 50th	Market 75th	%Diff. 75th
CQ 01	Assessor	\$100,675	-9.1%	\$110,269	-17.0%	\$124,218	-26.3%
CQ 02	Assistant Building Commissioner	n/a	n/a	n/a	n/a	n/a	n/a
CQ 03	Assistant City Solicitor	n/a	n/a	n/a	n/a	n/a	n/a
CQ 04	Assistant Director of Library	\$83,791	9.2%	\$87,133	5.1%	\$96,646	-5.3%
CQ 05	Auditor	n/a	n/a	n/a	n/a	n/a	n/a
CQ 06	Benefits Coordinator	\$78,397	-15.4%	\$82,359	-19.5%	\$91,562	-27.6%
CQ 07	Business Manager - Police/Fire	n/a	n/a	n/a	n/a	n/a	n/a
CQ 08	Business Manager Sewer Water Drain	n/a	n/a	n/a	n/a	n/a	n/a
CQ 09	Chairman, Assessor	n/a	n/a	n/a	n/a	n/a	n/a
CQ 10	Chief Financial Officer	\$126,252	3.6%	\$153,496	-14.8%	\$166,791	-21.6%
CQ 11	Chief of Staff	n/a	n/a	n/a	n/a	n/a	n/a
CQ 12	Chief Wire Inspector	n/a	n/a	n/a	n/a	n/a	n/a
CQ 13	City Clerk	\$107,940	21.1%	\$113,701	15.0%	\$117,704	11.1%
CQ 14	City Engineer	\$109,245	41.4%	\$131,817	17.2%	\$145,537	6.2%
CQ 15	City Solicitor	\$137,442	-4.9%	\$153,496	-14.8%	\$187,616	-30.3%
CQ 16	Commercial Assessor	n/a	n/a	n/a	n/a	n/a	n/a
CQ 17	Commissioner of Natural Resources	n/a	n/a	n/a	n/a	n/a	n/a
CQ 18	Commissioner of Public Buildings	n/a	n/a	n/a	n/a	n/a	n/a
CQ 19	Commissioner of Public Health	\$113,073	-4.5%	\$117,901	-8.4%	\$126,746	-14.8%
CQ 20	Commissioner of Public Works	\$143,108	-8.6%	\$145,987	-10.4%	\$156,200	-16.3%
CQ 21	Compliance Counsel	n/a	n/a	n/a	n/a	n/a	n/a
CQ 22	Contract Manager, Parks	n/a	n/a	n/a	n/a	n/a	n/a
CQ 23	Coordinator Media Communications	n/a	n/a	n/a	n/a	n/a	n/a
CQ 24	Director Of Accounts	n/a	n/a	n/a	n/a	n/a	n/a
CQ 25	Director of Affordable Housing	n/a	n/a	n/a	n/a	n/a	n/a
CQ 26	Director of Building Construction	n/a	n/a	n/a	n/a	n/a	n/a
CQ 27	Director of Building Maintenance	n/a	n/a	n/a	n/a	n/a	n/a
CQ 28	Director of Constituent Services	n/a	n/a	n/a	n/a	n/a	n/a
CQ 29	Director Of Construction	n/a	n/a	n/a	n/a	n/a	n/a
CQ 30	Director of Council on Aging	n/a	n/a	n/a	n/a	n/a	n/a
CQ 31	Director of Emergency Management	n/a	n/a	n/a	n/a	n/a	n/a

CQ 32	Director of Facility Maintenance and Construction	n/a	n/a	n/a	n/a	n/a	n/a
CQ 33	Director Of Federal & State Infrastructure	n/a	n/a	n/a	n/a	n/a	n/a
CQ 34	Director of History/Heritage	n/a	n/a	n/a	n/a	n/a	n/a
CQ 35	Director Of Human Resources	n/a	n/a	n/a	n/a	n/a	n/a
CQ 36	Director of information Technology	\$112,850	8.8%	\$131,202	-6.4%	\$139,852	-12.2%
CQ 37	Director Of Inspectional Services	\$126,746	-3.1%	\$134,286	-8.5%	\$154,248	-20.4%
CQ 38	Director Of Institute Relations	n/a	n/a	n/a	n/a	n/a	n/a
CQ 39	Director of Library	\$114,363	0.4%	\$119,403	-3.8%	\$125,735	-8.7%
CQ 40	Director of Operations	n/a	n/a	n/a	n/a	n/a	n/a
CQ 41	Director of Planning	\$119,263	9.6%	\$134,286	-2.6%	\$154,435	-15.3%
CQ 42	Director of Plant Facilities	n/a	n/a	n/a	n/a	n/a	n/a
CQ 43	Director of Policy/Information	n/a	n/a	n/a	n/a	n/a	n/a
CQ 44	Director of Purchasing	n/a	n/a	n/a	n/a	n/a	n/a
CQ 45	Director Of Recreation	\$84,825	12.6%	\$93,897	1.7%	\$113,195	-15.6%
CQ 46	Director Of Tourism	n/a	n/a	n/a	n/a	n/a	n/a
CQ 47	Director Of Traffic Parking Alarm Lighting	n/a	n/a	n/a	n/a	n/a	n/a
CQ 48	Director Of Veterans Services	n/a	n/a	n/a	n/a	n/a	n/a
CQ 49	Earth Scientist	n/a	n/a	n/a	n/a	n/a	n/a
CQ 50	Energy Manager	n/a	n/a	n/a	n/a	n/a	n/a
CQ 51	Engineering Manager	n/a	n/a	n/a	n/a	n/a	n/a
CQ 52	Epidemiologist	n/a	n/a	n/a	n/a	n/a	n/a
CQ 53	Financial Operation Manager	n/a	n/a	n/a	n/a	n/a	n/a
CQ 54	Fire Chief	n/a	n/a	n/a	n/a	n/a	n/a
CQ 55	GIS Administrator	n/a	n/a	n/a	n/a	n/a	n/a
CQ 56	Grant Writer	n/a	n/a	n/a	n/a	n/a	n/a
CQ 57	Legal Counsel	n/a	n/a	n/a	n/a	n/a	n/a
CQ 58	Legal Processor, Inspectional Services	n/a	n/a	n/a	n/a	n/a	n/a
CQ 60	Operations Manager, Emergency Management	n/a	n/a	n/a	n/a	n/a	n/a
CQ 61	Operations Manager, Public Works & Transportation	n/a	n/a	n/a	n/a	n/a	n/a
CQ 62	Plan Examiner	n/a	n/a	n/a	n/a	n/a	n/a
CQ 63	Police Chief	n/a	n/a	n/a	n/a	n/a	n/a
CQ 64	Policy Analyst	n/a	n/a	n/a	n/a	n/a	n/a
CQ 65	Program Coordinator, Recreation	n/a	n/a	n/a	n/a	n/a	n/a
CQ 66	Program Manager, Parks	n/a	n/a	n/a	n/a	n/a	n/a

CQ 67	Project Manager II, Public Works & Transportation	n/a	n/a	n/a	n/a	n/a	n/a
CQ 68	Project Manager, Building Construction	n/a	n/a	n/a	n/a	n/a	n/a
CQ 69	Recycling Coordinator	n/a	n/a	n/a	n/a	n/a	n/a
CQ 70	Social Service Agent	n/a	n/a	n/a	n/a	n/a	n/a
CQ 71	Strategic Asset Manager	n/a	n/a	n/a	n/a	n/a	n/a
CQ 72	Substance Abuse Prevention Coordinator	n/a	n/a	n/a	n/a	n/a	n/a
CQ 73	Superintendent Golf Course	n/a	n/a	n/a	n/a	n/a	n/a
CQ 74	Superintendent Sewer Water Drain	\$93,897	38.3%	\$109,115	19.0%	\$124,350	4.4%
CQ 75	Traffic Engineer	n/a	n/a	n/a	n/a	n/a	n/a
CQ 76	Treasurer/Collector	n/a	n/a	n/a	n/a	n/a	n/a
CQ 77	Security Guard	n/a	n/a	n/a	n/a	n/a	n/a
CQ 78	HVAC Technician	n/a	n/a	n/a	n/a	n/a	n/a
CQ 79	Graphic Designer	n/a	n/a	n/a	n/a	n/a	n/a
CQ 80	Administrative Assistant	n/a	n/a	n/a	n/a	n/a	n/a
CQ 81	Executive Administrative Assistant	n/a	n/a	n/a	n/a	n/a	n/a
CQ 82	Skilled Laborer	n/a	n/a	n/a	n/a	n/a	n/a
CQ 83	Skilled Laborer Foreman	n/a	n/a	n/a	n/a	n/a	n/a
CQ 84	Assistant HR Director	n/a	n/a	n/a	n/a	n/a	n/a
CQ 85	Director of Marketing	n/a	n/a	n/a	n/a	n/a	n/a
CQ 86	Systems Analyst	n/a	n/a	n/a	n/a	n/a	n/a

Custom Data

Overall Difference:	Market 25th	Market 50th	Market 75th
	6.0%	-3.7%	-13.5%

		Published Data						
Job Code	Position Title	Quincy Base Pay	Market 25th	%Diff. 25th	Market 50th	%Diff. 50th	Market 75th	%Diff. 75th
CQ 01	Assessor	\$91,536	n/a	n/a	n/a	n/a	n/a	n/a
CQ 02	Assistant Building Commissioner	\$100,846	n/a	n/a	n/a	n/a	n/a	n/a
CQ 03	Assistant City Solicitor	\$76,754	\$84,858	-9.6%	\$99,328	-22.7%	\$123,041	-37.6%
CQ 04	Assistant Director of Library	\$91,536	\$89,457	2.3%	\$105,855	-13.5%	\$123,373	-25.8%
CQ 05	Auditor	\$122,806	\$134,569	-8.7%	\$149,857	-18.1%	\$168,726	-27.2%
CQ 06	Benefits Coordinator	\$66,321	\$60,937	8.8%	\$66,191	0.2%	\$73,964	-10.3%
CQ 07	Business Manager - Police/Fire	\$93,384	\$76,038	22.8%	\$93,686	-0.3%	\$110,541	-15.5%
CQ 08	Business Manager Sewer Water Drain	\$97,545	\$76,038	28.3%	\$93,686	4.1%	\$110,541	-11.8%
CQ 09	Chairman, Assessor	\$130,766	n/a	n/a	n/a	n/a	n/a	n/a
CQ 10	Chief Financial Officer	\$130,766	\$132,742	-1.5%	\$148,650	-12.0%	\$164,623	-20.6%
CQ 11	Chief of Staff	\$122,806	\$136,650	-10.1%	\$155,832	-21.2%	\$191,809	-36.0%
CQ 12	Chief Wire Inspector	\$93,275	\$101,615	-8.2%	\$112,063	-16.8%	\$151,805	-38.6%
CQ 13	City Clerk	\$130,766	\$100,302	30.4%	\$122,988	6.3%	\$144,810	-9.7%
CQ 14	City Engineer	\$154,500	\$164,228	-5.9%	\$174,637	-11.5%	\$200,777	-23.0%
CQ 15	City Solicitor	\$130,766	\$140,416	-6.9%	\$170,621	-23.4%	\$195,028	-33.0%
CQ 16	Commercial Assessor	\$124,444	n/a	n/a	n/a	n/a	n/a	n/a
CQ 17	Commissioner of Natural Resources	\$159,135	n/a	n/a	n/a	n/a	n/a	n/a
CQ 18	Commissioner of Public Buildings	\$130,766	\$130,069	0.5%	\$145,433	-10.1%	\$175,066	-25.3%
CQ 19	Commissioner of Public Health	\$108,024	\$139,425	-22.5%	\$147,461	-26.7%	\$159,874	-32.4%
CQ 20	Commissioner of Public Works	\$130,766	n/a	n/a	n/a	n/a	n/a	n/a
CQ 21	Compliance Counsel	\$125,000	\$125,469	-0.4%	\$153,536	-18.6%	\$172,352	-27.5%
CQ 22	Contract Manager, Parks	\$72,100	\$82,994	-13.1%	\$106,082	-32.0%	\$119,421	-39.6%
CQ 23	Coordinator Media Communications	\$97,850	\$104,292	-6.2%	\$124,978	-21.7%	\$147,649	-33.7%
CQ 24	Director Of Accounts	\$95,306	\$124,368	-23.4%	\$145,594	-34.5%	\$167,100	-43.0%
CQ 25	Director of Affordable Housing	\$94,379	n/a	n/a	n/a	n/a	n/a	n/a
CQ 26	Director of Building Construction	\$114,846	n/a	n/a	n/a	n/a	n/a	n/a
CQ 27	Director of Building Maintenance	\$106,682	\$116,255	-8.2%	\$133,537	-20.1%	\$158,338	-32.6%
CQ 28	Director of Constituent Services	\$81,302	n/a	n/a	n/a	n/a	n/a	n/a
CQ 29	Director Of Construction	\$106,682	\$125,820	-15.2%	\$156,080	-31.6%	\$169,077	-36.9%
CQ 30	Director of Council on Aging	\$99,496	n/a	n/a	n/a	n/a	n/a	n/a
CQ 31	Director of Emergency Management	\$91,087	n/a	n/a	n/a	n/a	n/a	n/a
CQ 32	Director of Facility Maintenance and Construction	\$106,682	\$116,255	-8.2%	\$133,537	-20.1%	\$158,338	-32.6%
CQ 33	Director Of Federal & State Infrastructure	\$105,000	n/a	n/a	n/a	n/a	n/a	n/a
CQ 34	Director of History/Heritage	\$87,550	n/a	n/a	n/a	n/a	n/a	n/a
CQ 35	Director Of Human Resources	\$114,846	\$120,854	-5.0%	\$139,244	-17.5%	\$165,643	-30.7%
CQ 36	Director of information Technology	\$122,806	\$143,450	-14.4%	\$162,631	-24.5%	\$189,819	-35.3%

		Published Data						
Job Code	Position Title	Quincy Base Pay	Market 25th	%Diff. 25th	Market 50th	%Diff. 50th	Market 75th	%Diff. 75th
CQ 37	Director Of Inspectional Services	\$122,806	n/a	n/a	n/a	n/a	n/a	n/a
CQ 38	Director Of Institute Relations	\$128,750	\$137,099	-6.1%	\$155,977	-17.5%	\$180,619	-28.7%
CQ 39	Director of Library	\$114,846	\$120,106	-4.4%	\$124,439	-7.7%	\$139,005	-17.4%
CQ 40	Director of Operations	\$116,292	\$123,300	-5.7%	\$139,727	-16.8%	\$158,112	-26.4%
CQ 41	Director of Planning	\$130,766	n/a	n/a	n/a	n/a	n/a	n/a
CQ 42	Director of Plant Facilities	\$106,682	\$116,255	-8.2%	\$133,537	-20.1%	\$158,338	-32.6%
CQ 43	Director of Policy/Information	\$105,181	n/a	n/a	n/a	n/a	n/a	n/a
CQ 44	Director of Purchasing	\$99,496	\$123,290	-19.3%	\$143,416	-30.6%	\$172,661	-42.4%
CQ 45	Director Of Recreation	\$95,481	\$90,865	5.1%	\$99,979	-4.5%	\$122,822	-22.3%
CQ 46	Director Of Tourism	\$93,414	n/a	n/a	n/a	n/a	n/a	n/a
CQ 47	Director Of Traffic Parking Alarm Lighting	\$123,518	n/a	n/a	n/a	n/a	n/a	n/a
CQ 48	Director Of Veterans Services	\$101,325	n/a	n/a	n/a	n/a	n/a	n/a
CQ 49	Earth Scientist	\$92,700	\$97,871	-5.3%	\$111,860	-17.1%	\$127,932	-27.5%
CQ 50	Energy Manager	\$106,682	\$140,293	-24.0%	\$149,255	-28.5%	\$186,180	-42.7%
CQ 51	Engineering Manager	\$114,846	\$136,542	-15.9%	\$160,431	-28.4%	\$177,215	-35.2%
CQ 52	Epidemiologist	\$75,000	\$91,095	-17.7%	\$112,962	-33.6%	\$157,568	-52.4%
CQ 53	Financial Operation Manager	\$77,250	\$97,098	-20.4%	\$108,919	-29.1%	\$121,594	-36.5%
CQ 54	Fire Chief	\$230,411	n/a	n/a	n/a	n/a	n/a	n/a
CQ 55	GIS Administrator	\$87,879	\$94,799	-7.3%	\$108,550	-19.0%	\$121,207	-27.5%
CQ 56	Grant Writer	\$82,400	\$83,232	-1.0%	\$97,780	-15.7%	\$109,830	-25.0%
CQ 57	Legal Counsel	\$91,536	\$111,789	-18.1%	\$128,917	-29.0%	\$158,778	-42.3%
CQ 58	Legal Processor, Inspectional Services	\$77,281	n/a	n/a	n/a	n/a	n/a	n/a
CQ 60	Operations Manager, Emergency Management	\$57,642	n/a	n/a	n/a	n/a	n/a	n/a
CQ 61	Operations Manager, Public Works & Transportation	\$95,696	n/a	n/a	n/a	n/a	n/a	n/a
CQ 62	Plan Examiner	\$73,171	n/a	n/a	n/a	n/a	n/a	n/a
CQ 63	Police Chief	\$245,067	n/a	n/a	n/a	n/a	n/a	n/a
CQ 64	Policy Analyst	\$50,000	n/a	n/a	\$84,770	-41.0%	n/a	n/a
CQ 65	Program Coordinator, Recreation	\$61,800	\$66,107	-6.5%	\$73,553	-16.0%	\$88,150	-29.9%
CQ 66	Program Manager, Parks	\$95,481	\$77,675	22.9%	\$99,079	-3.6%	\$102,463	-6.8%
CQ 67	Project Manager II, Public Works & Transportation	\$86,520	\$127,457	-32.1%	\$113,637	-23.9%	\$155,271	-44.3%
CQ 68	Project Manager, Building Construction	\$81,159	\$89,458	-9.3%	\$102,716	-21.0%	\$112,732	-28.0%
CQ 69	Recycling Coordinator	\$56,650	n/a	n/a	n/a	n/a	n/a	n/a
CQ 70	Social Service Agent	\$66,950	\$68,409	-2.1%	\$78,457	-14.7%	\$91,890	-27.1%
CQ 71	Strategic Asset Manager	\$99,496	\$106,805	-6.8%	\$124,761	-20.3%	\$133,547	-25.5%
CQ 72	Substance Abuse Prevention Coordinator	\$81,978	n/a	n/a	n/a	n/a	n/a	n/a
CQ 73	Superintendent Golf Course	\$83,000	n/a	n/a	n/a	n/a	n/a	n/a
CQ 74	Superintendent Sewer Water Drain	\$129,854	n/a	n/a	n/a	n/a	n/a	n/a
CQ 75	Traffic Engineer	\$114,846	\$101,440	13.2%	\$115,099	-0.2%	\$129,609	-11.4%

		Published Data						
Job Code	Position Title	Quincy Base Pay	Market 25th	%Diff. 25th	Market 50th	%Diff. 50th	Market 75th	%Diff. 75th
CQ 76	Treasurer/Collector	\$114,846	\$125,327	-8.4%	\$142,564	-19.4%	\$169,420	-32.2%
CQ 77	Security Guard	\$67,155	\$51,188	31.2%	\$63,679	5.5%	\$76,179	-11.8%
CQ 78	HVAC Technician	\$90,968	\$60,620	50.1%	\$69,869	30.2%	\$77,517	17.4%
CQ 79	Graphic Designer	\$51,071	\$64,555	-20.9%	\$73,387	-30.4%	\$85,179	-40.0%
CQ 80	Administrative Assistant	\$53,550	\$50,514	6.0%	\$58,558	-8.6%	\$70,859	-24.4%
CQ 81	Executive Administrative Assistant	\$71,513	\$73,563	-2.8%	\$83,345	-14.2%	\$95,536	-25.1%
CQ 82	Skilled Laborer	\$74,675	\$60,058	24.3%	\$69,767	7.0%	\$78,591	-5.0%
CQ 83	Skilled Laborer Foreman	\$79,825	n/a	n/a	n/a	n/a	n/a	n/a
CQ 84	Assistant HR Director	\$87,550	\$81,519	7.4%	\$95,124	-8.0%	\$107,946	-18.9%
CQ 85	Director of Marketing	n/a	\$141,395	n/a	\$150,446	n/a	\$175,757	n/a
CQ 86	Systems Analyst	n/a	\$81,697	n/a	\$90,365	n/a	\$100,284	n/a

Published Data			
Overall Difference:	Market 25th	Market 50th	Market 75th
	-4.4%	-17.7%	-28.5%

Comparison Cities vs. Quincy, Massachusetts	72,000	108,000	144,000	Geo
Boston, Massachusetts	100.9	100.9	100.9	0.9911
Massachusetts - Commonwealth Average	93.2	93.1	93.6	1.0718
Maine - State Average	79.6	79.7	81.3	1.2469
New Hampshire - State Average	85.9	87.4	89.1	1.1433
Vermont - State Average	81.6	81	82.4	1.2245
Connecticut - State Average	93.8	94	94.7	1.0619
Rhode Island - State Average	90.1	90.7	91.8	1.1005
New York - State Average	94.1	96.2	97.9	1.0409
New Jersey - State Average	96.9	99.8	101.7	1.0054
Pennsylvania - Commonwealth Average	84.5	86.3	88.1	1.1587
Delaware - State Average	86.5	88.9	91.1	1.1257
Maryland - State Average	91.1	92.5	93.7	1.0819
United States Average	84.3	85.5	87	1.1682

Geographic Adjustments

Row Labels	Geo
All Data	1.1682
Industry - Super Sector: Services (Non-Financial)	1.1682
Industry Group: Associations, Foundations, Education and Government	1.1682
National Data; Industry Category: Not-for-Profit	1.1682
National Data; Profit Status: Not-For-Profit	1.1682
Profit Status: Not-For-Profit	1.1682
Employee Location - Region (in-country): Northeast; Org Wgtd	1.1404
Employee Location - City State/Province: Boston-Cambridge-Newton, Massachusetts-New Hampshire	1.0000
Northeast; Profit Status: Not-For-Profit	1.1147
Region: Northeast	1.1147
Massachusetts	1.0718
Northeast; Industry Category: Not-for-Profit	1.1147
Boston Massachusetts Area	1.0000
Metropolitan Area: Boston-Cambridge-Quincy, MA-NH	1.0000
Employee Location - State: Massachusetts	1.0718
Corporate/Noncorporate: Noncorporate	1.1682
Northeast	1.1147
Employee Location - Region (in-country): Northeast	1.1147
Northeast; Industry Category: Services	1.1147
State: Massachusetts	1.0718
Massachusetts; Profit Status: Not-For-Profit	1.0718
National Data; Operating Budget (Millions): \$1,000.0 and Over	1.1682
Massachusetts Area	1.0718
Grand Total	

Appendix B

Gallagher Presentation Slides

City of Quincy Compensation Study



Gallagher Human Resources & Compensation Consulting
2022



Gallagher

Insurance | Risk Management | Consulting



Gallagher

Insurance | Risk Management | Consulting

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1. Study Background

 2. Compensation Study

 3. Recommendations



Background

- The City of Quincy, MA (City) contracted with the Public Sector practice within Gallagher's Human Resources and Compensation Consulting practice (Gallagher) to conduct a compensation study.
 - The objectives of the study were to:
 - ≈ Conduct a custom survey to collect market salary information.
 - ≈ Create salary structure recommendations to ensure external competitiveness.
 - ≈ Develop recommendations for salary adjustments to ensure alignment with the market.



Compensation Study

- Gallagher conducted a custom market survey to collect compensation data from comparable Massachusetts municipalities.
- Custom survey data were collected by phone calls and emails to survey participants.
- Upon receiving the participant data, Gallagher staff performed many reviews of the data. Any data issues or questions were resolved through follow-up calls and/or emails.



Compensation Study- Published Survey Sources

- Appropriate published survey sources were also used for jobs common across private and public sector industries including:
 - CompData Midwest Survey
 - Mercer Surveys
 - Willis Towers Watson Surveys
- Private sector sources were utilized in order to represent the full market for cross-industry positions such as Finance, Information Technology, and Human Resources.
- These are national recognized surveys and used across all types of organizations, and is considered a best practice to use when doing market studies similar to this City study.



Compensation Study

- We collected base pay data of comparator organizations and analyzed the data at the 25th, 50th, and 75th percentile of actual pay and pay ranges.
- Percentiles were calculated using average actual pay:
 - Market 25th percentile is the point where 25% of data falls below and 75% of data falls above.
 - Market 50th percentile (median) is the point where 50% of data falls below and 50% of data falls above.
 - Market 75th percentile is the point where 75% of data falls below and 25% of data falls above.



Gallagher

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Compensation Study

- We followed the U.S. Department of Justice and Federal Trade Commission guidelines that require five job matches per job in order to conduct statistical analyses or for drawing conclusions:
 - Data collected for 61 of the City's 86 job titles.



Compensation Study

- We applied geographic differentials to ensure that the data was reflective of the County's labor market and economic conditions.
- We used Economic Research Institute (ERI) to identify the appropriate geographic differences.
- For example, if the geographic differential for the state of Massachusetts is 1.07, data collected representing the state is increased by 7% to reflect the City's local labor market.



Compensation Study

- We combined data to calculate the 25th, 50th, and 75th percentiles of base salary:
 - Positive (+) figure indicates that the City pays above the market.
 - Negative (-) figure indicates that the City pays below the market.
- We used the following guidelines when determining the competitive nature of current compensation:
 - +/-5% = Highly Competitive
 - +/-5-10% = Competitive
 - +/-10-15% = Possible misalignment with market
 - >15% = Misalignment with market



Compensation Study

- Market Comparisons

- The following chart shows the comparison between the City and the market data on an aggregate basis.

Overall Comparisons	Actual Base 25th	Actual Base 50th	Actual Base 75th
City v. Market	-2.3%	-13.0%	-25.8%

- Overall, the County's base salary is misaligned with the market at the 50th percentile.



Compensation Study

- The 50th percentile represents the competitive market, or the middle of the market, and the target pay level for a majority of organizations.
- Time to reach fully competitive market rate varies by job, but commonly requires 5-10 years in position, depending on organization strategy, performance processes, and related factors.
- Overall, City benchmark jobs are -13.0% below market 50th percentile, which is considered misaligned.
 - Individual jobs may have a greater variance from the market. Comparisons by position have been provided under separate cover.
 - Factors such as performance and time in position impact actual salaries and have an impact on the differences between the City and the market actual salaries for individual jobs.



Recommendations

- Salary Structure Options
 - Gallagher utilized the market data to develop externally competitive salary structure options by placing the lowest market data point of \$58,558 as the midpoint of grade 5
 - Pay range midpoints were calculated new grade midpoints for grades 1-4 by decreasing by 7% for the midpoint.
 - Pay range midpoints for grades 6 to 23 had the midpoints increase by 7% to encompass all the market data.
 - Jobs were then slotted into the pay ranges where the midpoint most closely aligned with the market 50th percentile. For example:

Position Title	Market 50th	New Pay Grade	New Minimum	New Midpoint	New Maximum
Sample Job	\$63,679	6	\$48,208	\$62,670	\$77,132



Recommendations

Pay Grade	Minimum	Midpoint	Maximum	Range Spread
1	\$34,336	\$44,637	\$54,938	60%
2	\$36,747	\$47,772	\$58,796	60%
3	\$39,328	\$51,126	\$62,924	60%
4	\$42,089	\$54,716	\$67,343	60%
5	\$45,045	\$58,558	\$72,071	60%
6	\$48,208	\$62,670	\$77,132	60%
7	\$51,593	\$67,070	\$82,548	60%
8	\$55,215	\$71,780	\$88,345	60%
9	\$59,092	\$76,820	\$94,548	60%
10	\$63,242	\$82,214	\$101,187	60%
11	\$67,683	\$87,987	\$108,292	60%
12	\$72,435	\$94,166	\$115,896	60%
13	\$77,521	\$100,778	\$124,034	60%
14	\$82,965	\$107,854	\$132,744	60%
15	\$88,790	\$115,428	\$142,065	60%
16	\$95,025	\$123,533	\$152,040	60%
17	\$101,698	\$132,207	\$162,716	60%
18	\$108,839	\$141,490	\$174,142	60%
19	\$116,481	\$151,426	\$186,370	60%
20	\$124,660	\$162,058	\$199,456	60%
21	\$133,414	\$173,438	\$213,462	60%
22	\$142,782	\$185,616	\$228,451	60%
23	\$152,808	\$198,650	\$244,492	60%



Recommendations

Short-term Recommendations

- City to review the salary range placements recommended by Gallagher based on the market data.
- Review implementation methods provided by Gallagher.

Long-term Recommendations

- The salary structure should be adjusted by a structure movement trend factor every year to remain competitive with the market.
- In addition to adjusting the salary structure each year to keep pace with the market, the City should continue to conduct a comprehensive market compensation study at least every three to five years.

Thank you

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