

**City of Reading  
Listing of Positions  
For the 2013 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>Status</i>	<i>Proposed 2013 Number of Employees</i>	
			<i>Full-Time</i>	<i>Part-Time</i>
<b>Mayor</b>				
	Administrative Assistant To The Mayor	Full-Time	-	
	Administrative Assistant To The Mayor	Part-Time	-	1
	Executive Assistant To The Mayor	Full-Time	-	
	MAIG Regional Coordinator	Full-Time	-	
	Mayor	Full-Time	1	
	Special Assistant, Policy and Outreach	Full-Time	1	
	Special Assistant, Government Services	Full-Time	1	
	Executive Assistant	Full-Time	1	
			4	1
<b>Managing Director</b>				
	Managing Director	Full-Time	1	
	Communication Specialist	Full-Time	-	
	Business Analyst	Full-Time	1	
	Executive Secretary/Admin Aide	Full-Time	1	
	Economic Development Coordinator	Part-Time		-
			3	-
<b>Human Relations Commission</b>				
	HRC Executive Director	Full-Time	1	
	HRC Investigator	Full-Time	1	
	HRC Clerk	Full-Time	1	1
			3	1
<b>City Auditor</b>				
	City Auditor	Full-Time	1	
	Auditing Coordinator	Full-Time	1	
			2	-
<b>City Council</b>				
	Council President	Part-Time		1
	Council Member	Part-Time		6
	Deputy City Clerk	Full-Time	1	
	Administrative Assistant	Full-Time	1	
	City Clerk	Full-Time	1	
	Intern	Part-Time		-
			3	7
<b>Director of Administrative Services</b>				
	Confidential Secretary	Full-Time	1	
	Director of Administrative Services	Full-Time	1	
	Grant Writer	Full-Time	1	
	Controller	Full-Time	1	
			4	-
<b>Purchasing</b>				
	Purchasing Coordinator	Full-Time	1	
	Purchasing Clerk	Part-Time		-
	Printing Clerk	Part-Time		1
			1	1

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			<i>2013 Number of Employees</i>	<i>Full-Time</i>
<b>Accounting</b>	Accounting & Treasury Manager	Full-Time	1	
	Accountant	Full-Time	1	
	Pension Administrator	Full-Time	1	
	Revenue Accountant	Full-Time	1	
	Floater/Payroll	Full-Time	1	
	Payroll Clerk	Full-Time	1	
	Accounting Clerk	Full-Time	1	
			7	-
<b>Information Technology</b>	GIS Coordinator	Full-Time	1	
	Public Safety Support	Full-Time	1	
	Network Administrator	Full-Time	1	
	Developer	Full-Time	1	
	Web Developer	Full-Time	1	
	Trainer	Full-Time	1	
	System Support Analyst	Full-Time	1	
	IT Manager	Full-Time	1	
	Lead Developer	Full-Time	1	
			9	-
<b>Citizens Service Center</b>	Citizens Service Center Manager	Full-Time	1	
	Billing Coordinator	Full-Time	-	
	Treasury Coordinator	Full-Time	1	
	Municipal Professional	Full-Time	2	
	Municipal Aide II	Full-Time	6	
			10	-
<b>Human Resources</b>	Clerks	Full-Time	-	
	Diversity and Information Officer	Full-Time	-	
	Program Coordinator	Full-Time	1	
	HR Generalist	Full-Time	1	
	Human Resources Manager	Full-Time	1	
	Human Resources Coordinator - Benefits	Full-Time	1	
			4	-
<b>Mailroom</b>	Mailroom Clerk	Full-Time	-	
			-	-
<b>Solicitor</b>	Solicitor	Full-Time	1	
	Confidential Secretary	Full-Time	1	
	Executive Secretary/Admin Aide/Paralegal	Full-Time	1	
	Legal Specialist	Full-Time	3	
			6	-

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			<i>2013 Number of Employees</i>	<i>Full-Time</i>
<b>Public Works</b>	Confidential Secretary	Full-Time	1	
	Public Works Director	Full-Time	1	
			2	-
<b>Garage</b>	Maintenance Mechanic	Full-Time	4	
	Maintenance Worker I/Parts Person	Full-Time	1	
	Secretary	Full-Time	1	
	Small Engine Repairperson	Full-Time	1	
	Foreman	Full-Time	1	
			8	-
<b>Engineering</b>	Engineering Aide III	Full-Time	-	
	Engineering Aide IV	Full-Time	-	
			-	-
<b>Highways</b>	Equipment Operator II	Full-Time	15	
	Maintenance Worker I/Signmaker	Full-Time	1	
	Foreman	Full-Time	1	
	Laborer	Part-Time		-
			17	-
<b>Parks</b>	Equipment Operator II	Full-Time	2	
	Equipment Operator III	Full-Time	2	
	Foreman	Full-Time	2	
	Maintenance Worker I	Full-Time	-	
	Maintenance Worker III	Full-Time	1	
	Operations Division Manager	Full-Time	1	
	Secretary	Full-Time	1	
	Laborer	Part-Time	-	8
			9	8
<b>Shade Tree</b>	Equipment Operator II/Arborist	Full-Time	1	
	Maintenance Worker I	Full-Time	1	
			2	-
<b>Recreation</b>	Recreation Supervisor	Full-Time	-	
	Recreation Aide	Part-Time	-	
	Tennis Instructor	Part-Time	-	
	Park Security Guard	Part-Time	-	
			-	-
<b>Public Property</b>	Foreman	Full-Time	1	
	Maintenance Worker III	Full-Time	-	
	Tradesman	Full-Time	4	
	Custodial Worker	Part-Time		8
			5	8

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			<i>Full-Time</i>	<i>Part-Time</i>
<b>Police - Criminal Investigations</b>				
	Captain	Full-Time	1	
	Police Officer (CI Assignment)	Full-Time	19	
	Lieutenant	Full-Time	1	
	Police Officer (ID Assignment)	Full-Time	4	
	Court Liason Officer	Part-Time	-	1
	Clerk	Part-Time	-	1
	Sergeant	Full-Time	5	
			30	2
<b>Police - Special Services</b>				
	Captain	Full-Time	1	
	Lead Clerk/Trainer	Full-Time	1	
	Police Officer/FTO	Full-Time	1	
	Telecommunicator Supervisor	Full-Time	1	
	Telecommunicator I	Full-Time	3	
	Telecommunicator II	Full-Time	11	
	Telecommunicator	Part-Time		8
	Records Clerk	Full-Time	4	
	Records Office Supervisor	Full-Time	1	
	TAC Officer	Full-Time	1	
	Lieutenant	Full-Time	2	
	Secretary - Police Academy	Full-Time	1	
	Sergeant - Video Surveillance	Full-Time	1	
	Sergeant - Records	Full-Time	-	
	Radio Supervisor	Full-Time	1	
	Video Monitorer	Part-Time		8
	Systems Administrator Supervisor	Full-Time	1	
	Court Liason Officer	Part-Time		-
	Clerk	Part-Time		-
			30	16
<b>Police - Patrol</b>				
	Captain	Full-Time	1	
	Lieutenant	Full-Time	4	
	Police Officer	Full-Time	108	
	Police Officer/FTO	Full-Time	3	
	Sergeant	Full-Time	15	
	Clerk	Part-Time		1
	School Crossing Guard	Part-Time		100
			131	101
<b>Police - Administration</b>				
	Chief of Police	Full-Time	1	
	Deputy Chief of Police	Full-Time	-	
	Confidential Secretary	Full-Time	1	
	Lieutenant	Full-Time	1	
	Sergeant	Full-Time	-	
	Administrative Assistant	Part-Time		2
			3	2

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			<i>Full-Time</i>	<i>Part-Time</i>
<b>Fire Administration</b>	Clerk Typist II	Full-Time	1	
	Administrative Officer	Full-Time	1	
	Fire Chief	Full-Time	1	
	First Deputy Chief	Full-Time	4	
			7	-
<b>Fire Special Services (Preventive Education)</b>	LT Fire Prevention Officer	Full-Time	3	
	Fire Marshal	Full-Time	1	
	Lt Fire Training Officer	Full-Time	-	
			4	-
<b>Fire Training</b>	Lt Fire Training Officer	Full-Time	1	
			1	-
<b>Fire Suppression</b>	Second Deputy Chief	Full-Time	4	
	Firefighter V	Full-Time	70	
	Firefighter IV	Full-Time	-	
	Firefighter III	Full-Time	-	
	Firefighter II	Full-Time	-	
	Firefighter I	Full-Time	11	
	Firefighter Trainee	Full-Time	-	
	LT Fire Suppression Officer	Full-Time	4	
			89	-
<b>Fire EMS</b>	Deputy Chief/EMS Mgr	Full-Time	1	
	EMS Lieutenant	Full-Time	4	
	Firefighter V - Medic	Full-Time	12	
	Firefighter IV - Medic	Full-Time	-	
	Firefighter III - Medic	Full-Time	7	
	Firefighter II - Medic	Full-Time	-	
	Firefighter I - Medic	Full-Time	1	
	Firefighter Trainee - Medic	Full-Time	-	
	Transport Coordinator	Full-Time	1	
	Wheelchair Van Driver	Full-Time	5	
			31	-

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			<i>Full-Time</i>	<i>Part-Time</i>
<b>CD Planning</b>	Planner III	Full-Time	1	
			1	-
<b>CD- Property Maintenance</b>	Codes Manager	Full-Time	1	
	Chief Clerk	Full-Time	1	
	PMI Supervisor	Full-Time	3	
	Development & Inspection Clerks	Full-Time	3	
	PM Specialist	Full-Time	-	
	Property Maint Aide	Full-Time	2	
	Property Maint Inspector	Full-Time	22	
	Housing Coordinator	Part-Time		-
	Clerk	Part-Time		-
			32	-
<b>CD - Zoning</b>	Zoning Administrator	Full-Time	1	
	Zoning Technician	Full-Time	1	
	Zoning Inspector	Full-Time	2	
	Clerk	Part-Time		1
			4	1
<b>CD - Trades</b>	Secretary	Full-Time	1	
	Chief Building Official	Full-Time	1	
	Plumbing Inspector	Full-Time	1	
	Building Inspector	Full-Time	1	
	Electrical Inspector	Full-Time	1	
	HVAC Inspector	Full-Time	1	
	Residential Inspector	Full-Time	1	
	Clerk	Part-Time		-
			7	-
<b>CD - Administration</b>	Deputy CD Director	Full-Time	1	
	PMI Specialist	Full-Time	-	
	CD/Hist Preserv Specialist	Full-Time	1	
	Clerk	Part-Time	-	
	Business Ambassador	Part-Time	-	
	Zoning Administrator	Full-Time	-	
	Building Official	Full-Time	-	
			2	-
<b>CD - HUD</b>	CD Specialist	Full-Time	2	
	CD Specialist Manager	Full-Time	1	
	CD Specialist III	Full-Time	1	
	Community Development Director	Full-Time	1	
	Confidential Secretary	Full-Time	1	
	Fiscal Officer	Full-Time	1	
	Rehab Specialist	Full-Time	-	
			7	-

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			<i>2013 Number of Employees</i>	
			<i>Full-Time</i>	<i>Part-Time</i>
<b>Library Administration</b>	Director of Libraries	Full-Time	1	
	Assistant Director of Libraries	Full-Time	2	
			3	-
<b>Library - Circulation</b>	Librarian I	Full-Time	1	
	Librarian II	Full-Time	-	
	Librarian III	Full-Time	1	
			2	-
<b>Library - Reference</b>	Librarian II	Full-Time	4	
	Librarian III	Full-Time	1	
			5	-

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			<i>2013 Number of Employees</i>	
			<i>Full-Time</i>	<i>Part-Time</i>
<b>Water Administration</b>	Foreman	Full-Time	-	
	Customer Service Rep.	Full-Time	-	
	GIS/CAD Technician	Full-Time	-	
	Engineering Aide III	Full-Time	-	
	Distribution Engineer	Full-Time	-	
			-	-
<b>Water Collection</b>	Equipment Operator I	Full-Time	-	
	Equipment Operator II	Full-Time	-	
	Equipment Operator III	Full-Time	-	
	Foreman	Full-Time	-	
	Maintenance Worker II	Full-Time	-	
	Watershed Manager	Full-Time	-	
			-	-
<b>Water Purification</b>	Centrifuge Operator I	Full-Time	-	
	Dewatering Technician	Full-Time	-	
	Lab Technician	Full-Time	-	
	Chief Operator	Full-Time	-	
	Clerk Typist II	Full-Time	-	
	Foreman	Full-Time	-	
	Lab Supervisor/Bact.	Full-Time	-	
	Maintenance Worker II	Full-Time	-	
	Tradesman	Full-Time	-	
	Water Plant Oper. I	Full-Time	-	
	Water Plant Oper. II	Full-Time	-	
			-	-
<b>Water Distribution</b>	Equipment Operator II	Full-Time	-	
	Field Investigator	Full-Time	-	
	Foreman	Full-Time	-	
	Foreman - Meter	Full-Time	-	
	Foreman - Mechanic	Full-Time	-	
	Foreman - Main Crew	Full-Time	-	
	Foreman - Service Crew	Full-Time	-	
	Maintenance Mechanic II	Full-Time	-	
	Maintenance Worker II	Full-Time	-	
	Maintenance Worker III	Full-Time	-	
	Superintendent	Full-Time	-	
			-	-

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			<i>2013 Number of Employees</i>	
			<i>Full-Time</i>	<i>Part-Time</i>
Self - Insurance	Risk and Safety Coordinator	Full-Time	1	
	OCIP Coordinator	Full-Time	-	
			1	-
Sewers	System Superintendent	Full-Time	1	
	Utilities Systems Manager	Full-Time	1	
	Utility Engineer	Full-Time	1	
	Environmental Prog Coordinator	Full-Time	1	
	Foreman	Full-Time	2	
	Equip Op II	Full-Time	10	
	Maint Worker III	Full-Time	1	
	Clerk Typist I	Full-Time	1	
	Engineer Aide III	Full-Time	1	
	Engineer Aide IV	Full-Time	1	
	Maintenance Mechanic	Full-Time	1	
	Project Coordinator	Part-Time		3
				21
WWTP	Maint Supv	Full-Time	1	
	Belt Press Op I	Full-Time	2	
	Cert Oper/Shift Sup	Full-Time	6	
	Operations Supv	Full-Time	1	
	Elec/Elect Field Eng	Full-Time	1	
	Elec/Inst Tech	Full-Time	-	
	Utilities Div Manager/Environ	Full-Time	-	
	Utility Engineer	Full-Time	1	
	Utility Clerk Typist	Full-Time	-	
	Env Prog Coord	Full-Time	-	
	Equip Op II	Full-Time	1	
	Lab Supv	Full-Time	1	
	Lab Tech	Full-Time	5	
	Lab Tech	Part-Time		2
	Maint Worker II (Mech)	Full-Time	3	
	Maint Worker III	Full-Time	-	
	Maintenance Mechanical	Full-Time	1	
	Maint Worker III Elec/Mech	Full-Time	2	
	Industrial Maint Mech	Full-Time	2	
	Pump Tender	Full-Time	4	
	Secretary	Full-Time	1	
	Serv Utility Person	Full-Time	7	
	Sew Plant Op I (6th St.)	Full-Time	-	
	Sew Plant Op I (Fritz Is)	Full-Time	-	
	Sew Plant Op II (Fritz Is)	Full-Time	-	
	Sewer Plant Operator II	Full-Time	4	
	Wastewater Treatment Manager	Full-Time	1	
Tradesman (Elec)	Full-Time	2		
Project Accountant	Full-Time	1		
			47	2

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			<i>2013 Number of Employees</i>	<i>2013 Number of Employees</i>
			<i>Full-Time</i>	<i>Part-Time</i>
Recycling/Trash	Solid Waste Supervisor	Full-Time	1	
	RSD Recycle Truck Driver	Full-Time	1	
	Division Manager	Full-Time	1	
	Graffiti Coordinator	Full-Time	1	
	Foreman	Full-Time	1	
	Maintenance Worker II	Full-Time	5	
	Maintenance Mechanic	Full-Time	-	
	Equipment Operator II	Full-Time	5	
	Clerk Typist II	Full-Time	-	
	Solid Waste Coordinator/Environmentalist	Full-Time	-	
	Municipal Aide II	Full-Time	1	
	Reading School District Recycle Education	Full-Time	1	
	Clerk	Part-Time		-
	Education Coordinator	Part-Time		1
	Graffiti Abatement Technician	Part-Time		1
			17	2
<i>Number of Full-Time and Part-Time Employees</i>			574	155