



JOB DESCRIPTIONS & PAY GRADES (M&C Approved 02/04/2019 – Updated 03/14/2023)

Job descriptions are used to determine employee selection, job requirements, performance evaluations, organizational structure and the relative worth of jobs in relation to each other. Each employee shall have a job description, which shall define that employee's function, tasks and responsibilities. An employee may request a review and change of his or her job description from the Town Manager. The Mayor and Council shall approve all job descriptions.

A complete listing of all job descriptions developed by the Town are listed in Appendix A of this manual. Employees requiring a Maryland certification/license, shall comply with all Maryland standards and requirements for maintaining the license/certification.

Town Hall Administration

Position	Hourly	Annually
Clerical Worker	\$13.25 - \$19.76	\$27,560 - \$41,093
Administrative Assistant	\$13.25 - \$24.06	\$27,560 - \$50,045
Water & Sewer Clerk	\$14.57 - \$27.05	\$30,306 - \$56,264
Town Clerk	\$17.71 - \$32.89	\$36,837 - \$68,411
Office Manager	\$18.70 - \$34.71	\$38,896 - \$72,197
Town Planner	\$26.63 - \$49.45	\$55,390 - \$102,856
Town Manager	\$30.76 - \$57.12	\$63,980 - \$118,810

Department of Public Works

Position	Hourly	Annually
Parks Groundskeeper	\$13.25 - \$21.27	\$27,560 - \$44,241
Municipal Service Worker I & II	\$13.87 - \$25.77	\$28,850 - \$53,602
Crew Leader	\$18.80 - \$34.91	\$39,104 - \$72,613
Superintendent of Public Works	\$23.98 - \$44.54	\$49,878 - \$92,643

Department of Water and Wastewater

Position	Hourly	Annually
Operator Trainee	\$13.25 - \$20.44	\$27,560 - \$42,515
Operator I & II	\$15.85 - \$29.43	\$32,968 - \$61,214
Superintendent of Utilities	\$23.98 - \$44.54	\$49,878 - \$92,643

Police Department

Position	Hourly	Annually
Police Officer Trainee	\$17.94	\$37,300
Administrative Specialist	\$19.53 - \$28.68	\$40,622 - \$59,654
Police Officer	\$19.82 - \$25.77	\$41,369 - \$53,774
Police Officer First Class	\$21.60 - \$31.72	\$44,928 - \$65,978
Police Sergeant	\$23.76 - \$34.89	\$49,420 - \$72,571
Police Lieutenant	\$27.32 - \$40.12	\$56,826 - \$83,450
Chief of Police	\$32.78 - \$48.14	\$68,182 - \$100,131

PROPOSED - 2024 JOB DESCRIPTIONS & PAY GRADES

Job descriptions are used to determine employee selection, job requirements, performance evaluations, organizational structure and the relative worth of jobs in relation to each other. Each employee shall have a job description, which shall define that employee's function, tasks and responsibilities.

Total Benefit Package includes Retirement contribution of 7% of salary, 14 Holiday paid days & Life/Health Insurance Town contribution median of \$22,297 per employee per year.

Employees requiring a Maryland certification/license, shall comply with all Maryland standards and requirements for maintaining the license/certification.

Town Hall Administration.

Position	Hourly	Annually	Total Benefit Package
Clerical Worker	\$15.00 - \$20.55	\$31,200 - \$42,744	\$57,360 - \$70,335
Administrative Assistant	\$18.91 - \$25.91	\$39,333 - \$53,893	\$66,501 - \$82,865
Town Clerk	\$25.24 - \$34.58	\$52,499 - \$71,926	\$81,298 - \$103,131
Office Manager	\$28.60 - \$39.18	\$59,488 - \$81,494	\$89,153 - \$113,884
Town Planner	\$33.66 - \$46.11	\$70,013 - \$95,909	\$100,981 - \$130,084
Town Manager	\$40.90 - \$56.03	\$85,072 - \$116,542	\$117,905 - \$153,273

Department of Public Works.

Position	Hourly	Annually	Total Benefit Package
Parks Groundskeeper	\$15.00 - \$20.55	\$31,200 - \$42,744	\$57,360 - \$70,335
Municipal Service Worker I	\$17.00 - \$23.29	\$35,360 - \$48,443	\$62,036 - \$76,740
Municipal Service Worker II	\$18.45 - \$25.28	\$38,376 - \$52,582	\$65,426 - \$81,391
Municipal Service Worker III	\$20.77 - \$28.46	\$43,202 - \$59,197	\$70,850 - \$88,820
Crew Leader	\$23.38 - \$32.03	\$48,630 - \$66,622	\$76,950 - \$97,170
Superintendent of Public Works	\$32.51 - \$42.42	\$67,621 - \$92,643	\$98,293 - \$126,176

Department of Water and Wastewater.

Position	Hourly	Annually	Total Benefit Package
Water & Sewer Clerk	\$20.68 - \$28.33	\$43,014 - \$58,926	\$73,639 - \$88,521
Operator Trainee	\$17.00 - \$23.29	\$35,360 - \$48,443	\$62,036 - \$76,740
Operator I	\$18.90 - \$25.89	\$39,312 - \$53,851	\$66,478 - \$82,455
Operator II	\$24.66 - \$33.78	\$51,293 - \$70,262	\$79,943 - \$101,261
Operator III	\$32.18 - \$44.09	\$66,934 - \$91,707	\$97,521 - \$123,861
Superintendent of Utilities	\$35.93 - \$49.22	\$74,734 - \$102,378	\$106,287 - \$137,354

Police Department.

Position	Hourly	Annually	Total Benefit Package
Administrative Specialist	\$20.68 - \$28.33	\$43,014 - \$58,926	\$70,639 - \$88,521
Police Officer Trainee	\$20.00	\$41,600	\$69,031
Police Officer	\$25.00 - \$34.25	\$52,000 - \$71,240	\$80,737 - \$102,360
Police Officer First Class	\$30.00 - \$41.10	\$62,400 - \$85,488	\$92,425 - \$118,373
Police Sergeant	\$32.50 - \$44.53	\$67,600 - \$92,622	\$98,269 - \$126,372
Police Lieutenant	\$35.00 - \$47.95	\$72,800 - \$99,736	\$104,113 - \$134,367
Chief of Police	\$44.00 - \$60.28	\$91,520 - \$125,382	\$125,152 - \$163,190