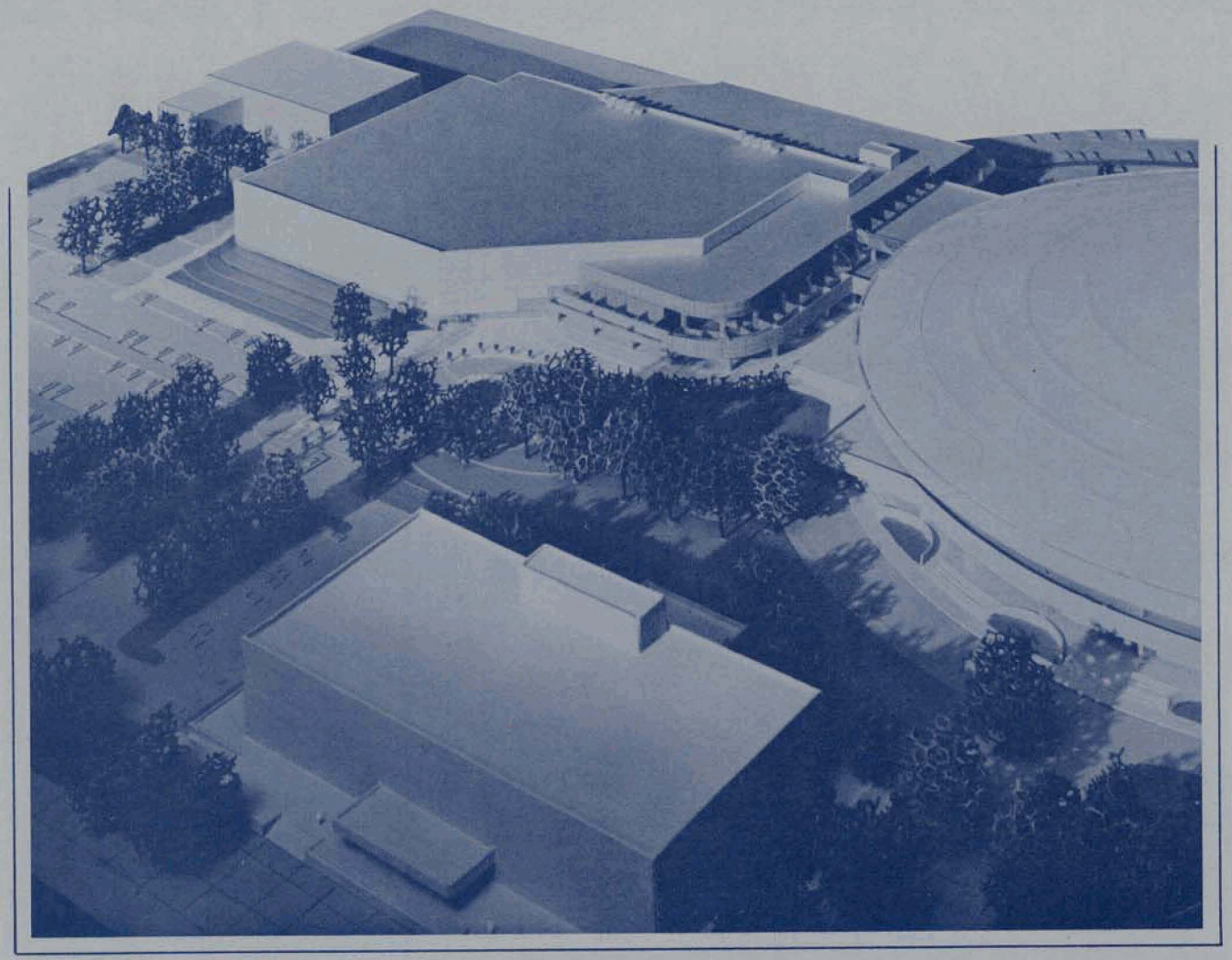

# 1985 Organization Chart

## City of Wichita, Kansas

March 1985

# INTRODUCTION

The intention of the accompanying municipal organization charts is to portray the formal organizational governmental structure of the City of Wichita.

The summary chart portrays the relationship among the citizens, the Board of City Commissioners, the City Manager, and the various boards appointed by the Board of City Commissioners. The ensuing pages describe the organizational structure of the various administrative boards, and of the departments reporting directly to the City Manager. The detail charts are designed with the intention of outlining the salient characteristics of the boards and departments and the personnel involved in them and of their individual group functions.

It should be remembered that this presentation is no more static than the program and goals of organizations are, and that it cannot include informal interdepartmental and intradepartmental lines of authority or responsibility.

The 1985 organization charts include only the personnel and programs for which funding is currently authorized during 1985. Positions funded by federal and state funds are normally indicated by an asterisk (*), and the source of funding is indicated at the bottom of the page. Other symbols are used on certain pages to indicate unique funding arrangements or special situations associated with that entity.

The last page of this document contains a summary table by department and by administrative board of all the authorized positions shown on the various pages. The positions are further shown by funding source (i.e., locally funded positions and non-locally funded positions) and by full-time or part-time (limited) status.

The changing environment which exists within the City structure will naturally cause some of the attached charts to become obsolete or to require a slight modification during 1985 which then will be incorporated into next year's City of Wichita Organization Charts.

This is the last year that the City of Wichita Organization Charts will be presented in this format. The 1986 charts will be computer generated.

Budget and Management Division

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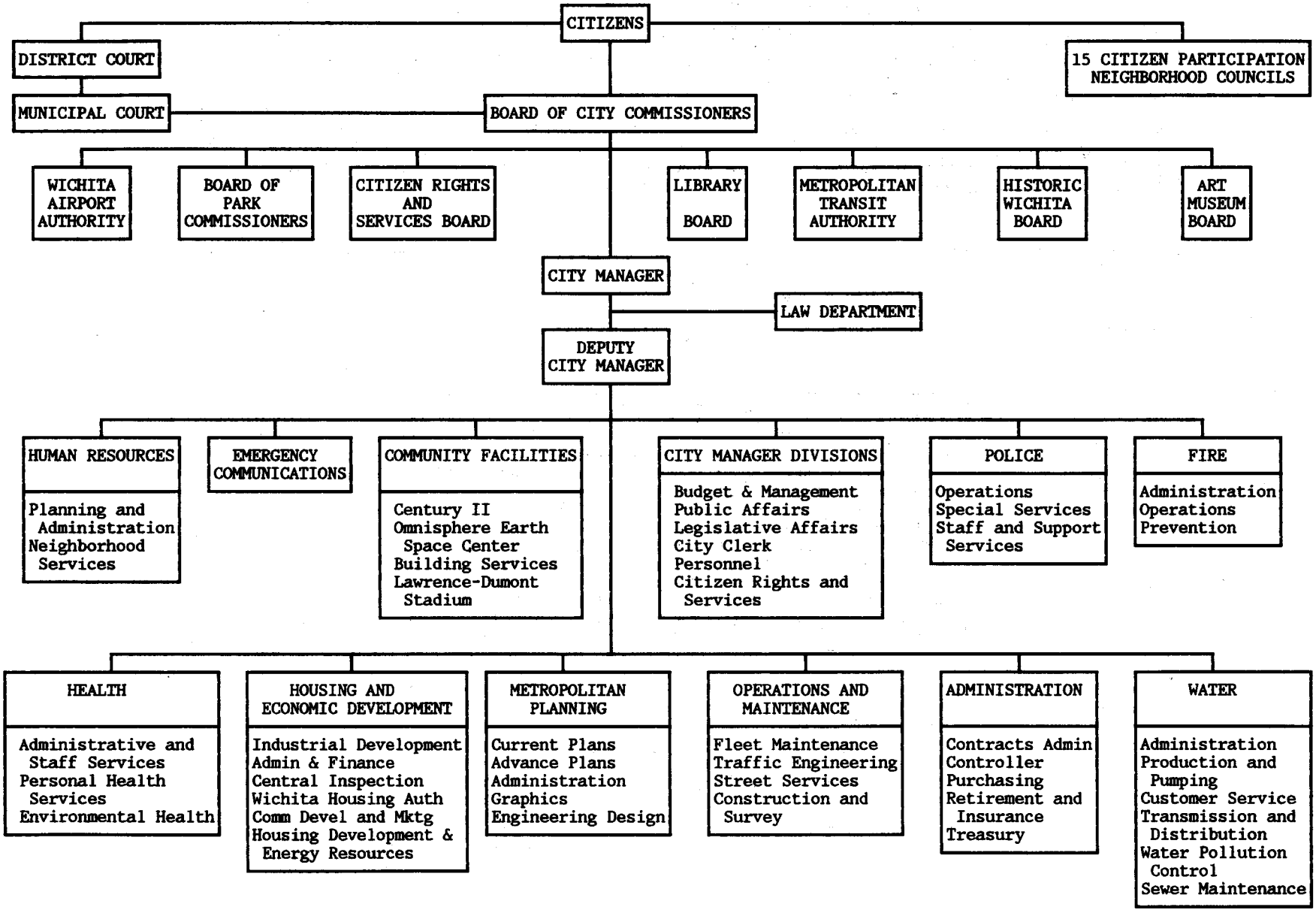
# CITY OF WICHITA -- 1985 ORGANIZATION CHART



## CITY COMMISSION

The Board of City Commissioners is elected from the City at large and constitutes the governing body. The Board of Commissioners elects one of its members to serve as mayor and one to serve as vice-mayor, each for a one-year term. The mayor is the official head of the City on formal occasions and serves as the leader in the activities and duties of the Commission. In the absence of the mayor, the vice-mayor substitutes in these functions.

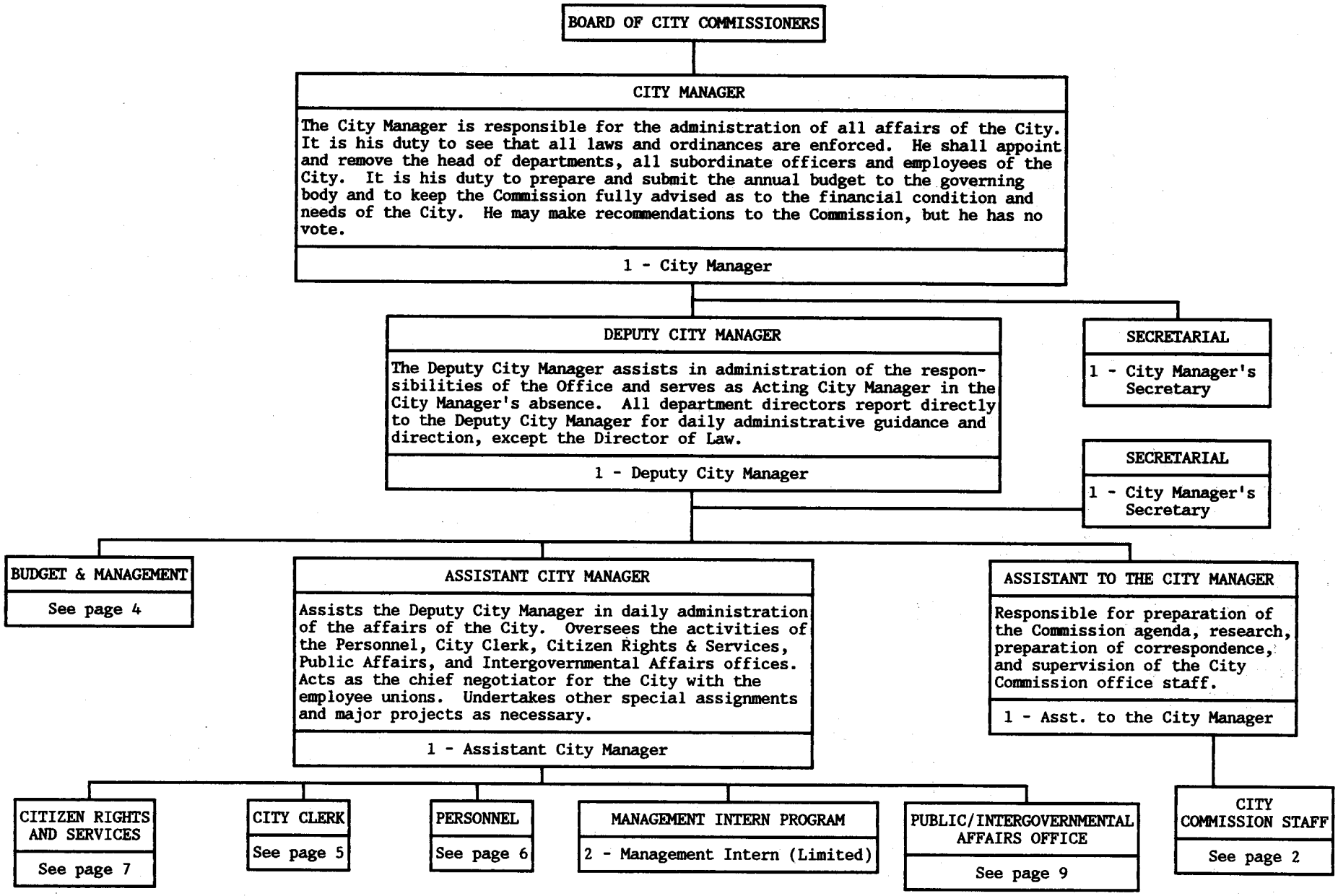
The Commission endeavors to determine the community's needs and sets both immediate and long-range policy consistent with these needs. The establishment of these policies also involves close consideration of the many appointments which it makes to various study groups, advisory boards and commissions.

1 - Mayor
1 - Vice-Mayor
3 - Commissioner

## OFFICE OF THE MAYOR AND CITY COMMISSIONERS

Coordinates and supervises all activities, official appearances, functions, and obligations of the mayor and commissioners; coordinates social affairs for visiting dignitaries; handles and coordinates mayoral and commission correspondence with the City Manager's office; prepares proclamations, resolutions, and letters of commendation; and, assists in handling assignments as directed by the mayor or commissioners. The positions listed below are supervised by the Assistant to the City Manager.

1 - Commission Aide
1 - Secretary


BOARD OF CITY COMMISSIONERS
CITY MANAGER
The City Manager is responsible for the administration of all affairs of the City. It is his duty to see that all laws and ordinances are enforced. He shall appoint and remove the head of departments, all subordinate officers and employees of the City. It is his duty to prepare and submit the annual budget to the governing body and to keep the Commission fully advised as to the financial condition and needs of the City. He may make recommendations to the Commission, but he has no vote.
1 - City Manager
DEPUTY CITY MANAGER
The Deputy City Manager assists in administration of the responsibilities of the Office and serves as Acting City Manager in the City Manager's absence. All department directors report directly to the Deputy City Manager for daily administrative guidance and direction, except the Director of Law.
1 - Deputy City Manager
SECRETARIAL
1 - City Manager's Secretary
SECRETARIAL
1 - City Manager's Secretary
BUDGET & MANAGEMENT
See page 4
ASSISTANT CITY MANAGER
Assists the Deputy City Manager in daily administration of the affairs of the City. Oversees the activities of the Personnel, City Clerk, Citizen Rights & Services, Public Affairs, and Intergovernmental Affairs offices. Acts as the chief negotiator for the City with the employee unions. Undertakes other special assignments and major projects as necessary.
1 - Assistant City Manager
ASSISTANT TO THE CITY MANAGER
Responsible for preparation of the Commission agenda, research, preparation of correspondence, and supervision of the City Commission office staff.
1 - Asst. to the City Manager
CITIZEN RIGHTS AND SERVICES
See page 7
CITY CLERK
See page 5
PERSONNEL
See page 6
MANAGEMENT INTERN PROGRAM
2 - Management Intern (Limited)
PUBLIC/INTERGOVERNMENTAL AFFAIRS OFFICE
See page 9
CITY COMMISSION STAFF
See page 2

DEPUTY CITY MANAGER

## BUDGET AND MANAGEMENT

Supervise and direct the activities of this division. Responsibilities include the development and administration of the annual operating budget, Capital Improvement Program, Revenue Sharing Program, and related financial activities. Advise the City Manager on research projects, operating reports and budget matters. Prepare the City Organization Charts annually. Coordinate the City's Office Automation and Data Processing Systems.

1 - Budget Director

### SECRETARIAL

Responsible for office activities which include typing, filing and backup lead operator for the Office Automation System.

1 - Administrative Secretary

### OFFICE AUTOMATION/DATA PROCESSING

Coordinates the City's data processing and support of office automation and distributed processing, specific functions include development of a long-range City data processing plan, providing liaison between the County Data Processing Center and City departments conducting feasibility studies for proposed new systems, consulting with City departments, resolving DP coordination problems, consultation and training for personal computer users and office automation development.

1 - Data Processing Coordinator
1 - Data Processing Analyst
1 - Office Automation Systems Implementer

### SPECIAL ASSISTANT TO THE BUDGET DIRECTOR

Provides special assistance to the Budget Director for day-to-day administration of the operating budget. Performs special assignments and provides liaison between Budget Director and division staff. Reviews personnel requisitions and maintains manning document. Implements the City revenue sharing programs and the Capital Improvement Program.

1 - Budget Coordinator

### CONVENTION AND TOURISM

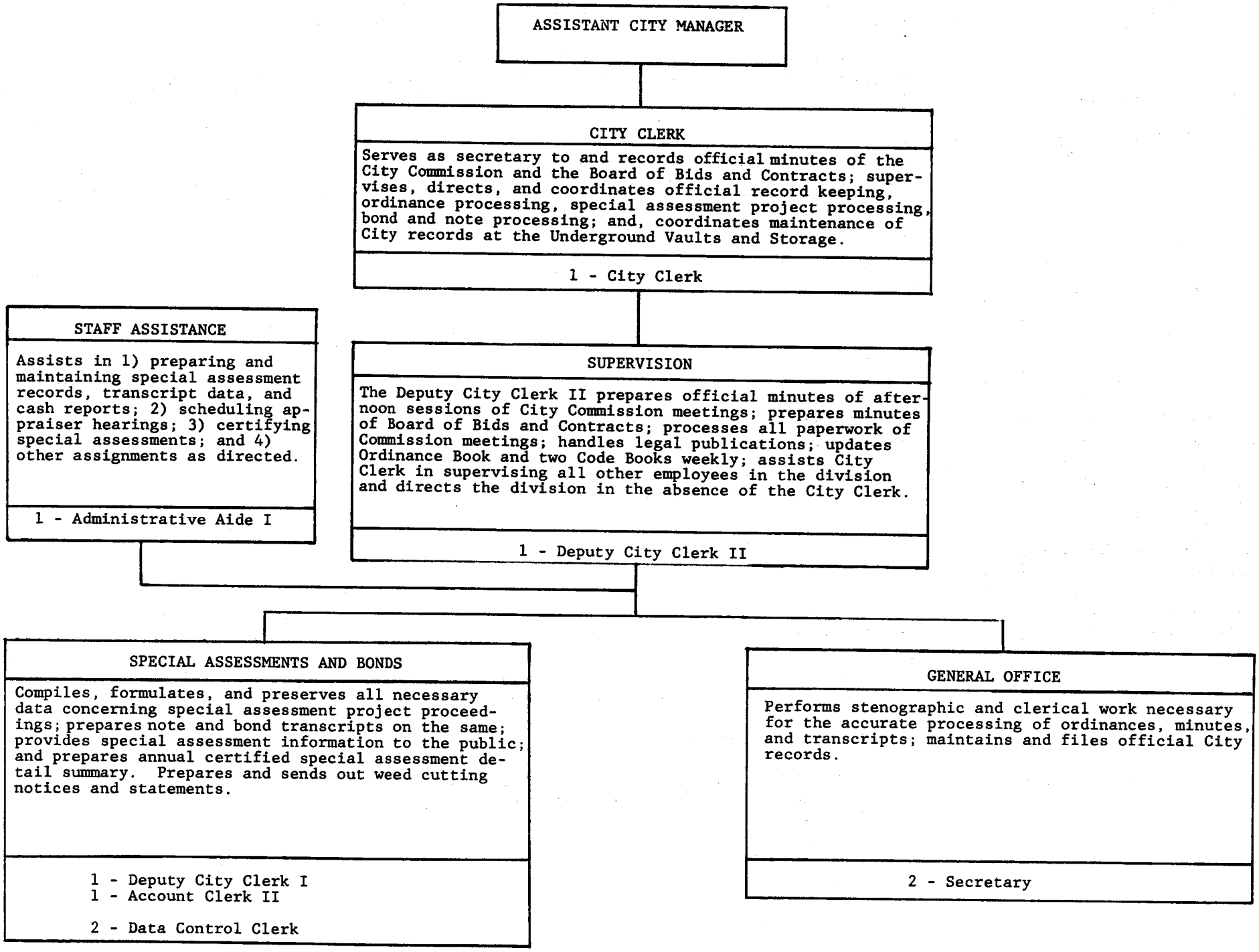
Develops contracts, monitors Bureau records, performs duties of staff ex officio for the Convention and Tourism Committee. Develops and administers assigned budgets. Performs budget assignments and research as directed by the Budget Director.

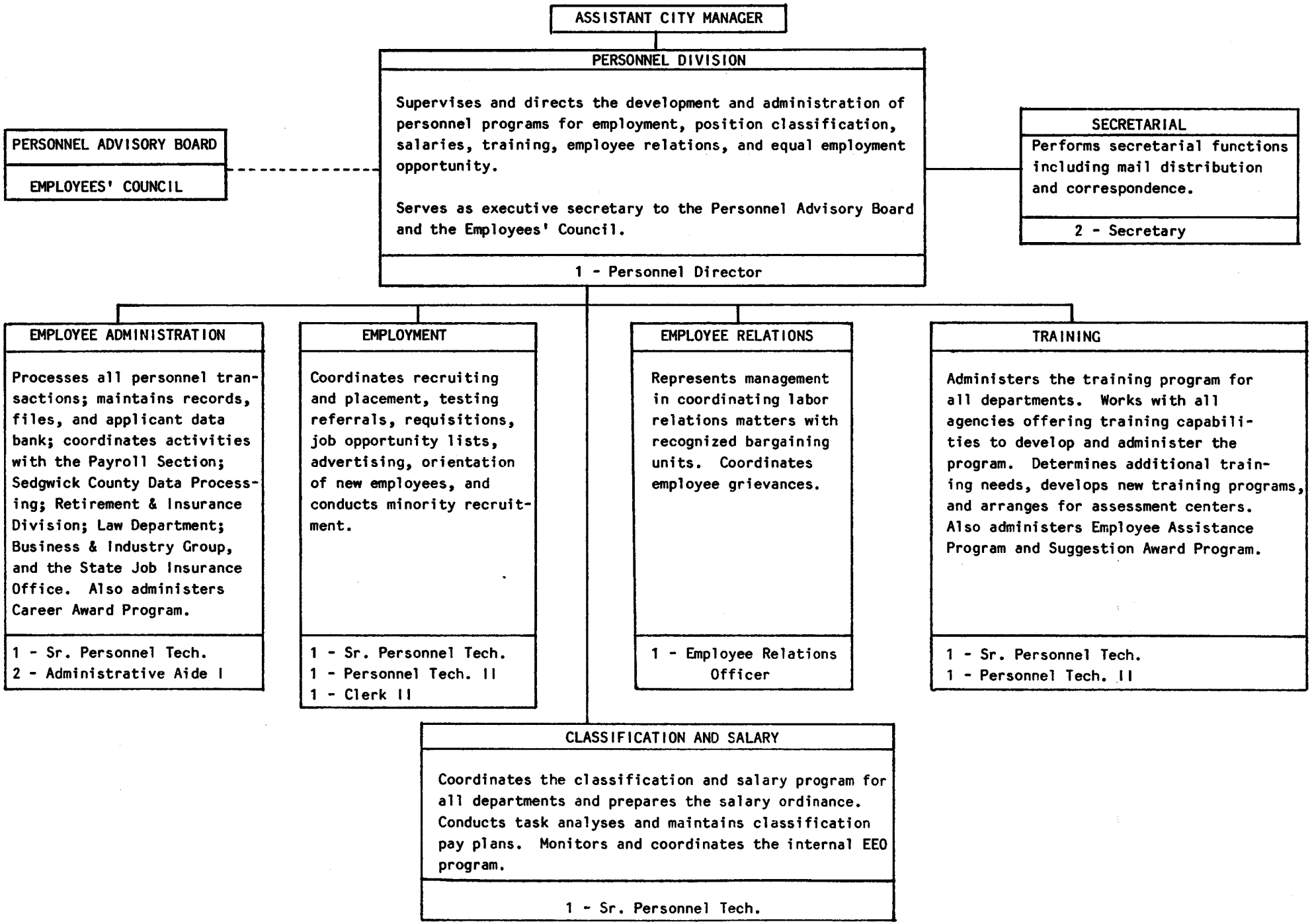
1 - Budget Analyst II

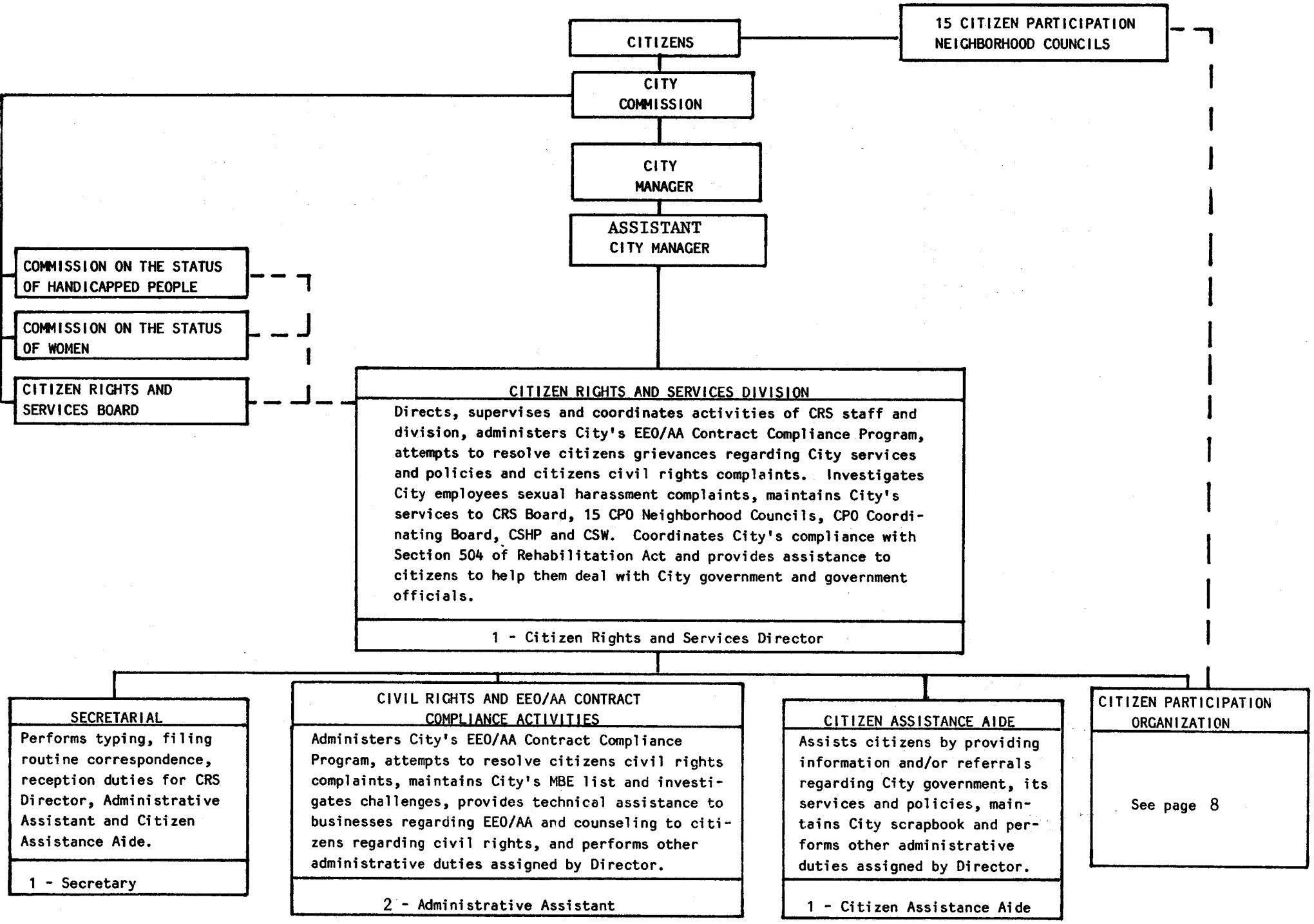
### BUDGET AND MANAGEMENT POLICY DEVELOPMENT

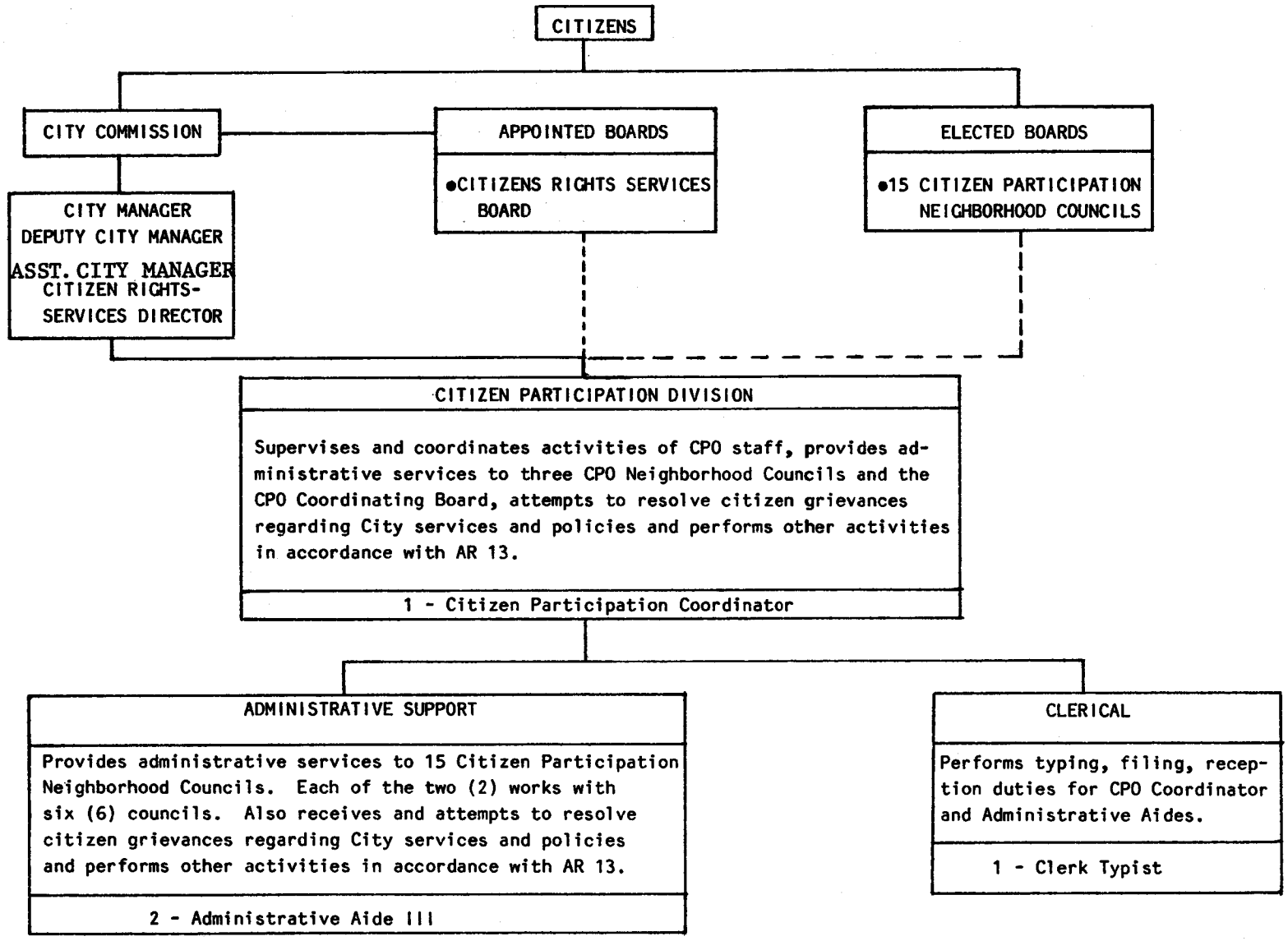
Responsible for developing and administering the operating budget, including reviewing and approving capital outlay requests, budget transfers, and other related financial budget administration as well as research for policy development. Areas of responsibility also include research and the development of new and existing programs where needed.

2 - Administrative Analyst
1 - Budget Analyst II

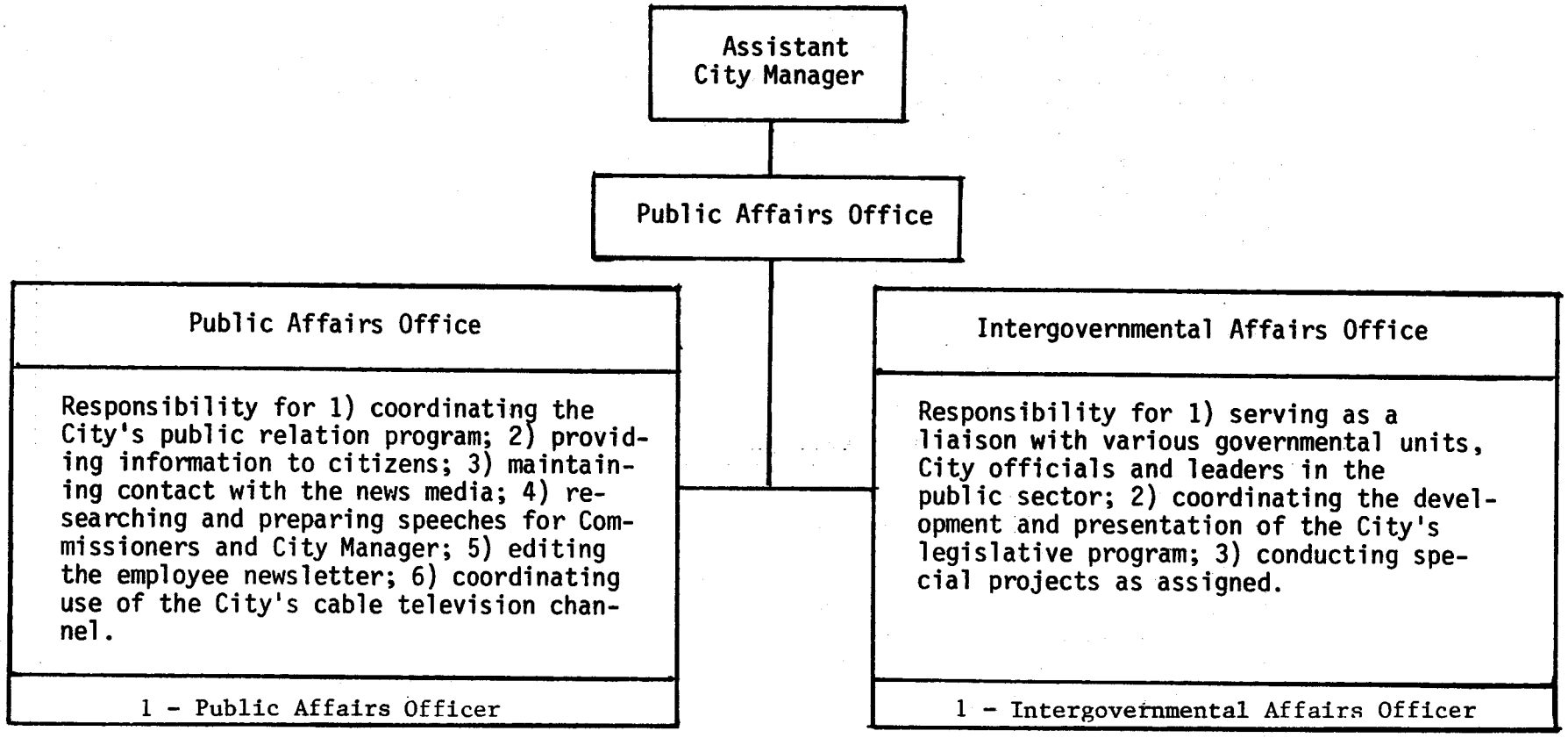

ASSISTANT CITY MANAGER
CITY CLERK
Serves as secretary to and records official minutes of the City Commission and the Board of Bids and Contracts; supervises, directs, and coordinates official record keeping, ordinance processing, special assessment project processing, bond and note processing; and, coordinates maintenance of City records at the Underground Vaults and Storage.
1 - City Clerk
STAFF ASSISTANCE
Assists in 1) preparing and maintaining special assessment records, transcript data, and cash reports; 2) scheduling appraiser hearings; 3) certifying special assessments; and 4) other assignments as directed.
1 - Administrative Aide I
SUPERVISION
The Deputy City Clerk II prepares official minutes of afternoon sessions of City Commission meetings; prepares minutes of Board of Bids and Contracts; processes all paperwork of Commission meetings; handles legal publications; updates Ordinance Book and two Code Books weekly; assists City Clerk in supervising all other employees in the division and directs the division in the absence of the City Clerk.
1 - Deputy City Clerk II
SPECIAL ASSESSMENTS AND BONDS
Compiles, formulates, and preserves all necessary data concerning special assessment project proceedings; prepares note and bond transcripts on the same; provides special assessment information to the public; and prepares annual certified special assessment detail summary. Prepares and sends out weed cutting notices and statements.
1 - Deputy City Clerk I
1 - Account Clerk II
2 - Data Control Clerk
GENERAL OFFICE
Performs stenographic and clerical work necessary for the accurate processing of ordinances, minutes, and transcripts; maintains and files official City records.
2 - Secretary


ASSISTANT CITY MANAGER
PERSONNEL DIVISION
Supervises and directs the development and administration of personnel programs for employment, position classification, salaries, training, employee relations, and equal employment opportunity.
Serves as executive secretary to the Personnel Advisory Board and the Employees' Council.
1 - Personnel Director
PERSONNEL ADVISORY BOARD
EMPLOYEES' COUNCIL
SECRETARIAL
Performs secretarial functions including mail distribution and correspondence.
2 - Secretary
EMPLOYEE ADMINISTRATION
Processes all personnel transactions; maintains records, files, and applicant data bank; coordinates activities with the Payroll Section; Sedgwick County Data Processing; Retirement & Insurance Division; Law Department; Business & Industry Group, and the State Job Insurance Office. Also administers Career Award Program.
1 - Sr. Personnel Tech.
2 - Administrative Aide I
EMPLOYMENT
Coordinates recruiting and placement, testing referrals, requisitions, job opportunity lists, advertising, orientation of new employees, and conducts minority recruitment.
1 - Sr. Personnel Tech.
1 - Personnel Tech. II
1 - Clerk II
EMPLOYEE RELATIONS
Represents management in coordinating labor relations matters with recognized bargaining units. Coordinates employee grievances.
1 - Employee Relations Officer
TRAINING
Administers the training program for all departments. Works with all agencies offering training capabilities to develop and administer the program. Determines additional training needs, develops new training programs, and arranges for assessment centers. Also administers Employee Assistance Program and Suggestion Award Program.
1 - Sr. Personnel Tech.
1 - Personnel Tech. II
CLASSIFICATION AND SALARY
Coordinates the classification and salary program for all departments and prepares the salary ordinance. Conducts task analyses and maintains classification pay plans. Monitors and coordinates the internal EEO program.
1 - Sr. Personnel Tech.


CITIZENS
15 CITIZEN PARTICIPATION NEIGHBORHOOD COUNCILS
CITY COMMISSION
CITY MANAGER
ASSISTANT CITY MANAGER
COMMISSION ON THE STATUS OF HANDICAPPED PEOPLE
COMMISSION ON THE STATUS OF WOMEN
CITIZEN RIGHTS AND SERVICES BOARD
CITIZEN RIGHTS AND SERVICES DIVISION
Directs, supervises and coordinates activities of CRS staff and division, administers City's EEO/AA Contract Compliance Program, attempts to resolve citizens grievances regarding City services and policies and citizens civil rights complaints. Investigates City employees sexual harassment complaints, maintains City's services to CRS Board, 15 CPO Neighborhood Councils, CPO Coordinating Board, CSHP and CSW. Coordinates City's compliance with Section 504 of Rehabilitation Act and provides assistance to citizens to help them deal with City government and government officials.
1 - Citizen Rights and Services Director
SECRETARIAL
Performs typing, filing routine correspondence, reception duties for CRS Director, Administrative Assistant and Citizen Assistance Aide.
1 - Secretary
CIVIL RIGHTS AND EEO/AA CONTRACT COMPLIANCE ACTIVITIES
Administers City's EEO/AA Contract Compliance Program, attempts to resolve citizens civil rights complaints, maintains City's MBE list and investigates challenges, provides technical assistance to businesses regarding EEO/AA and counseling to citizens regarding civil rights, and performs other administrative duties assigned by Director.
2 - Administrative Assistant
CITIZEN ASSISTANCE AIDE
Assists citizens by providing information and/or referrals regarding City government, its services and policies, maintains City scrapbook and performs other administrative duties assigned by Director.
1 - Citizen Assistance Aide
CITIZEN PARTICIPATION ORGANIZATION
See page 8




This division is funded entirely by federal funds from the Community Development Block Grant (CDBG) program.


Assistant
City Manager
Public Affairs Office
Public Affairs Office
Responsibility for 1) coordinating the City's public relation program; 2) providing information to citizens; 3) maintaining contact with the news media; 4) researching and preparing speeches for Commissioners and City Manager; 5) editing the employee newsletter; 6) coordinating use of the City's cable television channel.
1 - Public Affairs Officer
Intergovernmental Affairs Office
Responsibility for 1) serving as a liaison with various governmental units, City officials and leaders in the public sector; 2) coordinating the development and presentation of the City's legislative program; 3) conducting special projects as assigned.
1 - Intergovernmental Affairs Officer

CITY MANAGER

## DEPARTMENT OF LAW

Direct and coordinate the legal affairs of the City of Wichita; provide legal counsel and legal services to the City Commission, City Manager and the departments, boards, agencies, utilities and commissions of the City; direct and coordinate the drafting and approval of all ordinances, resolutions, contracts and other legal instruments; direct and coordinate the management of all litigation, claims for damages and civil rights complaints; provide legal assistance in labor relations, cable television matters and the City's legislative program; direct and coordinate management of Workers' Compensation claims, taxation, risk management and the DUI diversion program.

1 - Director of Law and City Attorney

## ASSISTANT CITY ATTORNEY

Provide legal counsel and legal services to the City Commission, City Manager and the departments, boards, agencies, utilities and commissions of the City; provide legal counsel and advice to the Police Department; represent the City and public officials in civil litigation; manage all civil litigation, claims for damages, civil rights complaints, condemnations, land purchases and District Court appeals of Municipal Court convictions; draft and approve all ordinances, resolutions, contracts and other legal instruments; provide legal assistance in labor relations, cable television matters and the City's legislative program; supervise and handle prosecution in Municipal Court; manage legal matters related to Workers' Compensation, taxation and the DUI diversion program.

1 - First Attorney
1 - Senior Attorney (Finance, Public Works, & Contracts)
1 - Senior Attorney (Civil Rights & Personnel)
3 - Attorney III
3 - Attorney II
3 - Attorney II (P.T.)

## PROSECUTION

Manage prosecution of cases in Police and Traffic Courts and assist in District Court appeals; conduct general research; advise Police Department in the coordination of Municipal Court matters.

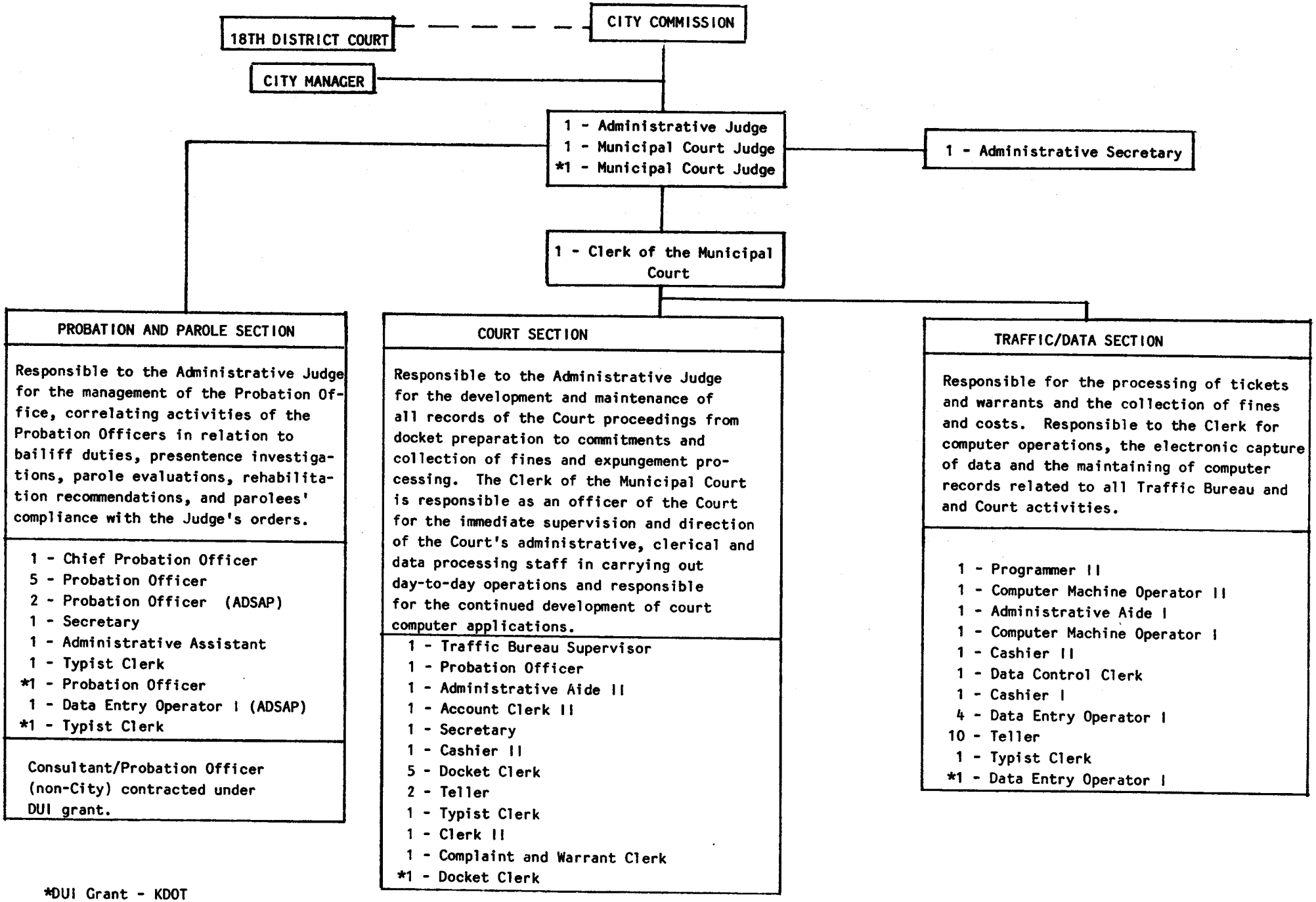
**1 - Attorney I
2 - Attorney I
1 - Secretary
1 - Typist Clerk (PT-50%)

## SECRETARIAL

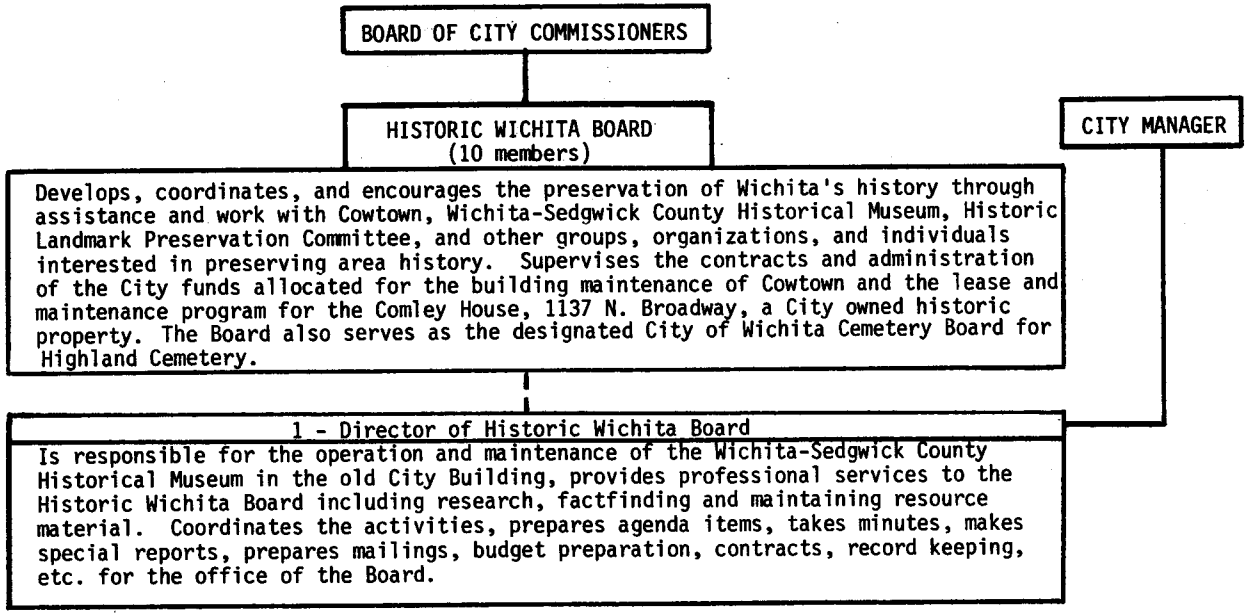
Type pleadings, legal briefs, legal documents and correspondence; maintain office files; manage office administrative matters; prepare and administer annual budget; carry out general office duties.

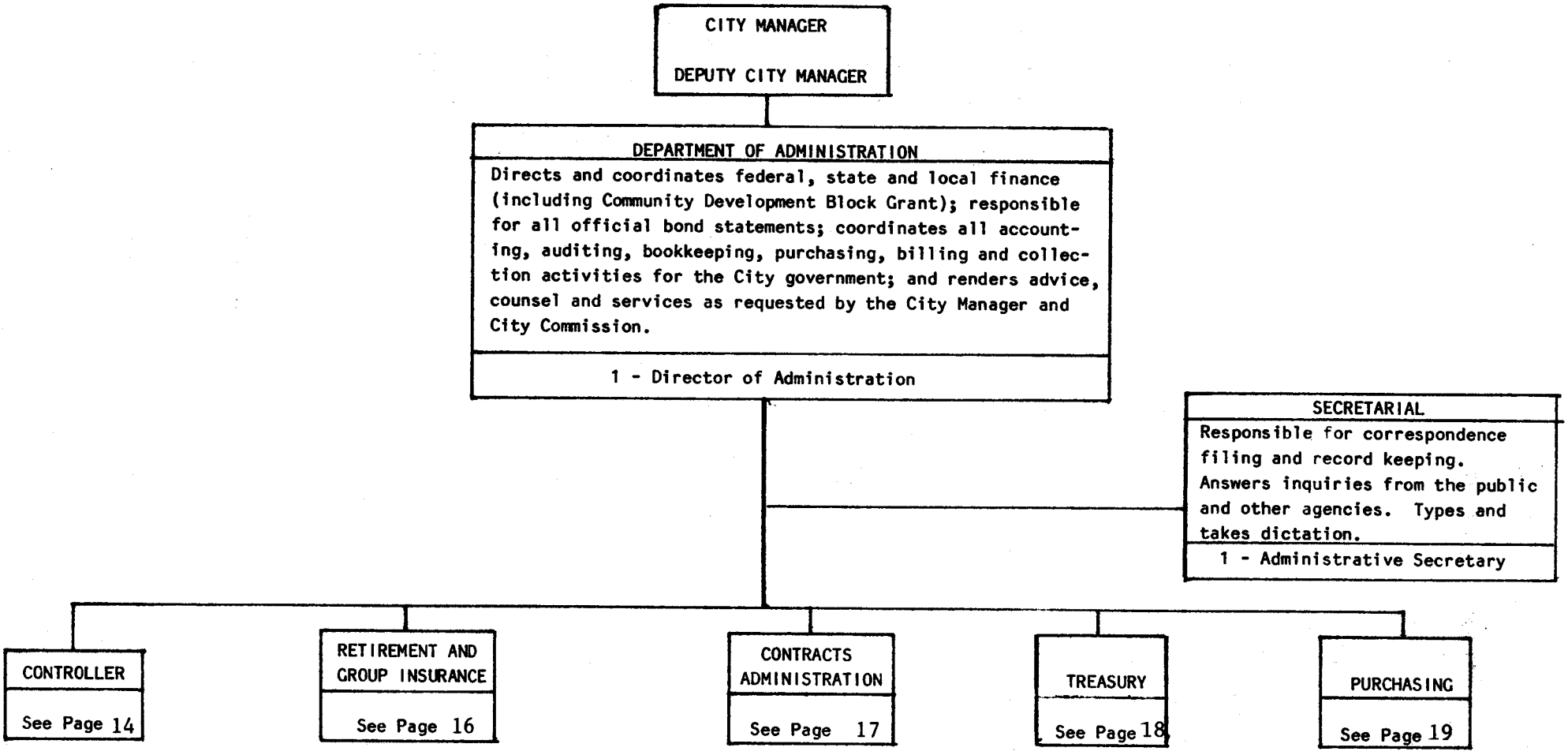
1 - Administrative Secretary
4 - Legal Secretary

*KDOT




*DUI Grant - KDOT


BOARD OF CITY COMMISSIONERS
HISTORIC WICHITA BOARD
(10 members)
CITY MANAGER
Develops, coordinates, and encourages the preservation of Wichita's history through assistance and work with Cowtown, Wichita-Sedgwick County Historical Museum, Historic Landmark Preservation Committee, and other groups, organizations, and individuals interested in preserving area history. Supervises the contracts and administration of the City funds allocated for the building maintenance of Cowtown and the lease and maintenance program for the Comley House, 1137 N. Broadway, a City owned historic property. The Board also serves as the designated City of Wichita Cemetery Board for Highland Cemetery.
1 - Director of Historic Wichita Board
Is responsible for the operation and maintenance of the Wichita-Sedgwick County Historical Museum in the old City Building, provides professional services to the Historic Wichita Board including research, factfinding and maintaining resource material. Coordinates the activities, prepares agenda items, takes minutes, makes special reports, prepares mailings, budget preparation, contracts, record keeping, etc. for the office of the Board.


CITY MANAGER
DEPUTY CITY MANAGER
DEPARTMENT OF ADMINISTRATION
Directs and coordinates federal, state and local finance (including Community Development Block Grant); responsible for all official bond statements; coordinates all accounting, auditing, bookkeeping, purchasing, billing and collection activities for the City government; and renders advice, counsel and services as requested by the City Manager and City Commission.
1 - Director of Administration
SECRETARIAL
Responsible for correspondence filing and record keeping. Answers inquiries from the public and other agencies. Types and takes dictation.
1 - Administrative Secretary
CONTROLLER
See Page 14
RETIREMENT AND GROUP INSURANCE
See Page 16
CONTRACTS ADMINISTRATION
See Page 17
TREASURY
See Page 18
PURCHASING
See Page 19

DIRECTOR OF ADMINISTRATION

## CONTROLLER'S OFFICE

Direct the general accounting, internal control, and activities for the City; coordinate the debt and capital improvement funds; develop accounting and internal control program; advise the Director of Administration and City Manager on accounting and fiscal matters and provide financial statements to administrative officials.

1 - Controller

## SECRETARIAL

1 - Secretary

## PAYROLL

1. Supervise general payroll activities.
2. Pre-audit time records.
3. Coordinate payroll changes for Data Processing.
4. Assist controller in certifying payrolls.
5. Reconcile and submit quarterly FICA report.
6. Compute final pay including refund of retirement contributions of terminated employees.
7. Maintain funds of Police and Fire Retirement, Employee's Retirement, Group Life Insurance Reserve, Employee's Social Security, Employee's Health Insurance, Worker's Compensation Reserve, Employees' Def. Compensation.

1 - Accountant II

## GENERAL ACCOUNTING

See Page 15

## FEDERAL ACCOUNTING

Specialize in federal accounting in order to interpret and advise management in the various federal regulations and guidelines as they relate to the many federal and state programs. Funds include CDBG, UDAG, WHA, CSBG, and other federal grants.

1 - Accountant III

## WORKERS COMPENSATION AND PAYROLL ACCOUNTING

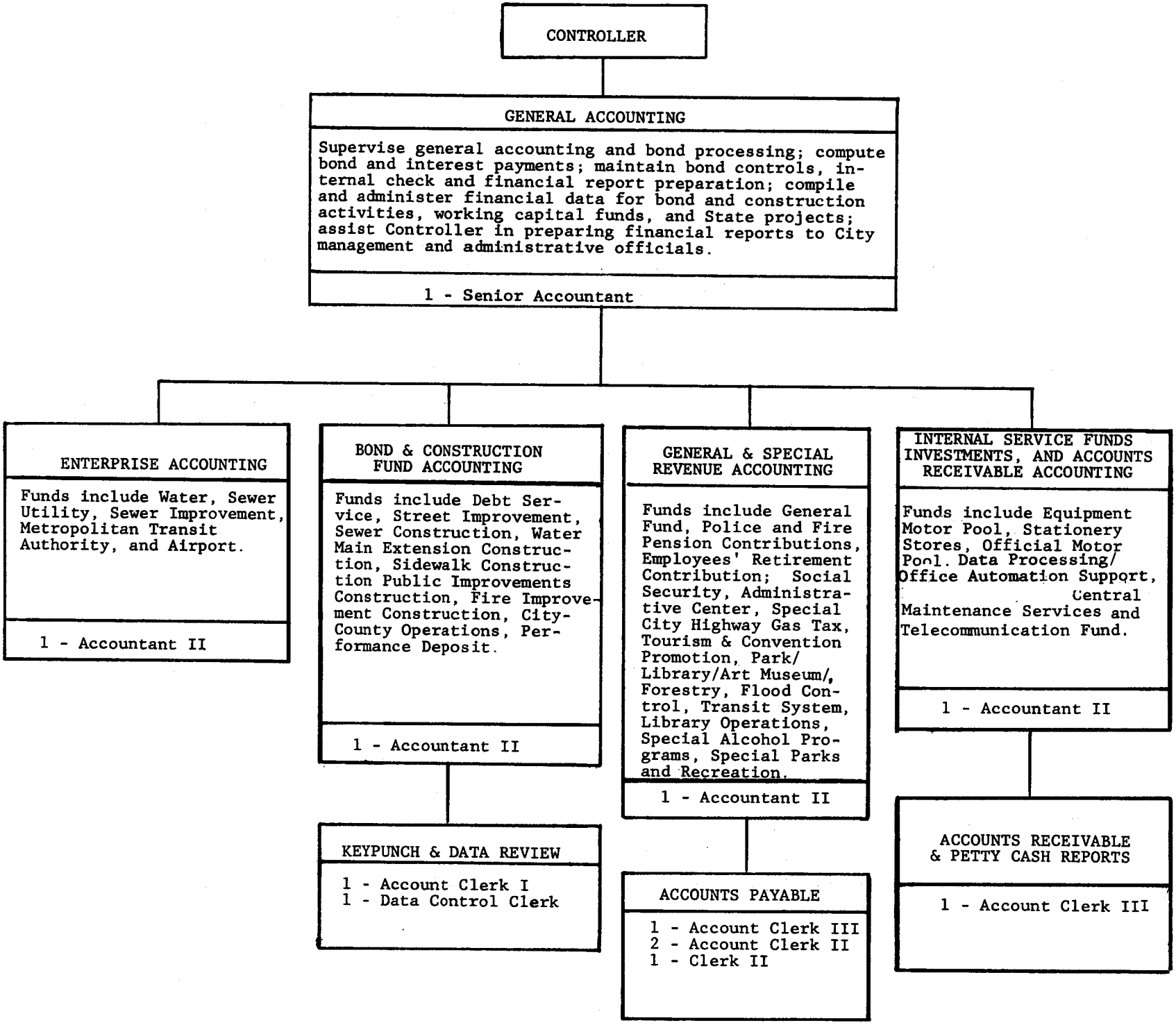
1 - Accountant I

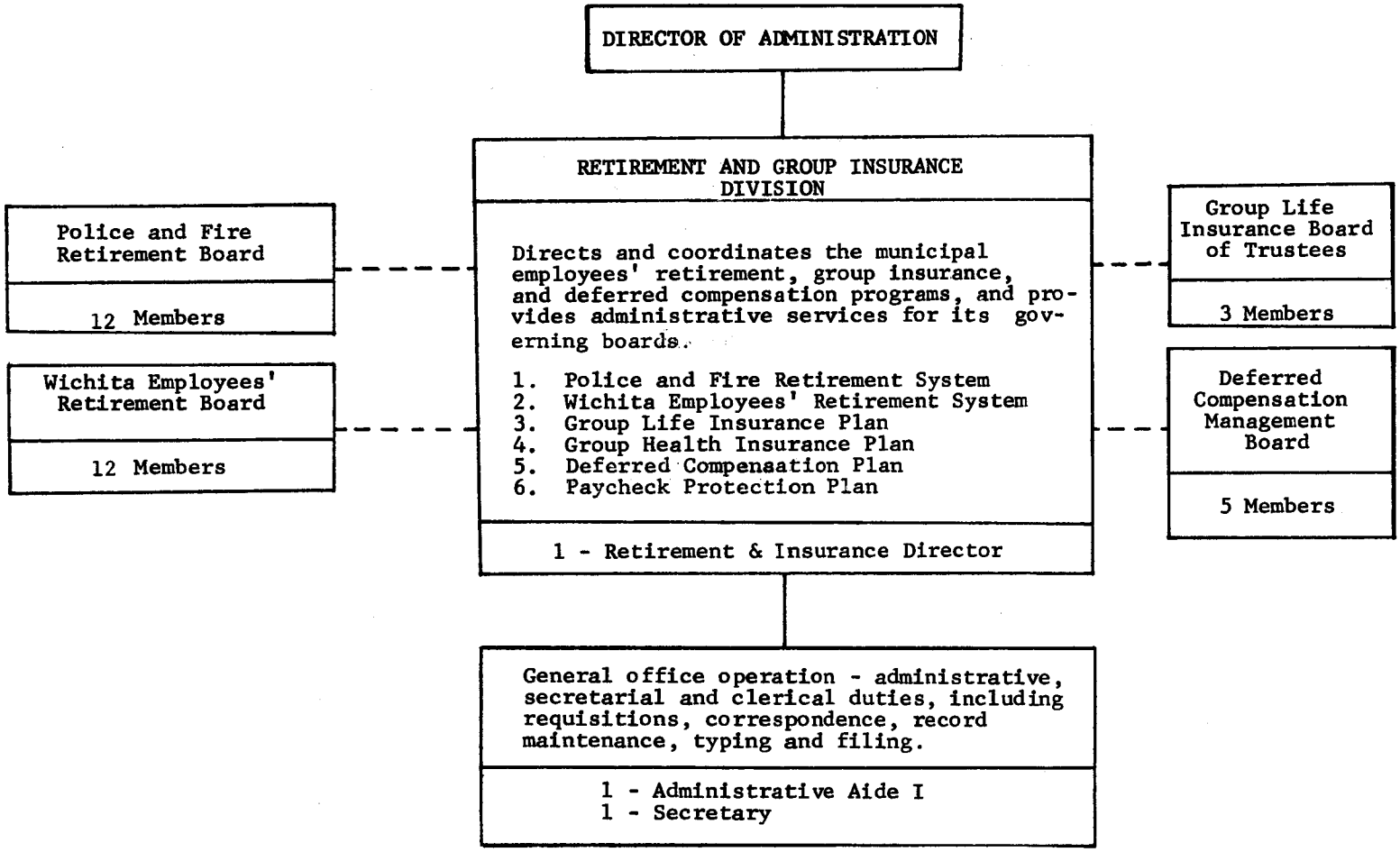
1 - Account Clerk II

## INTERNAL AUDITING AND FIXED ASSETS CONTROL

Responsible for the internal, field, and special audits of City financial operations. Monitors updating of fixed assets records.

1 - Accountant III


CONTROLLER
GENERAL ACCOUNTING
Supervise general accounting and bond processing; compute bond and interest payments; maintain bond controls, internal check and financial report preparation; compile and administer financial data for bond and construction activities, working capital funds, and State projects; assist Controller in preparing financial reports to City management and administrative officials.
1 - Senior Accountant
ENTERPRISE ACCOUNTING
Funds include Water, Sewer Utility, Sewer Improvement, Metropolitan Transit Authority, and Airport.
1 - Accountant II
BOND & CONSTRUCTION FUND ACCOUNTING
Funds include Debt Service, Street Improvement, Sewer Construction, Water Main Extension Construction, Sidewalk Construction Public Improvements Construction, Fire Improvement Construction, City-County Operations, Performance Deposit.
1 - Accountant II
KEYPUNCH & DATA REVIEW
1 - Account Clerk I
1 - Data Control Clerk
GENERAL & SPECIAL REVENUE ACCOUNTING
Funds include General Fund, Police and Fire Pension Contributions, Employees' Retirement Contribution; Social Security, Administrative Center, Special City Highway Gas Tax, Tourism & Convention Promotion, Park/Library/Art Museum/, Forestry, Flood Control, Transit System, Library Operations, Special Alcohol Programs, Special Parks and Recreation.
1 - Accountant II
ACCOUNTS PAYABLE
1 - Account Clerk III
2 - Account Clerk II
1 - Clerk II
INTERNAL SERVICE FUNDS INVESTMENTS, AND ACCOUNTS RECEIVABLE ACCOUNTING
Funds include Equipment Motor Pool, Stationery Stores, Official Motor Pool. Data Processing/Office Automation Support, Central Maintenance Services and Telecommunication Fund.
1 - Accountant II
ACCOUNTS RECEIVABLE & PETTY CASH REPORTS
1 - Account Clerk III


DIRECTOR OF ADMINISTRATION
RETIREMENT AND GROUP INSURANCE DIVISION
Directs and coordinates the municipal employees' retirement, group insurance, and deferred compensation programs, and provides administrative services for its governing boards.
1. Police and Fire Retirement System
2. Wichita Employees' Retirement System
3. Group Life Insurance Plan
4. Group Health Insurance Plan
5. Deferred Compensation Plan
6. Paycheck Protection Plan
1 - Retirement & Insurance Director
Police and Fire Retirement Board
12 Members
Wichita Employees' Retirement Board
12 Members
Group Life Insurance Board of Trustees
3 Members
Deferred Compensation Management Board
5 Members
General office operation - administrative, secretarial and clerical duties, including requisitions, correspondence, record maintenance, typing and filing.
1 - Administrative Aide I
1 - Secretary

## DIRECTOR OF ADMINISTRATION

### CONTRACTS ADMINISTRATION DIVISION

Implement and administer all programs and projects developed and funded pursuant to the Housing and Community Development Act of 1974. Provide technical assistance to other divisions within the department regarding contractual arrangements. Monitor programs and activities at the federal level to insure maximum federal assistance to the City of Wichita. Coordinate with City departments and provide technical assistance regarding applications for federal assistance.

Maintain an inventory of real property owned by the City. Provide management services for properties scheduled for redevelopment by the private sector.

1 - Grants Coordinator

### SECRETARIAL

1 - Secretary

### LAND MANAGEMENT

Provide acquisition and relocation services for real property purchases. Maintain an inventory of City-owned real property. Identify surplus City lands which are subject to disposition to the private sector. Maintain and manage the redevelopment land inventory which includes all real property identified for redevelopment. Provide technical assistance in real property transactions.

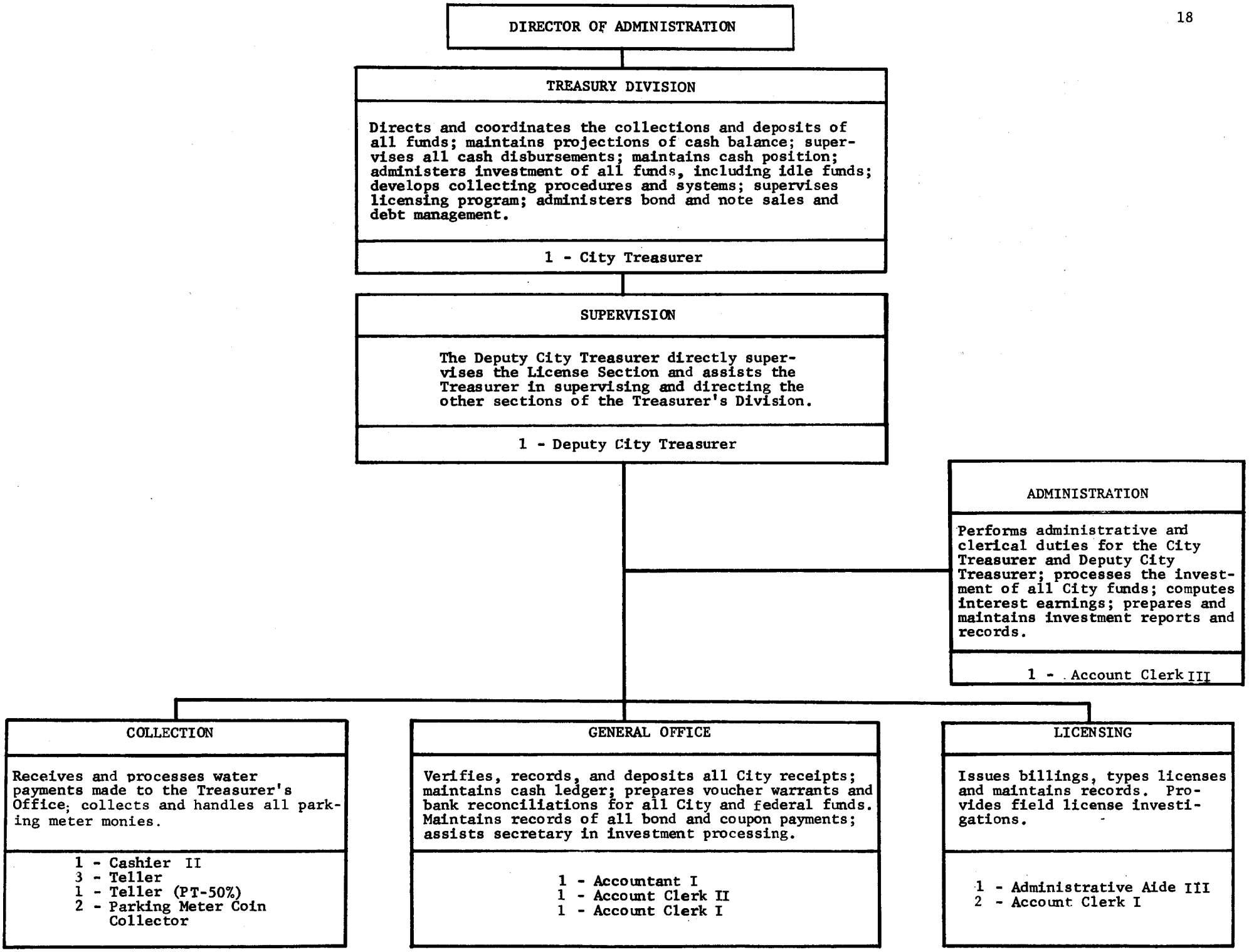
1 - Real Estate Officer
1 - Land Management Analyst

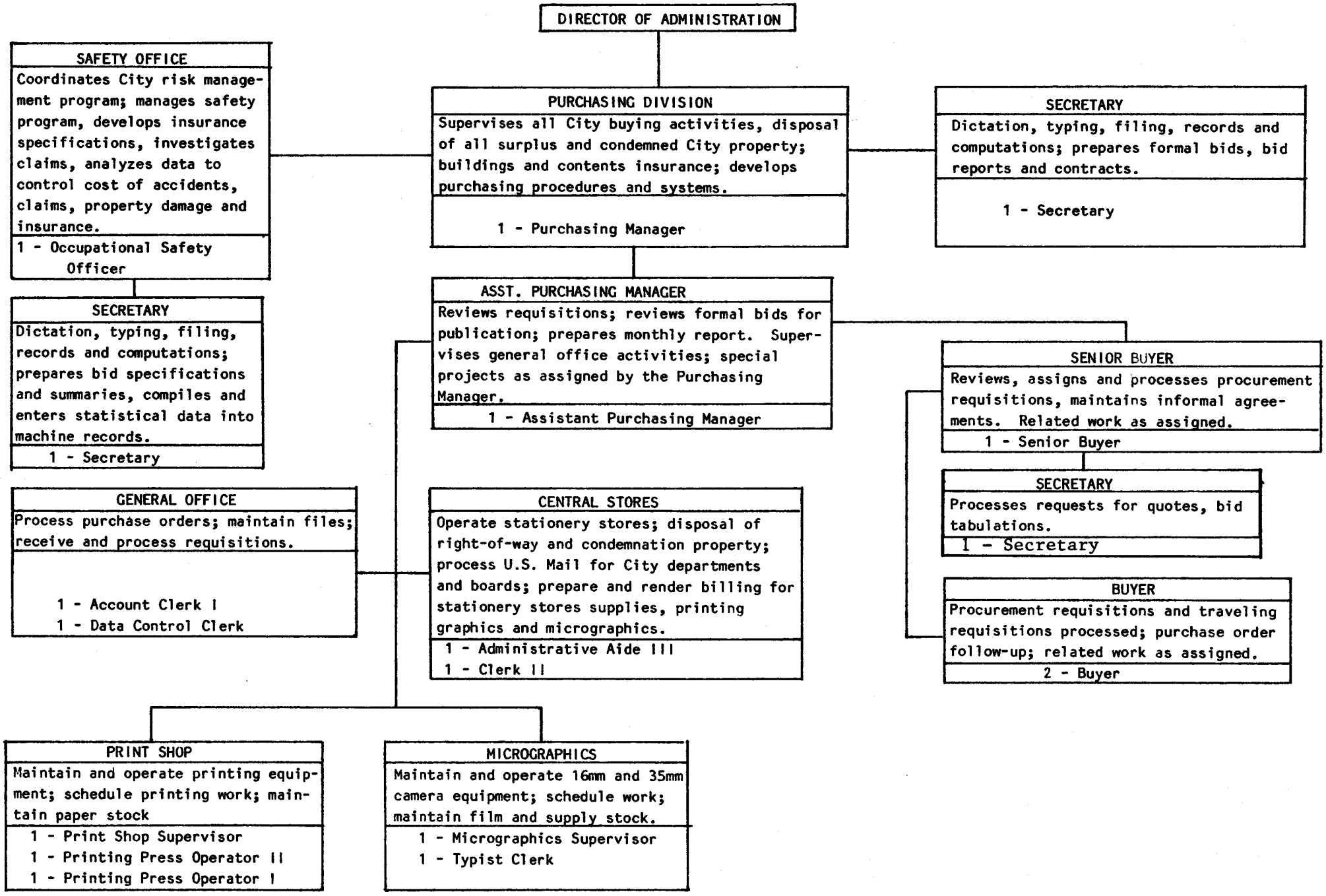
### CONTRACTS ADMINISTRATION & PROGRAM EVALUATION

Establish a systematic procedure for development, execution and administration of City contractual arrangements under the Community Development Block Grant program. Process contract changes as needed to assist in successful program operation. Monitor and evaluate project implementation on a continuing basis. Prepare periodic progress reports for the Board of City Commissioners. Maintain information and records on all CDBG projects. Provide assistance to the Grants Coordinator on other federal programs.

2 - Contracts Analyst
1 - Accountant I
1 - Administrative Aide II

This division is funded through Community Development Block Grants.


DIRECTOR OF ADMINISTRATION
TREASURY DIVISION
Directs and coordinates the collections and deposits of all funds; maintains projections of cash balance; supervises all cash disbursements; maintains cash position; administers investment of all funds, including idle funds; develops collecting procedures and systems; supervises licensing program; administers bond and note sales and debt management.
1 - City Treasurer
SUPERVISION
The Deputy City Treasurer directly supervises the License Section and assists the Treasurer in supervising and directing the other sections of the Treasurer's Division.
1 - Deputy City Treasurer
ADMINISTRATION
Performs administrative and clerical duties for the City Treasurer and Deputy City Treasurer; processes the investment of all City funds; computes interest earnings; prepares and maintains investment reports and records.
1 - Account Clerk III
COLLECTION
Receives and processes water payments made to the Treasurer's Office; collects and handles all parking meter monies.
1 - Cashier II
3 - Teller
1 - Teller (PT-50%)
2 - Parking Meter Coin Collector
GENERAL OFFICE
Verifies, records, and deposits all City receipts; maintains cash ledger; prepares voucher warrants and bank reconciliations for all City and federal funds. Maintains records of all bond and coupon payments; assists secretary in investment processing.
1 - Accountant I
1 - Account Clerk II
1 - Account Clerk I
LICENSING
Issues billings, types licenses and maintains records. Provides field license investigations.
1 - Administrative Aide III
2 - Account Clerk I


DIRECTOR OF ADMINISTRATION
SAFETY OFFICE
Coordinates City risk management program; manages safety program, develops insurance specifications, investigates claims, analyzes data to control cost of accidents, claims, property damage and insurance.
1 - Occupational Safety Officer
SECRETARY
Dictation, typing, filing, records and computations; prepares bid specifications and summaries, compiles and enters statistical data into machine records.
1 - Secretary
PURCHASING DIVISION
Supervises all City buying activities, disposal of all surplus and condemned City property; buildings and contents insurance; develops purchasing procedures and systems.
1 - Purchasing Manager
SECRETARY
Dictation, typing, filing, records and computations; prepares formal bids, bid reports and contracts.
1 - Secretary
ASST. PURCHASING MANAGER
Reviews requisitions; reviews formal bids for publication; prepares monthly report. Supervises general office activities; special projects as assigned by the Purchasing Manager.
1 - Assistant Purchasing Manager
SENIOR BUYER
Reviews, assigns and processes procurement requisitions, maintains informal agreements. Related work as assigned.
1 - Senior Buyer
SECRETARY
Processes requests for quotes, bid tabulations.
1 - Secretary
BUYER
Procurement requisitions and traveling requisitions processed; purchase order follow-up; related work as assigned.
2 - Buyer
GENERAL OFFICE
Process purchase orders; maintain files; receive and process requisitions.
1 - Account Clerk I
1 - Data Control Clerk
CENTRAL STORES
Operate stationery stores; disposal of right-of-way and condemnation property; process U.S. Mail for City departments and boards; prepare and render billing for stationery stores supplies, printing graphics and micrographics.
1 - Administrative Aide III
1 - Clerk II
PRINT SHOP
Maintain and operate printing equipment; schedule printing work; maintain paper stock
1 - Print Shop Supervisor
1 - Printing Press Operator II
1 - Printing Press Operator I
MICROGRAPHICS
Maintain and operate 16mm and 35mm camera equipment; schedule work; maintain film and supply stock.
1 - Micrographics Supervisor
1 - Typist Clerk

CITY MANAGER
DEPUTY CITY MANAGER

## DEPARTMENT OF COMMUNITY FACILITIES

Organizes, directs and coordinates the activities of the department, including the determination of major policies and long-term planning; directs the operation and maintenance of the Energy Plant, Century II, Omnisphere, and Lawrence-Dumont Stadium; directs the maintenance of equipment and buildings of City Hall, Indian Center, Art Museum, Library, the Wichita Historic Museum, and the new Exhibition Hall.

1 - Director of Community Facilities

### EXECUTIVE ASSISTANT

Organizes and coordinates the activities of Lawrence-Dumont Stadium. Carries out special projects, technical and statisical studies for the director

1 - Executive Assistant

### SECRETARIAL

Responsible for correspondence, filing, typing, dictation and other office activities. Answers inquiries from the public and other agencies.

1 - Administrative Secretary

### OMNISPHERE EARTH-SPACE CENTER

Organizes, directs and formulates policy and programming of appropriate educational and entertaining presentations in astronomy and earth science for the area schools and general public.

1 - Omnisphere Director
1 - Assistant to the Director
1 - Administrative Aide I (PT-50%)
2 - Secretary

### CENTURY II OPERATIONS

See Page 22

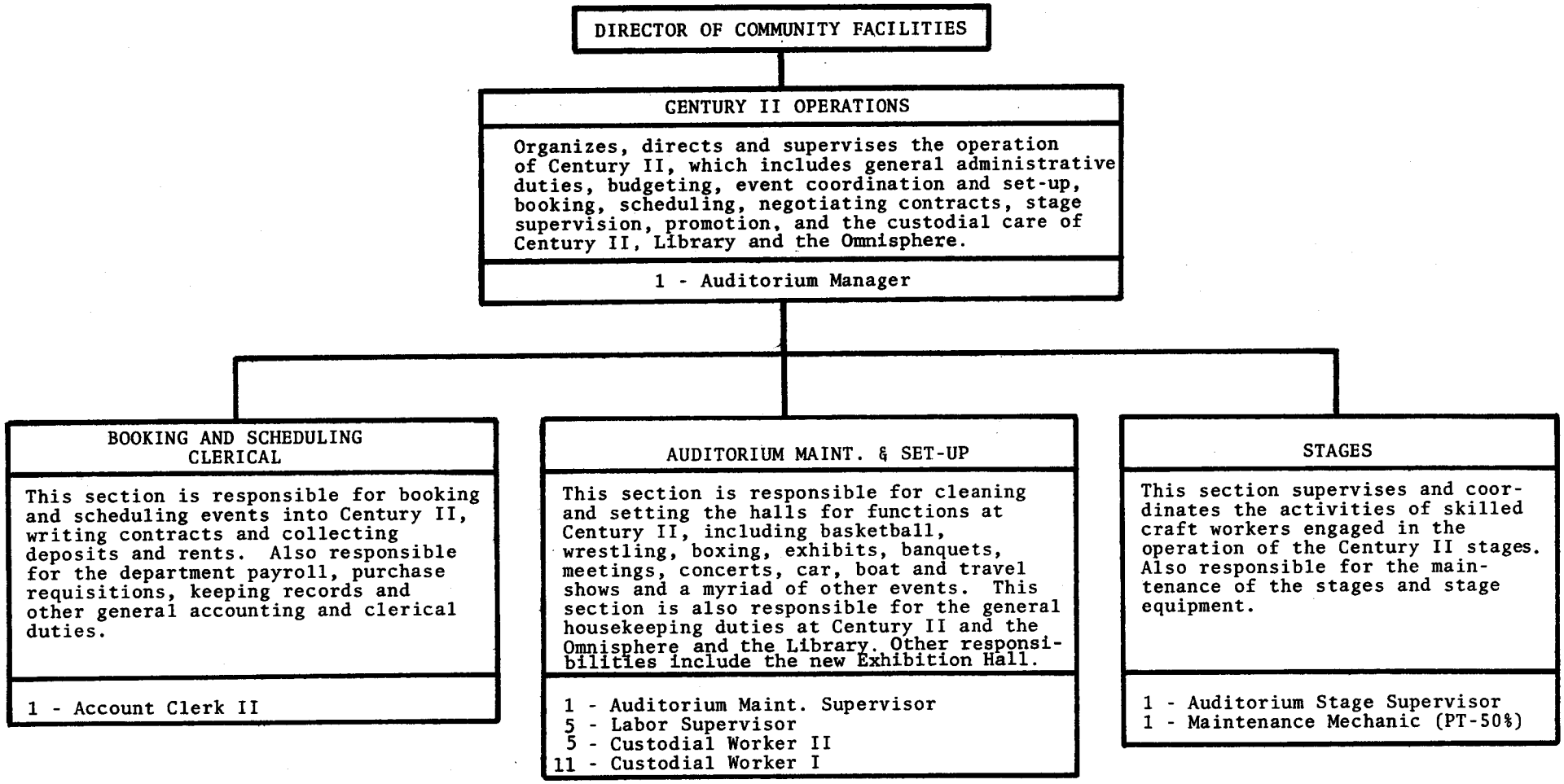
### BUILDING SERVICES

See Page 23

### LAWRENCE-DUMONT STADIUM

Provides a public park for professional and non-professional baseball and other appropriate public activities.

1 - Stadium Maintenance Supervisor
1 - Maintenance Worker
4 - Custodial Worker I (seasonal)
1 - Building Attendant (PT-50%)


DIRECTOR OF COMMUNITY FACILITIES
CENTURY II OPERATIONS
Organizes, directs and supervises the operation of Century II, which includes general administrative duties, budgeting, event coordination and set-up, booking, scheduling, negotiating contracts, stage supervision, promotion, and the custodial care of Century II, Library and the Omnisphere.
1 - Auditorium Manager
BOOKING AND SCHEDULING CLERICAL
This section is responsible for booking and scheduling events into Century II, writing contracts and collecting deposits and rents. Also responsible for the department payroll, purchase requisitions, keeping records and other general accounting and clerical duties.
1 - Account Clerk II
AUDITORIUM MAINT. & SET-UP
This section is responsible for cleaning and setting the halls for functions at Century II, including basketball, wrestling, boxing, exhibits, banquets, meetings, concerts, car, boat and travel shows and a myriad of other events. This section is also responsible for the general housekeeping duties at Century II and the Omnisphere and the Library. Other responsibilities include the new Exhibition Hall.
1 - Auditorium Maint. Supervisor
5 - Labor Supervisor
5 - Custodial Worker II
11 - Custodial Worker I
STAGES
This section supervises and coordinates the activities of skilled craft workers engaged in the operation of the Century II stages. Also responsible for the maintenance of the stages and stage equipment.
1 - Auditorium Stage Supervisor
1 - Maintenance Mechanic (PT-50%)

DIRECTOR OF COMMUNITY FACILITIES

## BUILDING SERVICES

This division is responsible for the maintenance and housekeeping of City Hall, Police Garage, Art Museum and Indian Center; certain duties at the Radio Maintenance Center; custodial care of the MTA building; and maintenance of Century II, Historic Museum, Omnisphere and Library

1 - Building Maintenance Supervisor

### CITY HALL MAINTENANCE

This section is responsible for the mechanical maintenance of City Hall, Police Garage, Art Museum, Indian Center and certain duties at the Radio Maintenance Center. Maintenance at City Hall is provided on a 24-hour basis.

1 - Auditorium Equip. Supv.
1 - Stationary Engineer II
1 - Elec. Systems Supervisor

6 - Maintenance Mechanic
3 - Maintenance Worker
1 - Electrician II

### CITY HALL CUSTODIAL

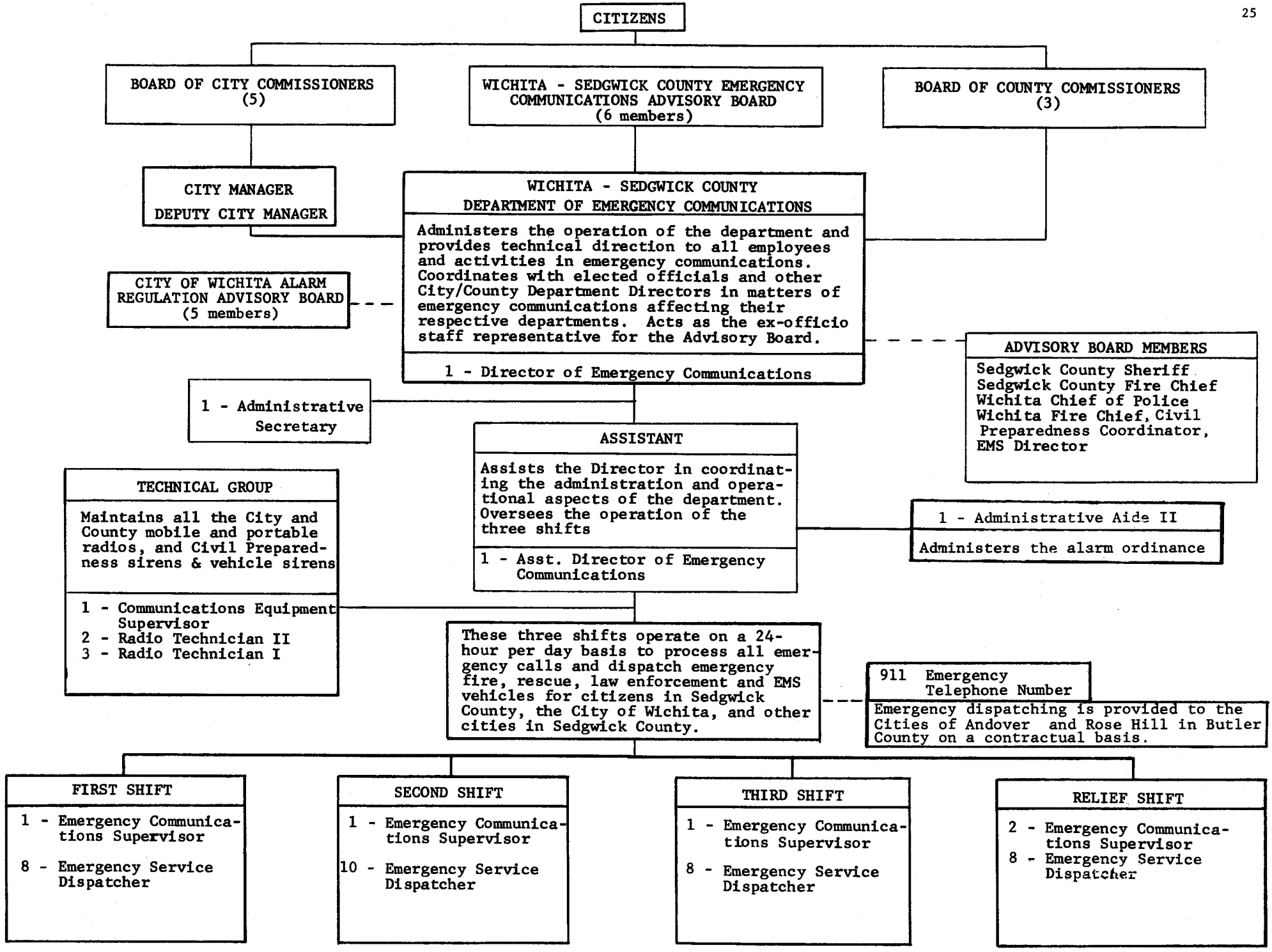
This section is responsible for the housekeeping duties at City Hall, Police Garage, Art Museum, Indian Center, MTA building. Also responsible for supervising the contractual clean of City Hall's restrooms and sorting interoffice mail.

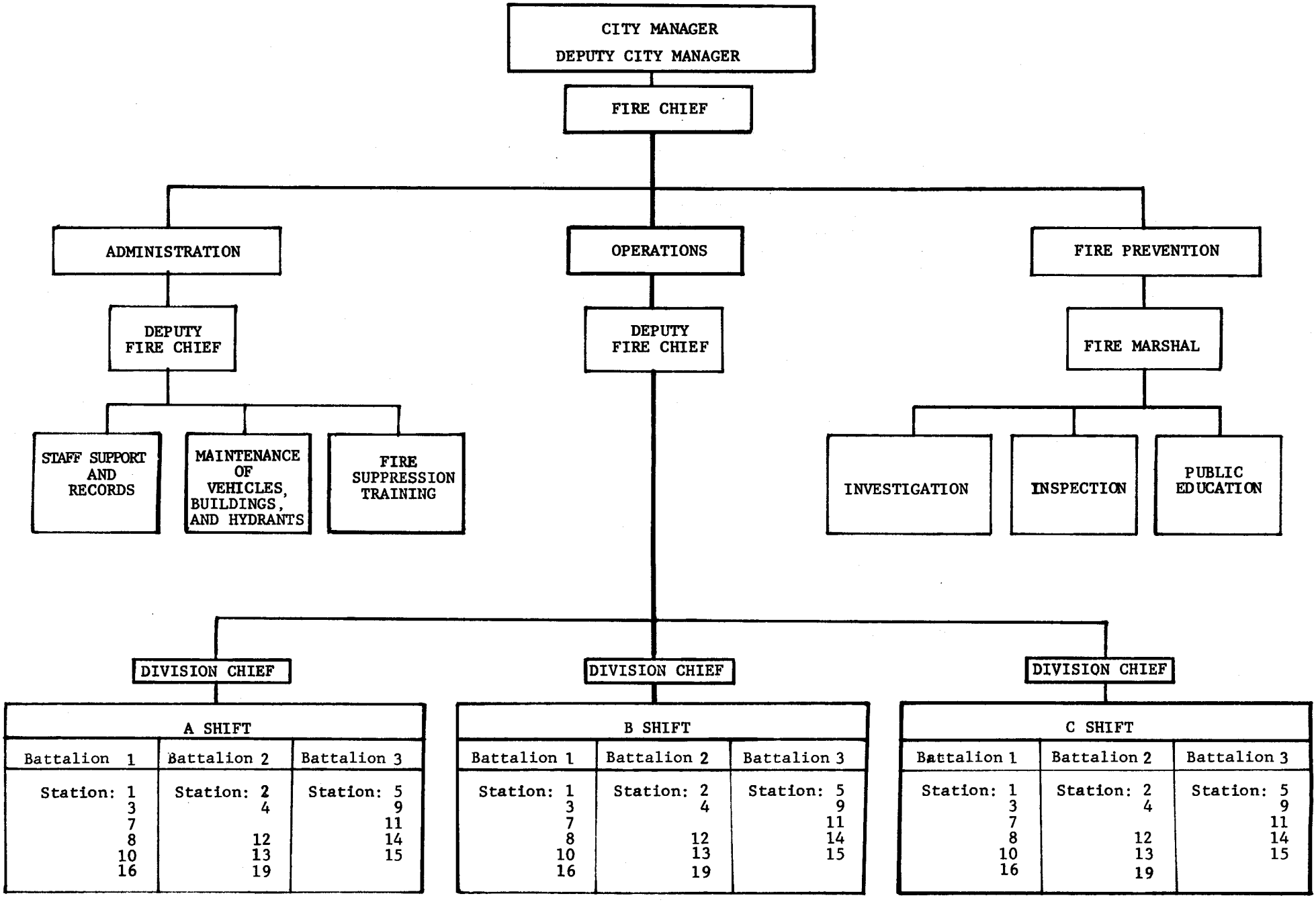
1 - Auditorium Maintenance Supervisor
1 - Labor Supervisor
5 - Custodial Worker II
11 - Custodial Worker I
2 - Custodial Worker I (PT-50%)

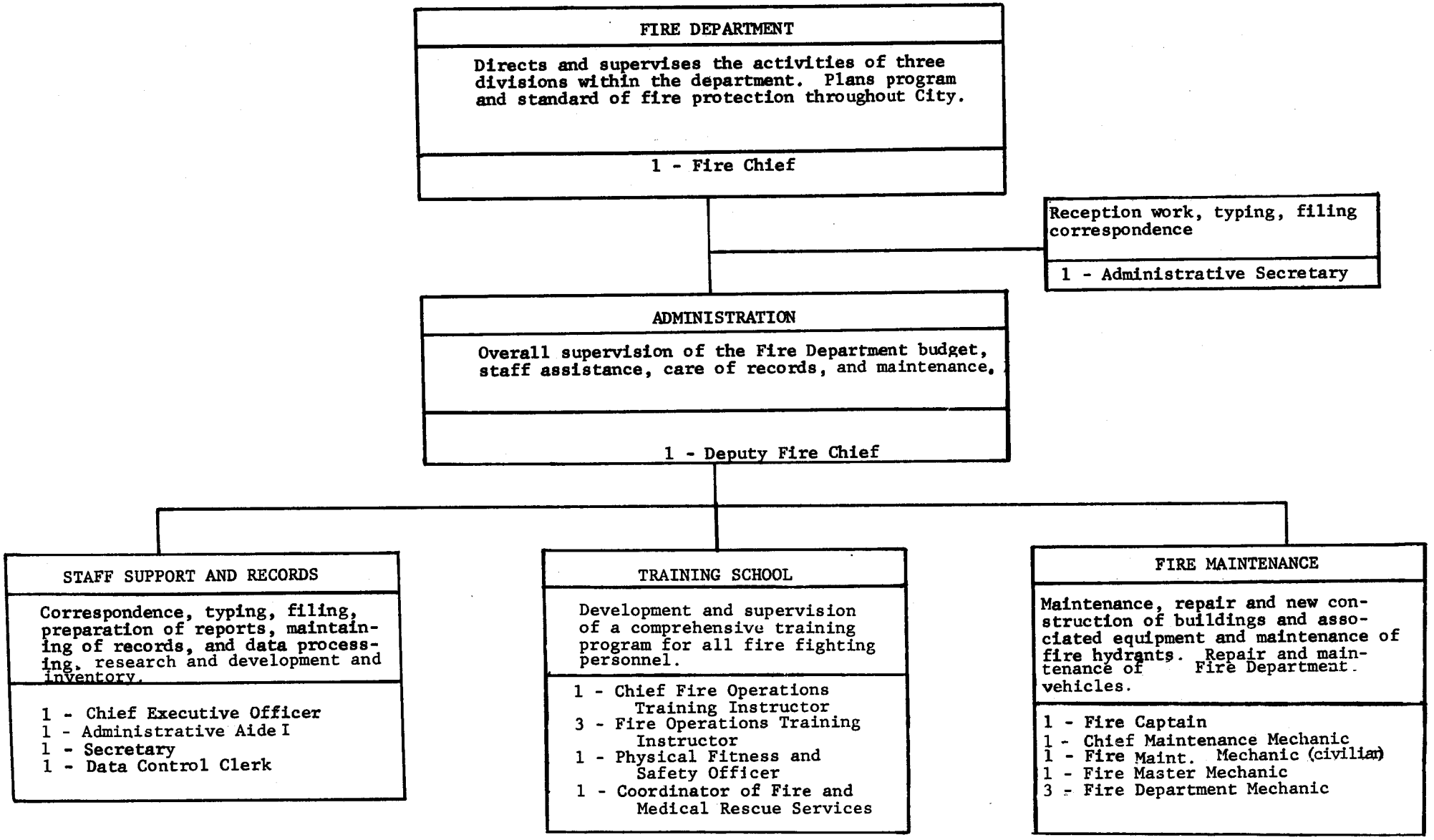
### CENTURY II EQUIPMENT MAINTENANCE

This section is responsible for the mechanical maintenance of Century II, Library, Omnisphere, the Wichita Historic Museum, certain duties at Lawrence-Dumont Stadium and the new Exhibition Hall.

1 - Auditorium Equip. Supv.
1 - Stationary Eng. II
4 - Maintenance Mechanic
3 - Maintenance Worker
1 - Electrician II


CITIZENS
BOARD OF CITY COMMISSIONERS (5)
WICHITA - SEDGWICK COUNTY EMERGENCY COMMUNICATIONS ADVISORY BOARD (6 members)
BOARD OF COUNTY COMMISSIONERS (3)
CITY MANAGER
DEPUTY CITY MANAGER
WICHITA - SEDGWICK COUNTY DEPARTMENT OF EMERGENCY COMMUNICATIONS
Administers the operation of the department and provides technical direction to all employees and activities in emergency communications. Coordinates with elected officials and other City/County Department Directors in matters of emergency communications affecting their respective departments. Acts as the ex-officio staff representative for the Advisory Board.
1 - Director of Emergency Communications
CITY OF WICHITA ALARM REGULATION ADVISORY BOARD (5 members)
ADVISORY BOARD MEMBERS
Sedgwick County Sheriff
Sedgwick County Fire Chief
Wichita Chief of Police
Wichita Fire Chief, Civil Preparedness Coordinator, EMS Director
1 - Administrative Secretary
ASSISTANT
Assists the Director in coordinating the administration and operational aspects of the department. Oversees the operation of the three shifts
1 - Asst. Director of Emergency Communications
1 - Administrative Aide II
Administers the alarm ordinance
TECHNICAL GROUP
Maintains all the City and County mobile and portable radios, and Civil Preparedness sirens & vehicle sirens
1 - Communications Equipment Supervisor
2 - Radio Technician II
3 - Radio Technician I
These three shifts operate on a 24-hour per day basis to process all emergency calls and dispatch emergency fire, rescue, law enforcement and EMS vehicles for citizens in Sedgwick County, the City of Wichita, and other cities in Sedgwick County.
911 Emergency Telephone Number
Emergency dispatching is provided to the Cities of Andover and Rose Hill in Butler County on a contractual basis.
FIRST SHIFT
1 - Emergency Communications Supervisor
8 - Emergency Service Dispatcher
SECOND SHIFT
1 - Emergency Communications Supervisor
10 - Emergency Service Dispatcher
THIRD SHIFT
1 - Emergency Communications Supervisor
8 - Emergency Service Dispatcher
RELIEF SHIFT
2 - Emergency Communications Supervisor
8 - Emergency Service Dispatcher


CITY MANAGER
DEPUTY CITY MANAGER
FIRE CHIEF
ADMINISTRATION
OPERATIONS
FIRE PREVENTION
DEPUTY FIRE CHIEF
DEPUTY FIRE CHIEF
FIRE MARSHAL
STAFF SUPPORT AND RECORDS
MAINTENANCE OF VEHICLES, BUILDINGS, AND HYDRANTS
FIRE SUPPRESSION TRAINING
INVESTIGATION
INSPECTION
PUBLIC EDUCATION
DIVISION CHIEF
DIVISION CHIEF
DIVISION CHIEF
A SHIFT
Battalion 1
Station: 1 3 7 8 10 16
Battalion 2
Station: 2 4 12 13 19
Battalion 3
Station: 5 9 11 14 15
B SHIFT
Battalion 1
Station: 1 3 7 8 10 16
Battalion 2
Station: 2 4 12 13 19
Battalion 3
Station: 5 9 11 14 15
C SHIFT
Battalion 1
Station: 1 3 7 8 10 16
Battalion 2
Station: 2 4 12 13 19
Battalion 3
Station: 5 9 11 14 15


FIRE DEPARTMENT
Directs and supervises the activities of three divisions within the department. Plans program and standard of fire protection throughout City.
1 - Fire Chief
Reception work, typing, filing correspondence
1 - Administrative Secretary
ADMINISTRATION
Overall supervision of the Fire Department budget, staff assistance, care of records, and maintenance.
1 - Deputy Fire Chief
STAFF SUPPORT AND RECORDS
Correspondence, typing, filing, preparation of reports, maintaining of records, and data processing, research and development and inventory.
1 - Chief Executive Officer
1 - Administrative Aide I
1 - Secretary
1 - Data Control Clerk
TRAINING SCHOOL
Development and supervision of a comprehensive training program for all fire fighting personnel.
1 - Chief Fire Operations Training Instructor
3 - Fire Operations Training Instructor
1 - Physical Fitness and Safety Officer
1 - Coordinator of Fire and Medical Rescue Services
FIRE MAINTENANCE
Maintenance, repair and new construction of buildings and associated equipment and maintenance of fire hydrants. Repair and maintenance of Fire Department vehicles.
1 - Fire Captain
1 - Chief Maintenance Mechanic
1 - Fire Maint. Mechanic (civilian)
1 - Fire Master Mechanic
3 - Fire Department Mechanic

FIRE CHIEF

**OPERATIONS**

Extinguishing of fires, rescue, evacuation and salvage, emergency medical care, company inspections and training of firefighters.

1 - Deputy Fire Chief

**FIRE FIGHTING SERVICE**

Divided into three districts. Is responsible for extinguishing of fires, resuscitator/rescue and evacuation, salvage operations. Emergency Medical care to the public, company inspection, fire hydrant inspection, fire investigation, and other related work.

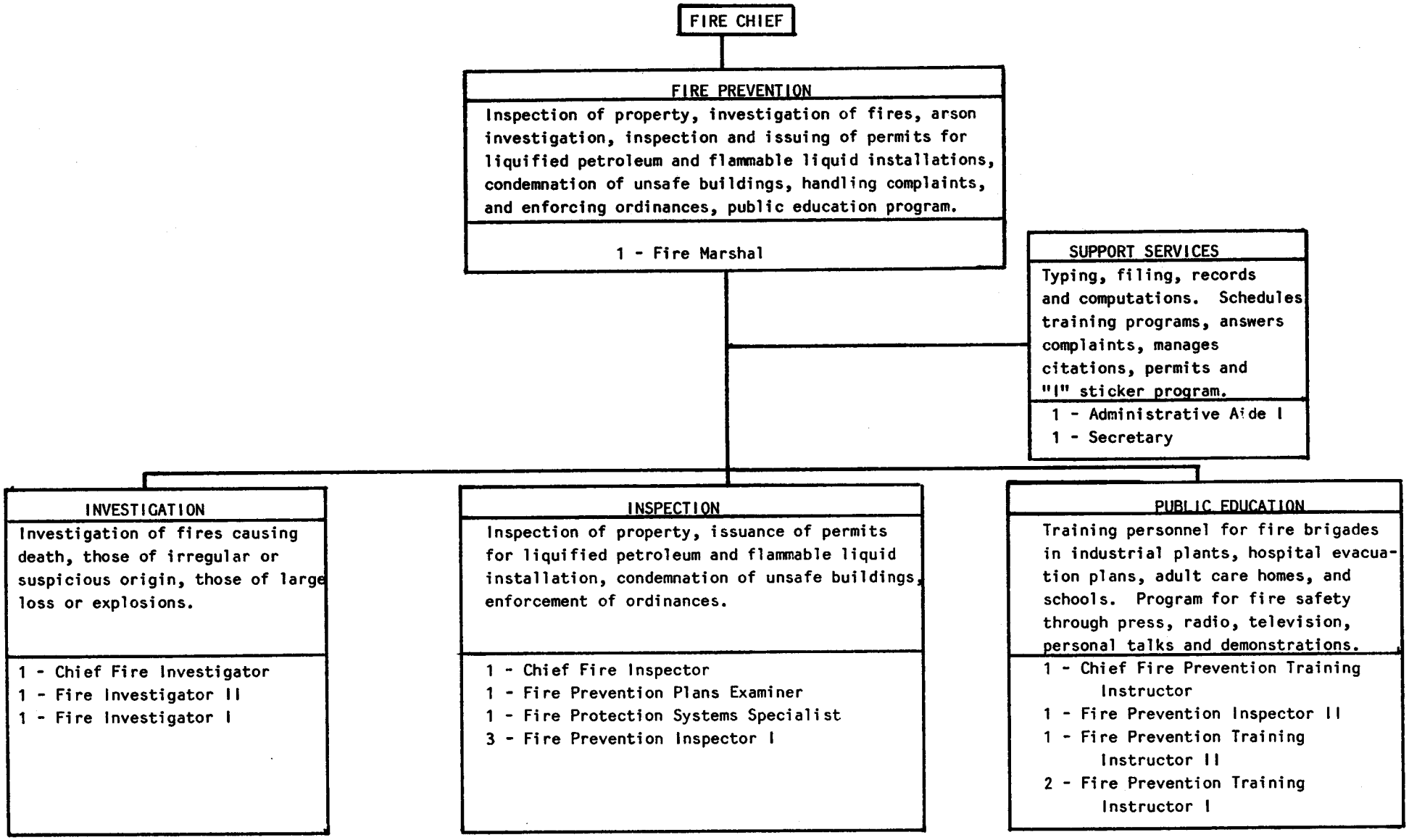
3 - Division Fire Chief

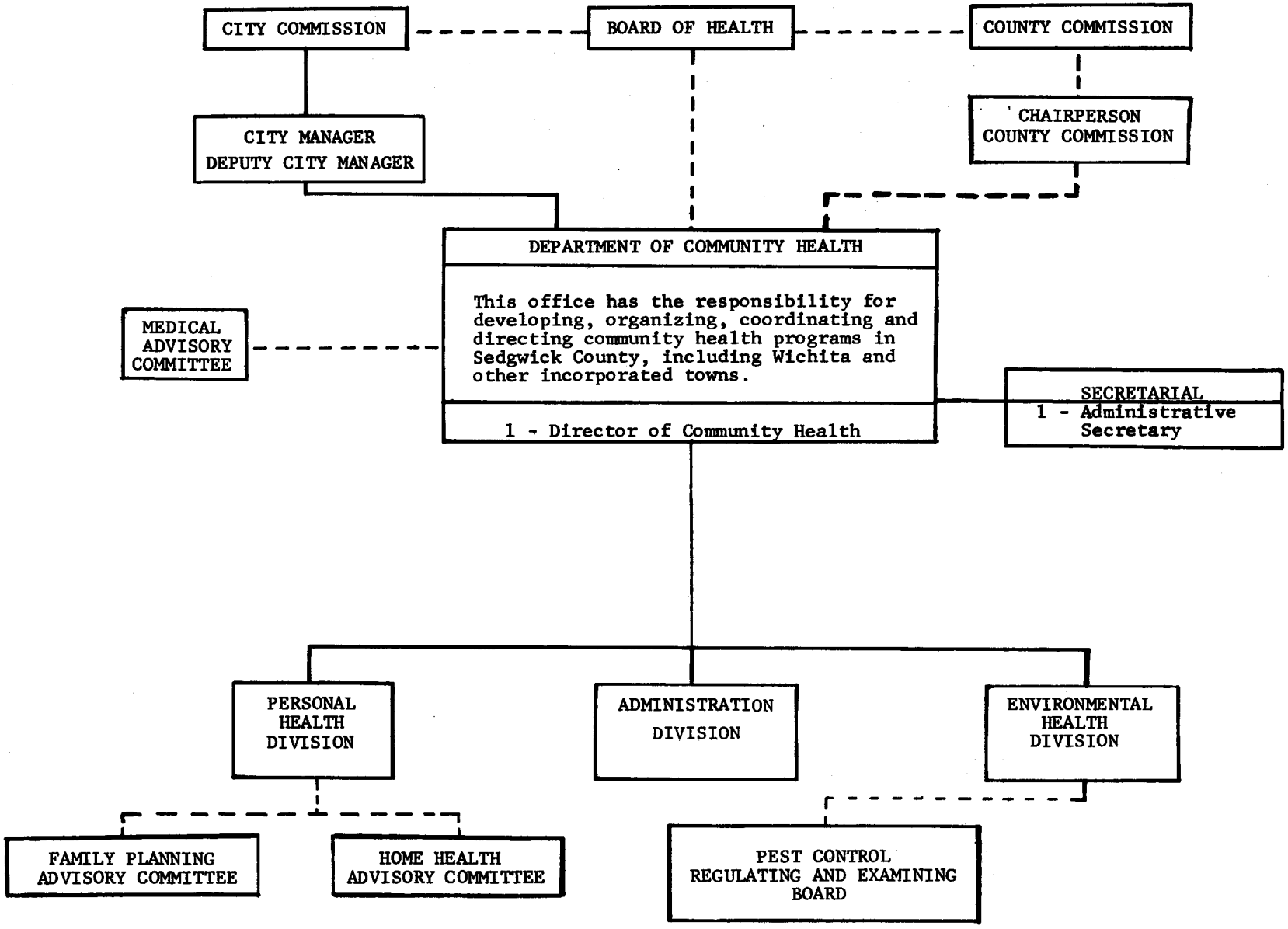
| DISTRICT NO. 1 | DISTRICT NO. 2 | DISTRICT NO. 3 |
|---|---|---|
| 4 - Battalion Chief | 3 - Battalion Chief | 3 - Battalion Chief |
| Station 1 | Station 2 | Station 5 |
| 5 - Captain | 5 - Captain | 3 - Captain |
| 9 - Lieutenant | 12 - Lieutenant | 3 - Lieutenant |
| 24 - Firefighter | 24 - Firefighter | 10 - Firefighter |
| 3 - Fire Invest. I | | |
| Station 3 | Station 4 | Station 9 |
| 3 - Captain | 3 - Captain | 3 - Captain |
| 3 - Lieutenant | 3 - Lieutenant | 3 - Lieutenant |
| 10 - Firefigher | 10 - Firefighter | 10 - Firefighter |
| Station 7 | Station 12 | Station 11 |
| 3 - Captain | 3 - Captain | 5 - Captain |
| 3 - Lieutenant | 3 - Lieutenant | 6 - Lieutenant |
| 10 - Firefighter | 10 - Firefighter | 15 - Firefighter |
| Station 8 | Station 13 | Station 14 |
| 3 - Captain | 3 - Captain | 3 - Captain |
| 3 - Lieutenant | 3 - Lieutenant | 3 - Lieutenant |
| 10 - Firefighter | 10 - Firefighter | 10 - Firefighter |
| Station 10 | Station 19 | Station 15 |
| 3 - Captain | 3 - Captain | 3 - Captain |
| 3 - Lieutenant | 3 - Lieutenant | 3 - Lieutenant |
| 10 - Firefighter | 10 - Firefighter | 10 - Firefighter |
| Station 16 | | |
| 3 - Captain | | |
| 3 - Lieutenant | | |
| 10 - Firefighter | | |

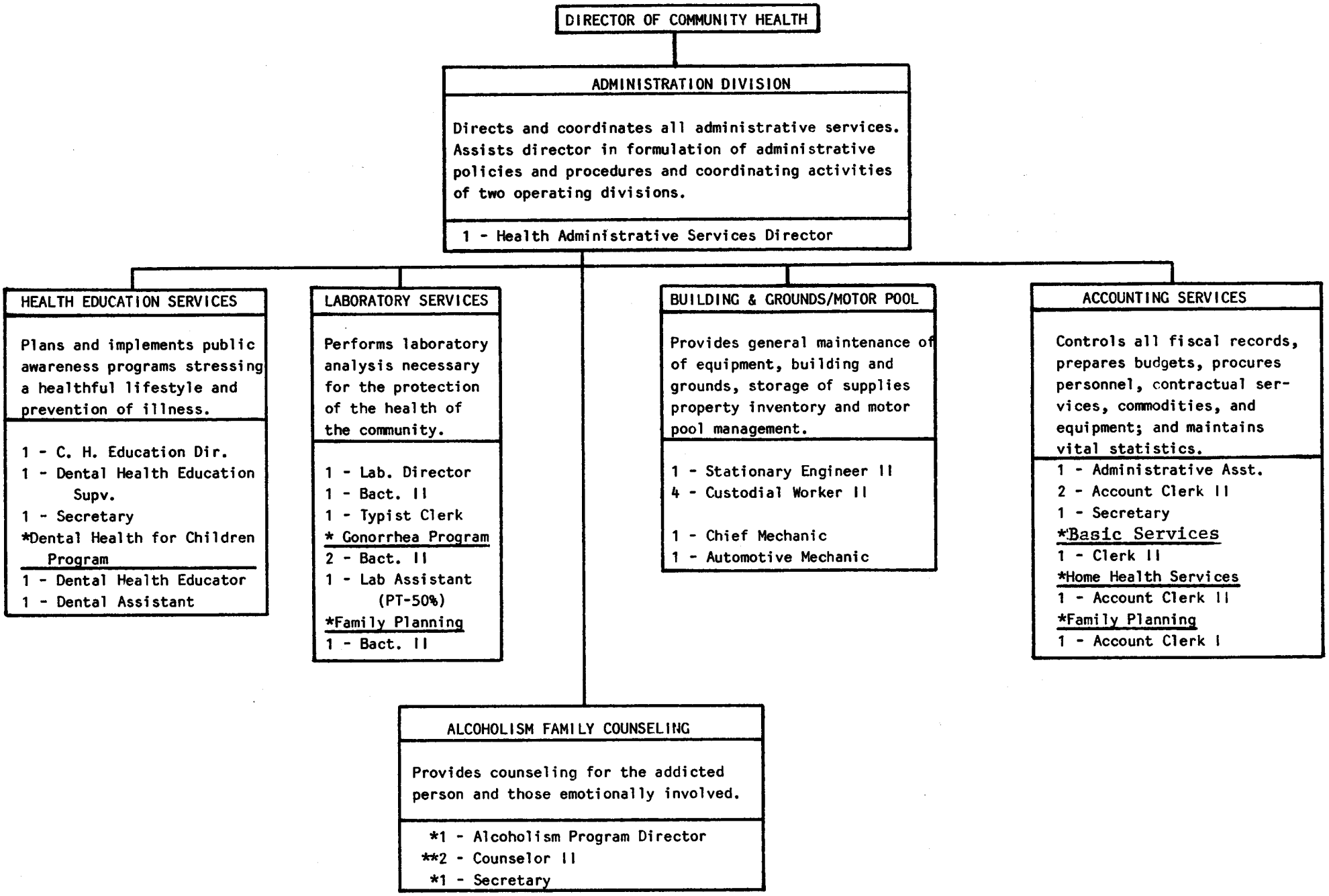
NOTE: The three Fire Investigator Is assigned to Station 1 work eight hour days and assist the Fire Prevention Division.

NOTE: The three Division Fire Chiefs (one assigned to each shift) are assigned to Station 1.

NOTE: Personnel authorized to fill in for vacation, Kelly days, sick leave days, etc. are reflected in the personnel strength at Stations 1, 2 and 11.


FIRE CHIEF
FIRE PREVENTION
Inspection of property, investigation of fires, arson investigation, inspection and issuing of permits for liquified petroleum and flammable liquid installations, condemnation of unsafe buildings, handling complaints, and enforcing ordinances, public education program.
1 - Fire Marshal
SUPPORT SERVICES
Typing, filing, records and computations. Schedules training programs, answers complaints, manages citations, permits and "I" sticker program.
1 - Administrative Aide I
1 - Secretary
INVESTIGATION
Investigation of fires causing death, those of irregular or suspicious origin, those of large loss or explosions.
1 - Chief Fire Investigator
1 - Fire Investigator II
1 - Fire Investigator I
INSPECTION
Inspection of property, issuance of permits for liquified petroleum and flammable liquid installation, condemnation of unsafe buildings, enforcement of ordinances.
1 - Chief Fire Inspector
1 - Fire Prevention Plans Examiner
1 - Fire Protection Systems Specialist
3 - Fire Prevention Inspector I
PUBLIC EDUCATION
Training personnel for fire brigades in industrial plants, hospital evacuation plans, adult care homes, and schools. Program for fire safety through press, radio, television, personal talks and demonstrations.
1 - Chief Fire Prevention Training Instructor
1 - Fire Prevention Inspector II
1 - Fire Prevention Training Instructor II
2 - Fire Prevention Training Instructor I


CITY COMMISSION
BOARD OF HEALTH
COUNTY COMMISSION
CITY MANAGER
DEPUTY CITY MANAGER
CHAIRPERSON
COUNTY COMMISSION
DEPARTMENT OF COMMUNITY HEALTH
This office has the responsibility for developing, organizing, coordinating and directing community health programs in Sedgwick County, including Wichita and other incorporated towns.
1 - Director of Community Health
MEDICAL ADVISORY COMMITTEE
SECRETARIAL
1 - Administrative Secretary
PERSONAL HEALTH DIVISION
ADMINISTRATION DIVISION
ENVIRONMENTAL HEALTH DIVISION
FAMILY PLANNING ADVISORY COMMITTEE
HOME HEALTH ADVISORY COMMITTEE
PEST CONTROL REGULATING AND EXAMINING BOARD




*Federal/State Funds
**Special Alcohol Program

## DIRECTOR OF COMMUNITY HEALTH

### PERSONAL HEALTH SERVICES DIVISION

Directs and coordinates the overall planning and administration of all Personal Health Service programs.

1 - Personal Health Services Director

1 - Administrative Aide I

### SPECIAL SERVICES

Plans, Directs and supervises WIC (Supplemental Food Program for Women, Infants & Children and Home Health Agency.

*WIC
1 - Nutritionist II
1 - Nutritionist I
1 - P. H. Educator I
4 - C. H. Nurse I
1 - C. H. Aide (PT-50%)
6 - Clerk II

*Home Health Services
1 - C. H. Nurse III

### CLINIC SERVICES

Plans, directs, and supervises Family Planning, Maternal and Infant, V.D., Immunization and T. B. Clinics.

1 - Chief, Clinic Services
2 - Nurse Clinician
1 - C. H. Nurse III
1 - C. H. Nurse II (PT-25%)
1 - C. H. Nurse I
1 - Administrative Aide I

*Family Planning
1 - C. H. Aide
1 - C. H. Aide (PT-50%)
1 - Social Worker I
2 - Clerk II

*Maternal & Infant Care
1 - Nurse Clinician
1 - Social worker I
1 - Social Worker I (PT-50%)
1 - C. H. Nurse III (PT-50%)
1 - Clerk II

*Indochinese Refugee Assist.
1 - Clerk II

*T. B. Project Grant
1 - C. H. Nurse II
1 - Clerk II

*Refugee Screening
1 - Interpreter Aide
1 - C. H. Nurse I

*Prevention of Prematurity
1 - C. H. Nurse I
1 - Clinician
1 - C. H. Aide

*T. B. Outreach
1 - Health Aide

### FIELD SERVICES

Plans, directs and supervises Licensure Program, SSI Program and five Health Stations.

1 - Chief, Field Services
1 - Nurse Clinician
4 - C. H. Nurse III
13 - C. H. Nurse I
1 - Secretary
5 - Clerk II

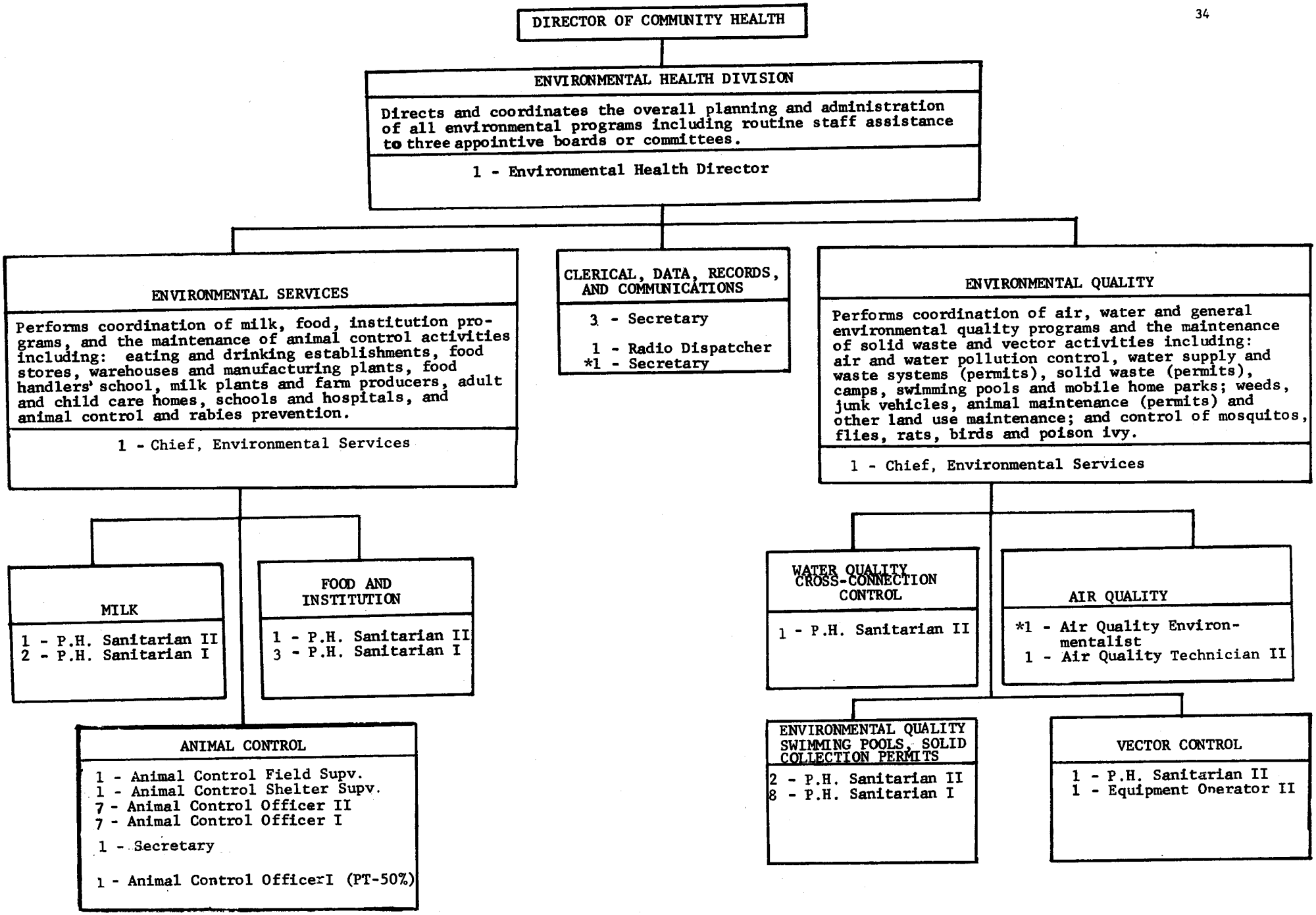
*Maternal and Child Health
1 - C. H. Nurse I
1 - Typist Clerk

*Northeast Health Services
1 - C. H. Nurse II
1 - Clerk II

*Colvin Health Station
1 - Clerk II

*Community Health Services
1 - C. H. Nurse I
1 - Home Health Aide (Interpreter)
1 - Home Health Aide (Interpreter) (PT-50%)

*Federal/State Funds


DIRECTOR OF COMMUNITY HEALTH
ENVIRONMENTAL HEALTH DIVISION
Directs and coordinates the overall planning and administration of all environmental programs including routine staff assistance to three appointive boards or committees.
1 - Environmental Health Director
ENVIRONMENTAL SERVICES
Performs coordination of milk, food, institution programs, and the maintenance of animal control activities including: eating and drinking establishments, food stores, warehouses and manufacturing plants, food handlers' school, milk plants and farm producers, adult and child care homes, schools and hospitals, and animal control and rabies prevention.
1 - Chief, Environmental Services
CLERICAL, DATA, RECORDS, AND COMMUNICATIONS
3 - Secretary
1 - Radio Dispatcher
*1 - Secretary
ENVIRONMENTAL QUALITY
Performs coordination of air, water and general environmental quality programs and the maintenance of solid waste and vector activities including: air and water pollution control, water supply and waste systems (permits), solid waste (permits), camps, swimming pools and mobile home parks; weeds, junk vehicles, animal maintenance (permits) and other land use maintenance; and control of mosquitos, flies, rats, birds and poison ivy.
1 - Chief, Environmental Services
MILK
1 - P.H. Sanitarian II
2 - P.H. Sanitarian I
FOOD AND INSTITUTION
1 - P.H. Sanitarian II
3 - P.H. Sanitarian I
ANIMAL CONTROL
1 - Animal Control Field Supv.
1 - Animal Control Shelter Supv.
7 - Animal Control Officer II
7 - Animal Control Officer I
1 - Secretary
1 - Animal Control Officer I (PT-50%)
WATER QUALITY CROSS-CONNECTION CONTROL
1 - P.H. Sanitarian II
AIR QUALITY
*1 - Air Quality Environmentalist
1 - Air Quality Technician II
ENVIRONMENTAL QUALITY SWIMMING POOLS, SOLID COLLECTION PERMITS
2 - P.H. Sanitarian II
8 - P.H. Sanitarian I
VECTOR CONTROL
1 - P.H. Sanitarian II
1 - Equipment Operator II

*Federal

DIRECTOR OF COMMUNITY HEALTH

## STATE AND FEDERAL GRANTS

Air Pollution (10/1/84 - 9/30/85)
1 - Air Quality Environmentalist
1 - Secretary

Alcoholism Family Counseling (7/1/84 - 6/30/85)
1 - Alcoholism Program Director
1 - Secretary

Basic Services (7/1/85 - 6/30/86)
1 - Clerk II

Community Health Services (7/1/84 - 6/30/85)
1 - Community Health Nurse I
1 - Home Health Aide (Interpreter)
1 - Home Health Aide (Interpreter) (PT-50%)

Dental Health Project (7/1/84 - 6/30/85)
1 - Dental Health Educator
1 - Dental Assistant

Family Planning (7/1/84 - 6/30/85)
1 - Social Worker I
1 - C. H. Aide
1 - C. H. Aide (PT-50%)
2 - Clerk II
1 - Bacteriologist II
1 - Account Clerk I

Gonorrhea Control (7/1/84 - 6/30/85)
2 - Bacteriologist II
1 - Laboratory Assistant (PT-50%)

Home Health Services (1/1/85 - 12/31/85) (Self-sustaining)

1 - C. H. Nurse III

1 - Account Clerk II

Indochinese Refugee Assistance Program (10/1/84 - 9/30/85)
(Self-sustaining)
1 - Clerk II

Maternal & Child Health (7/1/84 - 6/30/85)
1 - C. H. Nurse I
1 - Typist Clerk

Maternal & Infant Care Project (7/1/84 - 6/30/85)
1 - Nurse Clinician
1 - Social Worker
1 - Social Worker I (PT-50%)
1 - Community Health Nurse III (PT-50%)
1 - Clerk II

Northeast Health Services (1/1/85 - 12/31/85)
1 - C. H. Nurse II
1 - Clerk II

Colvin Health Station (1/1/85 - 12/31/85)
1 - Clerk II

Prevention of Prematurity (10/1/84 - 6/30/85)
1 - Clinician
1 - C. H. Aide
1 - C. H. Nurse I

Refugee Health Screening (10/1/84 - 6/30/85)
1 - C. H. Nurse I
1 - Interpreter Aide

T. B. Grant (7/1/84 - 6/30/85)
1 - C. H. Nurse II
1 - Clerk II

T. B Outreach (10/1/84 - 9/30/85)
1 - Health Aide

WIC--Suppl. Food Prog. for Women, Infants & Children (7/1/84 - 6/30/85)
1 - Nutritionist II
1 - Nutritionist I
1 - P. H. Educator I
4 - C. H. Nurse I
1 - C. H. Aide (PT-50%)
6 - Clerk II

NOTE: The positions listed on this page are a summary of all the Health non-locally funded positions shown on the previous Health pages. Also shown are the inclusive dates of the current contracts and budgets.

CITY MANAGER
DEPUTY CITY MANAGER

## DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT

Supervises and coordinates all activities related to the Department of Housing and Economic Development. Renders professional advice and service to the Board of City Commissioners.

1 - Director of Housing and Economic Development

### BOARDS SERVED BY DEPARTMENT

- Economic Development Commission
- Public Building Commission
- Board of Electrical Examiners
- Board of Examiners of Air Conditioning, Refrigeration, Warm Air Heating and Boilers
- Board of Examiners and Appeals Building Code
- Board of Examiners of Plumber and Gas Fitters
- Board of Housing Standards and Appeals
- Board of Housing Commission
- Wichita/Sedgwick County Air Museum Task Force
- Area Energy Policy Monitoring Group

### DEPUTY DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

Assists Director in formulation of administrative policies, procedures and coordination of activities of divisions; assumes Director's responsibilities in Director's absence; responsible for fiscal management of contracts and funds assigned; researches, analyzes, develops and executes special projects as directed; supervises staff assistance to appointive boards; administers Model Cities Loan Guarantee program activities.

1 Deputy Director

### ADMINISTRATION AND FINANCE

Assists in preparation of various federal applications. Responsible for planning, monitoring, inspecting and reporting of various projects relating to housing and redevelopment. Relieves supervisor of routine administrative activities: Composes correspondence, drafts reports, reconciles fiscal accounts, and provides clerical pool services. Performs technical compliance audits on all current IRB issues at least annually. Assures EEO compliance of department. Serves as computer assistant on department budgets. Answers inquiries from public and other agencies. Provides staff assistance to boards and commissions.

1 - Industrial Analyst
1 - Administrative Aide II
1 - Administrative Secretary
1 - Secretary

### WICHITA HOUSING AUTHORITY (WHA) PROPERTIES

Operation and administration of 1,200 federally assisted housing units under terms and conditions of Annual Contribution Contracts (ACC) between the City and the Department of Housing and Urban Development (HUD).

See page 40

### HOUSING DEVELOPMENT AND ENERGY RESOURCES

A federally funded office responsible for the preparation, implementation and administration of grants, loans and special projects related to home and business loans and energy conservation, analysis and adequate local supplies.

See page 38

### CENTRAL INSPECTION

A City utility operation responsible for city-wide code enforcement and special projects dealing with housing, building and trade codes, licenses, and other related activities.

See page 41

### INDUSTRIAL DEVELOPMENT

Coordinates and supervises economic and industrial development function for the department. Administers the marketing of City-owned industrial property. Serves as liaison official between City departments, industry and developers on area industrial and other development activities.

1 - Industrial Development Officer
1 - Industrial Analyst
*1 - Industrial Analyst

### COMMERCIAL DEVEL. & MARKETING

Responsible for working with the private sector in initiating and implementing private commercial projects. Also responsible for marketing all City property identified for commercial redevelopment or declared surplus. Provides staff support to the Air Museum Task Force and the Chinese Sister City Task Force as well as to the International Marketing Program.

*1 - Commercial Dev. and Marketing Officer
*1 - Industrial Analyst
*1 - Secretary

*Funded by CDBG

## DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

### HOUSING DEVELOPMENT AND ENERGY RESOURCES

Designs, directs and coordinates all activities related to housing development, housing rehabilitation, energy conservation and energy planning; promotes public awareness; develops and administers programs for development, redevelopment and rehabilitation of housing working with the Economic Development Commission, HUD, WHA, local lenders, developers, builders and the public; coordinates and promotes efforts to develop and maintain adequate energy supply for local needs; monitors environmental impact of energy alternatives; secretariat to joint City/County Energy Advisory Board; coordinates weatherization programs and building energy audits; implements Area Energy Policy Plans of Action.

*1 - Housing Development and Energy Resources Director
*1 - Administrative Aide II
1 - Secretary

### REHABILITATION OFFICER

Directs and coordinates the implementation of housing development and rehabilitation programs. Approves all federal and local loans and grants for rehabilitation.

*1 - Rehabilitation Officer

### ENERGY PROGRAMS

See page 39

### REHABILITATION LOAN PROCESSING

Prepares and processes applications for financial assistance from rehabilitation programs and bond issues; counsels low-income loan applicants; handles invitations for bids from contractors; responsible for all loan documents and maintenance of records, including payroll; responsible for reports to division director, department director and other departments as required.

*1 - Rehabilitation Specialist

### REHABILITATION LOAN SERVICES

Handles interviews and structure inspections; verifies applicant's eligibility; prepares specifications for needed repairs; estimates costs and insures that all codes and ordinances are met; monitors construction phases; assists property owners in securing contractor bids; acts as liaison between homeowner and contractor.

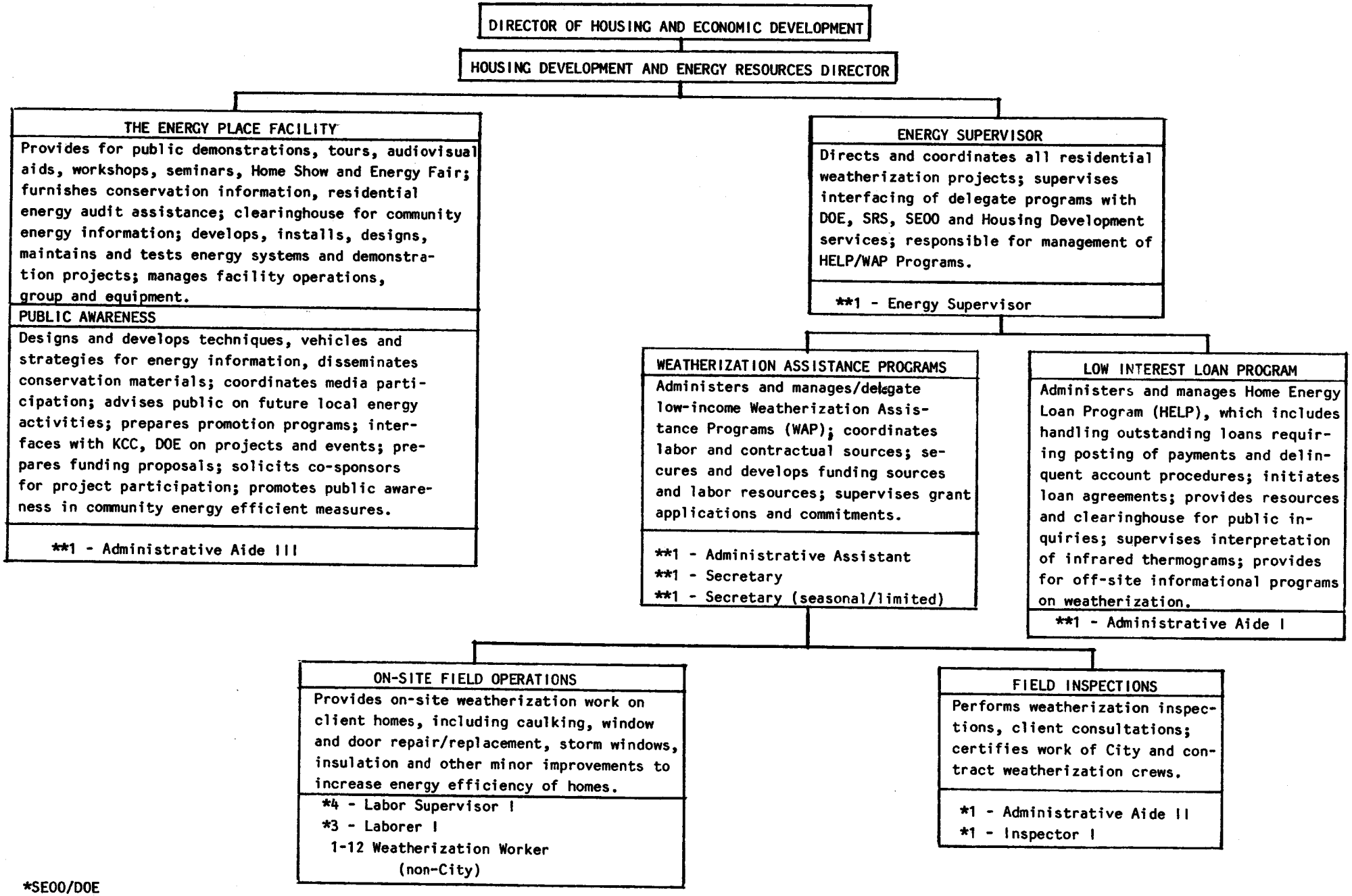
*1 - Rehabilitation Coordinator
*2 - Rehabilitation Loan Specialist

### HOUSING DEVELOPMENT AND REHABILITATION SERVICES

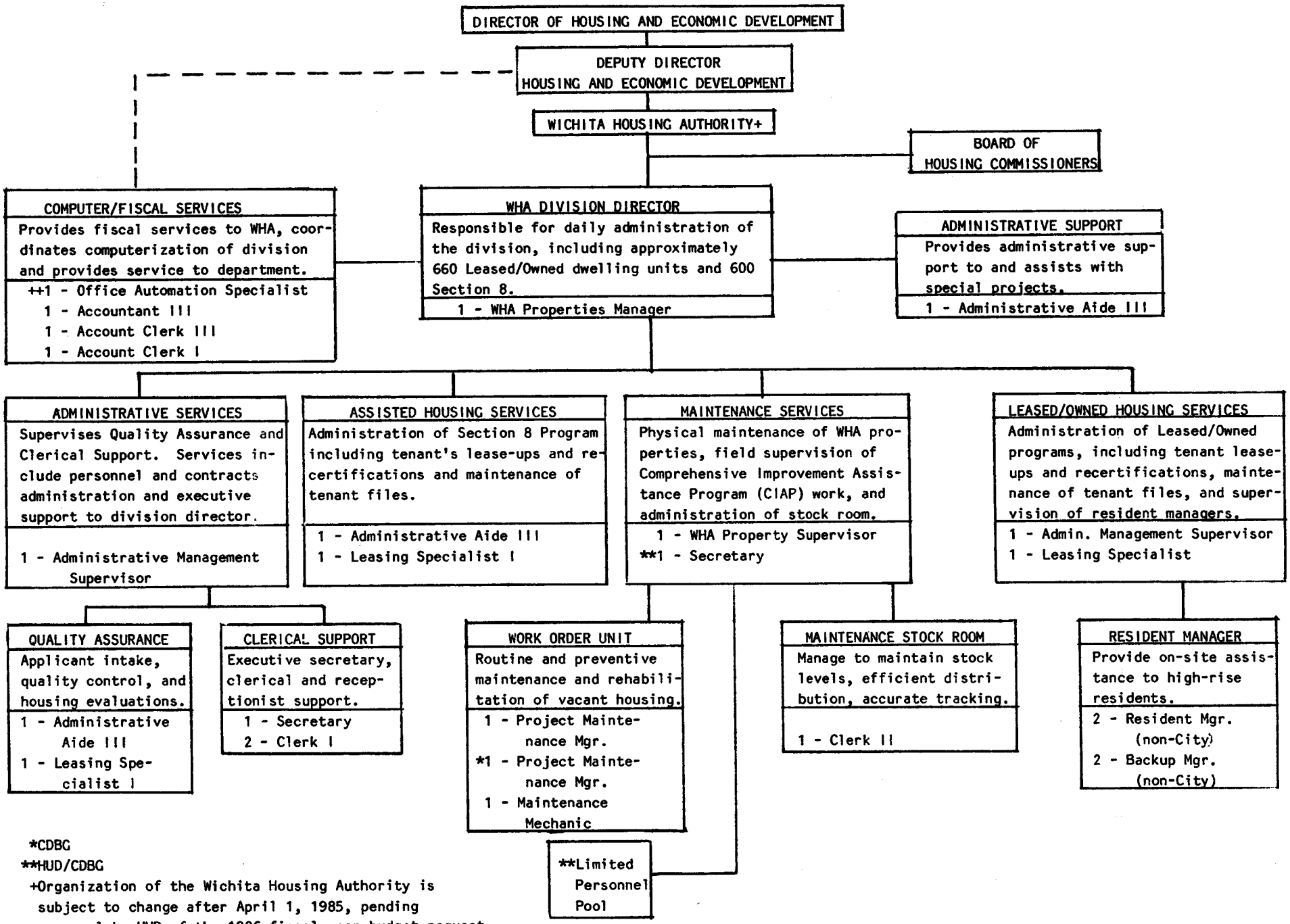
Works with public and private groups on housing development and rehabilitation, including multifamily housing and commercial redevelopment programs; assists in the preparation or revision of regulations; supervises and inspects rehabilitation work as it progresses; as time permits, provides rehabilitation services similar to those listed under the Rehabilitation Loan Services section.

*1 - Rehabilitation Coordinator
*1 - Rehabilitation Loan Specialist

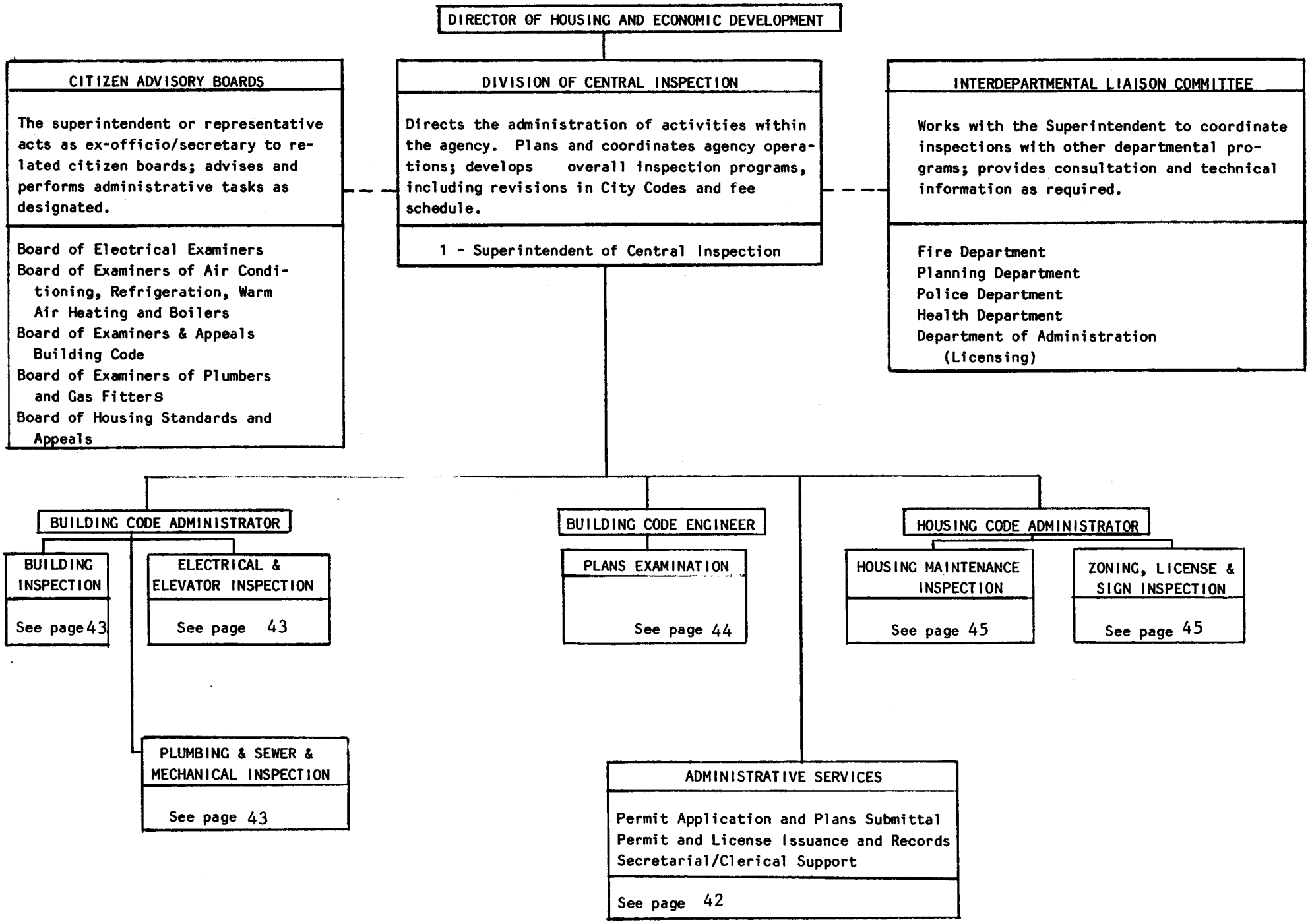
*Funded by CDBG




*SEOO/DOE
**CDBG/HUD




*CDBG
**HUD/CDBG
+Organization of the Wichita Housing Authority is subject to change after April 1, 1985, pending approval by HUD of the 1986 fiscal year budget request.
++Position has been submitted for upgrade, contingent on Personnel review.


DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT
CITIZEN ADVISORY BOARDS
The superintendent or representative acts as ex-officio/secretary to related citizen boards; advises and performs administrative tasks as designated.
Board of Electrical Examiners
Board of Examiners of Air Conditioning, Refrigeration, Warm Air Heating and Boilers
Board of Examiners & Appeals Building Code
Board of Examiners of Plumbers and Gas Fitters
Board of Housing Standards and Appeals
DIVISION OF CENTRAL INSPECTION
Directs the administration of activities within the agency. Plans and coordinates agency operations; develops overall inspection programs, including revisions in City Codes and fee schedule.
1 - Superintendent of Central Inspection
INTERDEPARTMENTAL LIAISON COMMITTEE
Works with the Superintendent to coordinate inspections with other departmental programs; provides consultation and technical information as required.
Fire Department
Planning Department
Police Department
Health Department
Department of Administration (Licensing)
BUILDING CODE ADMINISTRATOR
BUILDING INSPECTION
See page 43
ELECTRICAL & ELEVATOR INSPECTION
See page 43
PLUMBING & SEWER & MECHANICAL INSPECTION
See page 43
BUILDING CODE ENGINEER
PLANS EXAMINATION
See page 44
HOUSING CODE ADMINISTRATOR
HOUSING MAINTENANCE INSPECTION
See page 45
ZONING, LICENSE & SIGN INSPECTION
See page 45
ADMINISTRATIVE SERVICES
Permit Application and Plans Submittal
Permit and License Issuance and Records
Secretarial/Clerical Support
See page 42

## SUPERINTENDENT OF CENTRAL INSPECTION

### ADMINISTRATIVE SERVICES

Directs division permit and license issuance, permit application, plans submittal, record keeping, data processing, general clerical support, and public relations activities. Serves as Law Department liaison and legal enforcement officer. Responsible for addressing of new structures and address changes. Administers homeowner licensing and testing program. Coordinates division training and certification testing program.

1 - Administrative Supervisor

### PERMIT APPLICATION AND PLANS SUBMITTAL

Processes application for all building permits and plan reviews. Determines proper site on residential permits by drawing plot plans, checking zoning, conditions for issuance, etc. Logs plans and determines plan review and permit fees. Answers code questions and conducts plan review on minor projects.

1 - Permit Examiner
1 - Building Plans Examiner I
1 - Assistant Permit Examiner

### PERMIT AND LICENSE ISSUANCE AND RECORDS

Issues all permits for building, plumbing, electrical, mechanical, elevators, signs, sewers, and moving of structures. Issues all construction licenses and certificates. Prepares codebooks and ordinance supplements for sale. Does follow-up on delinquent permits. Prepares reports for internal and external distribution on construction activity. Prepares daily cash report of financial activity. Handles purchasing and payroll.

2 - Account Clerk II
3 - Clerk II

### SECRETARIAL/CLERICAL SUPPORT

Types correspondence, receives visitors, does filing, answers phones, dispatches on radio, assists in publication of CINCH, routes interoffice mail, controls data entry on computer files.

1 - Secretary
2 - Clerk II

## SUPERINTENDENT OF CENTRAL INSPECTION

### BUILDING CODE ADMINISTRATION

Assists and acts for the Superintendent in supervision of all facets of the sections' operation, requiring compliance (totally or in part) with Titles 2, 5, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22, and 23 of the Code of the City of Wichita, Kansas.

1 - Building Code Administrator

### COMBINATION INSPECTION

Responsible for inspection of building, plumbing, electrical, and mechanical areas in residential construction.

4 - Combination Inspector

### BUILDING INSPECTION

Inspection of new and remodeled building construction, including structures other than buildings for compliance with Title 18 and related City Codes. Conducts periodic maintenance inspections on nonresidential structures; inspects dangerous and damaged structures; monitors Industrial Compliance Certificates; conducts periodic inspections of facilities involved with the issuance of Industrial Revenue Bonds; inspection of existing structures for federally funded assistance projects; awnings, canopies and marquees; fencing and screening generally; subdivision regulations and Community Unit Plan/Planned Unit Development requirements; child day care centers.

1 - Chief Building Inspector
2 - Inspector II
5 - Inspector I

### ELECTRICAL & ELEVATOR INSPECTION

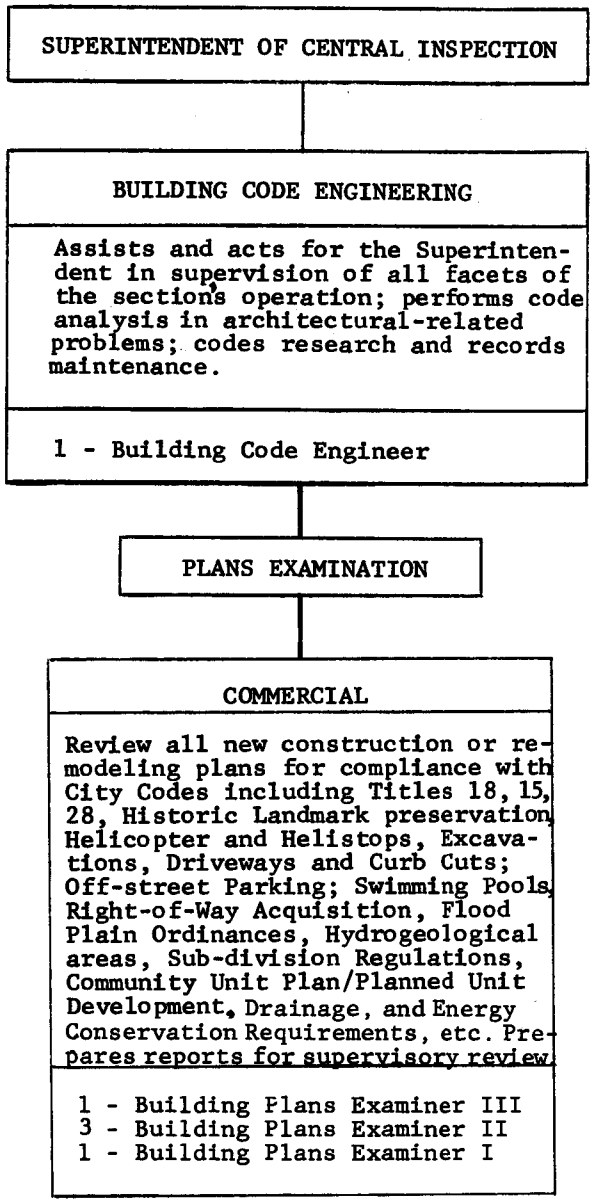
Inspection of all electrical installation within the City of Wichita in accordance with Title 19 and related City Codes. Inspection of new elevator and related equipment installations and annual maintenance inspections of passenger and freight elevators, escalators, dumbwaiters, stage lifts, man lifts, etc.

1 - Chief Electrical & Elevator Inspector
1 - Electrical Inspector II
2 - Electrical Inspector I
1 - Inspector I (Elevator)

### PLUMBING & MECHANICAL & SEWER INSPECTION

Inspection of all plumbing and gas fitting installations in accordance with Title 21 and related City Codes. Inspection of all warm air heating, air conditioning, refrigeration and boiler installation in accordance with Title 22 and related City Codes, including periodic maintenance inspection on all boilers, pressure vessels and vacuum vessels. Inspects all connections to public sewer system.

1 - Chief Plumbing & Mechanical Inspector
1 - Plumbing Inspector II
2 - Plumbing Inspector I
1 - Mechanical Inspector II
1 - Mechanical Inspector I


SUPERINTENDENT OF CENTRAL INSPECTION
BUILDING CODE ENGINEERING
Assists and acts for the Superintendent in supervision of all facets of the section's operation; performs code analysis in architectural-related problems; codes research and records maintenance.
1 - Building Code Engineer
PLANS EXAMINATION
COMMERCIAL
Review all new construction or remodeling plans for compliance with City Codes including Titles 18, 15, 28, Historic Landmark preservation, Helicopter and Helistops, Excavations, Driveways and Curb Cuts; Off-street Parking; Swimming Pools, Right-of-Way Acquisition, Flood Plain Ordinances, Hydrogeological areas, Sub-division Regulations, Community Unit Plan/Planned Unit Development, Drainage, and Energy Conservation Requirements, etc. Prepares reports for supervisory review.
1 - Building Plans Examiner III
3 - Building Plans Examiner II
1 - Building Plans Examiner I

SUPERINTENDENT OF CENTRAL INSPECTION

**MAINTENANCE INSPECTION**

Assists and acts for the Superintendent in supervision of all facets of the section's operation requiring compliance (totally or in part) with Titles 3, 4, 5, 7, 10, 18, 20, 24, 25, 26, and 28 of the Code of the City of Wichita, Kansas.

**1 - Housing Code Administrator**

HOUSING MAINTENANCE INSPECTION

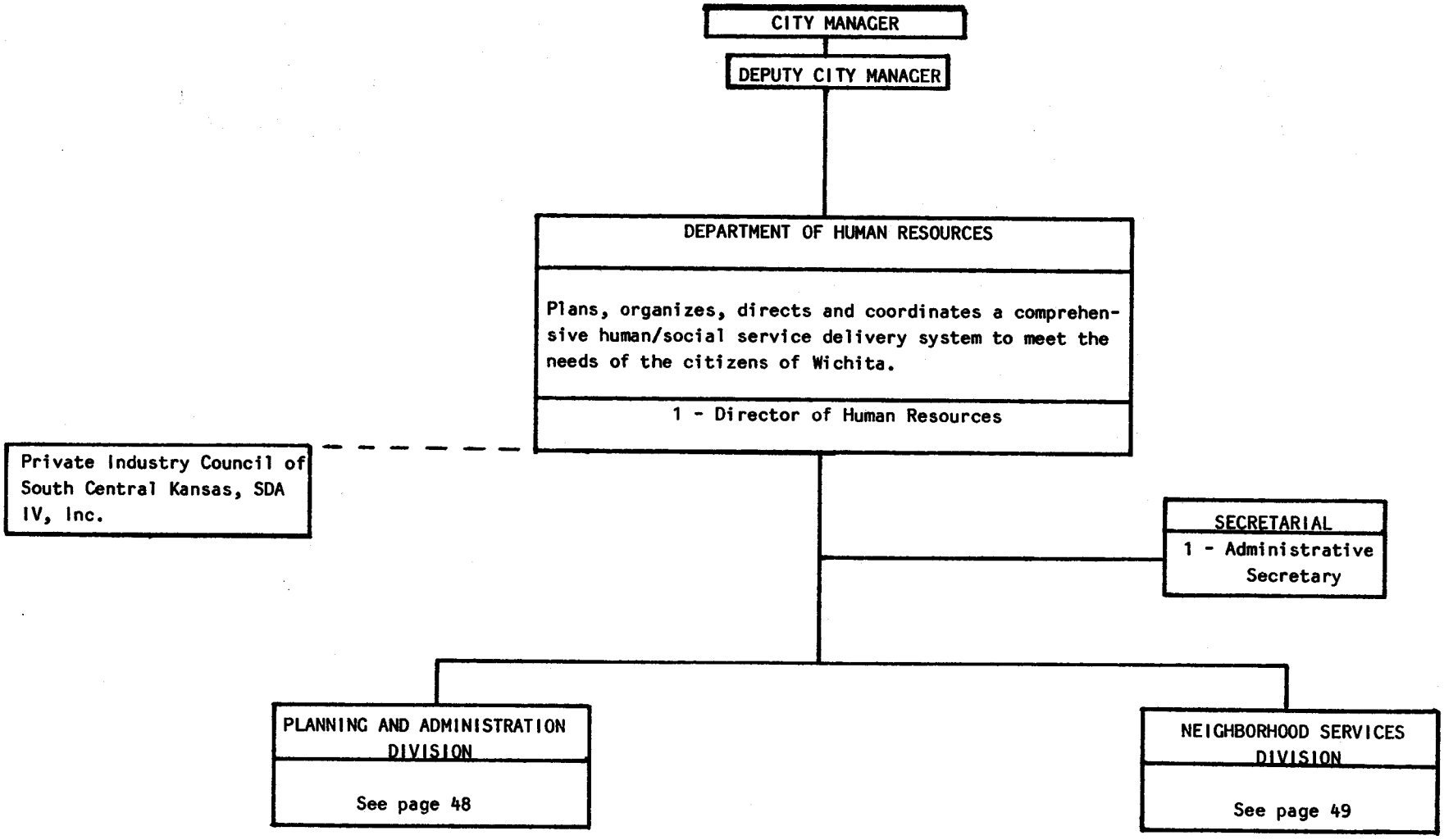
Performs maintenance inspections of residential properties in accordance with Title 20 and related City Codes. Inspections are conducted on both request and a monitoring basis. Prepares Condemnation cases on dangerous and unsafe structures in accordance with City Policy and State Statute. Inspects reroof, reside and wrecking of residential structures in accordance with Title 18 and related City Codes. Inspects residential structures to be moved either inside or out of the city and performs ownership verification of parcels affected by public works projects.

**1 - Chief Housing Inspector**
1 - Inspector II
5 - Inspector I

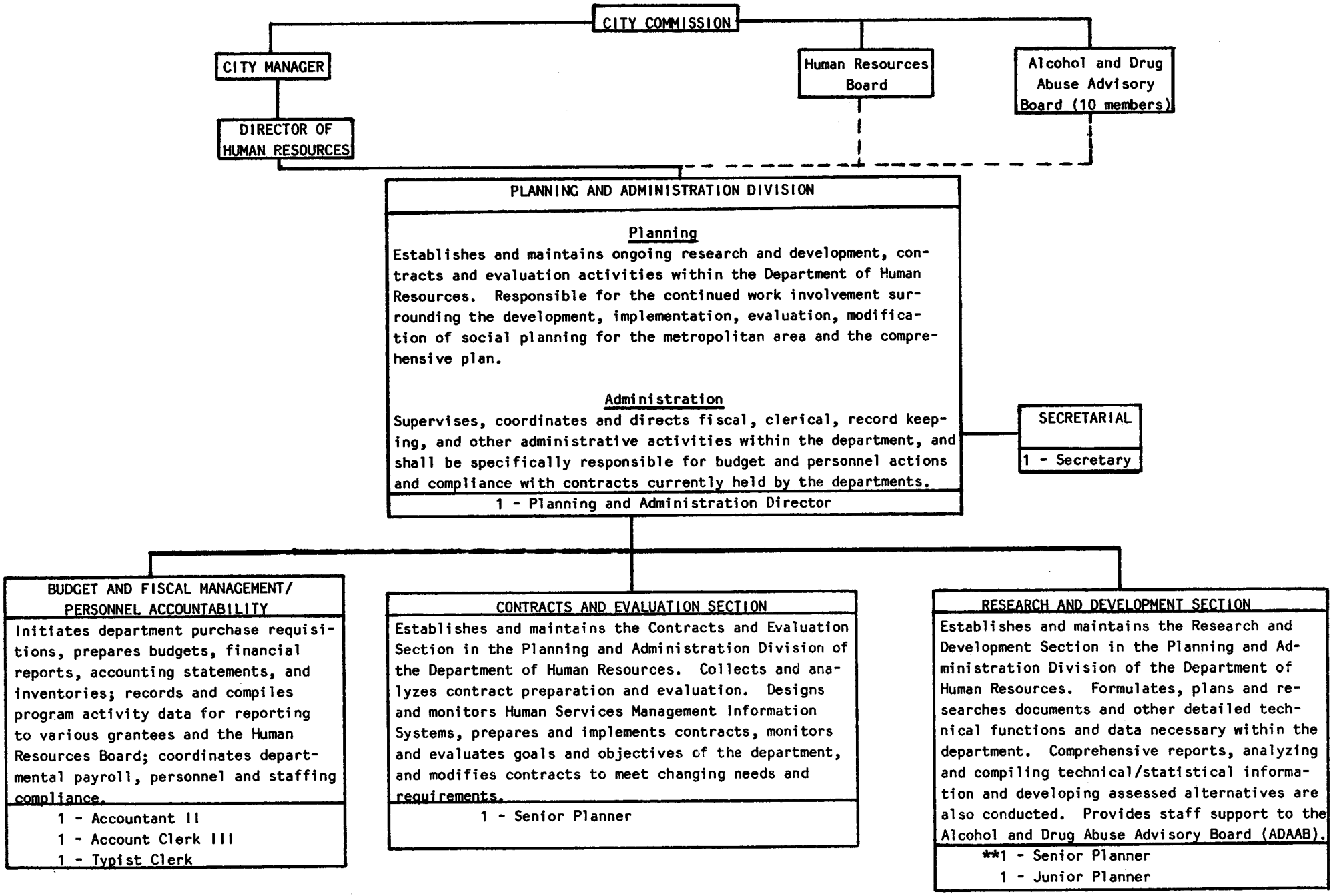
ZONING, LICENSING & SIGN INSPECTION

Enforces Title 28, Zoning Ordinance and related City Codes on both a request and area monitoring basis. Performs licensing functions in conjunction with zoning on Amusement Parks and Rides, Dances and Dance Halls, Motor Vehicle Wrecking, Home Occupations, Cereal Malt Beverages, Oil and Gas Wells, Trailer and Trailer Camps, Fencing, Borrow, Sand & Gravel Pits, etc. Enforces Maintenance requirements of Screening in accordance with Sub-division Regulations and Community Unit Plan/Planned Unit Developments. Inspects all new permanent sign installations for conformance to Titles 24 and 28 as well as enforcing the temporary sign provisions. Periodic maintenance inspections are conducted on all existing signs.

**1 - Inspector II**
**4 - Inspector I**

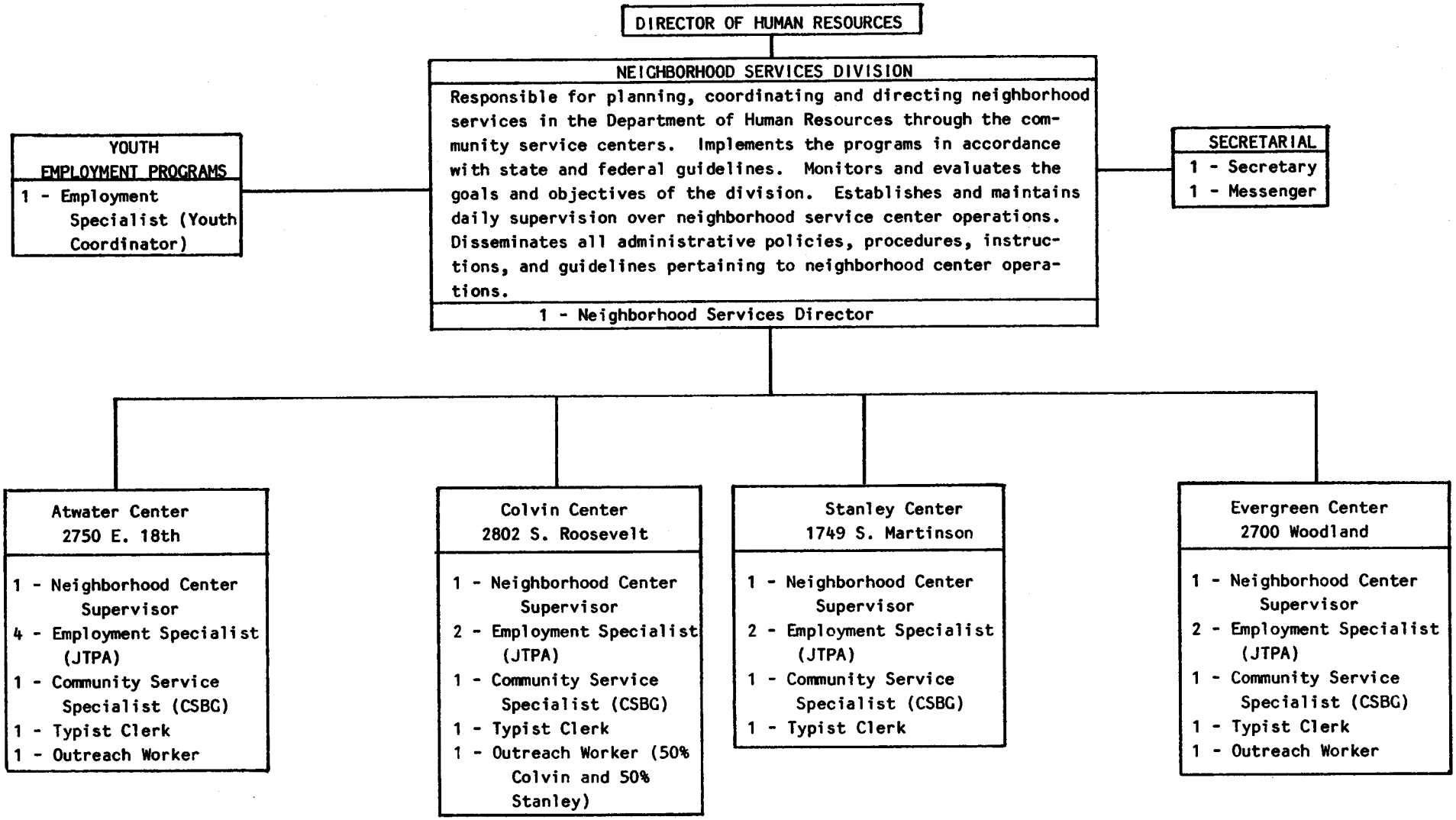



The positions listed above are funded from federal sources, including the Department of Labor and Community Services Block Grant (CSBG) program.

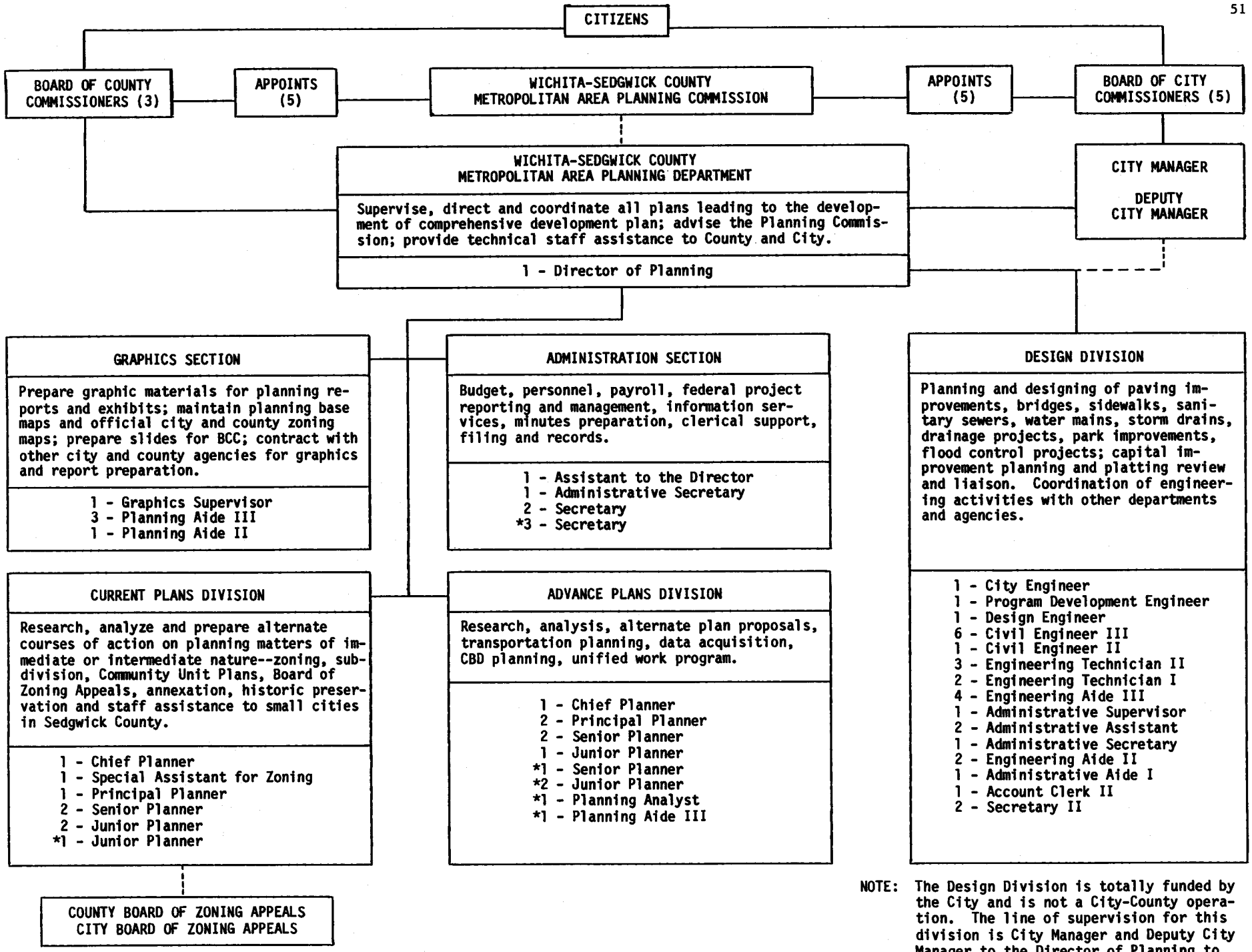



This division is funded by grants from the Community Services Block Grant (CSBG) program, the Department of Labor and private club liquor tax revenues in the Special Alcohol Program Fund.

**Special Alcohol Program Fund




This division is funded by grants from the Community Services Block Grant (CSBG) program, the Job Training Partnership Act and the Community Development Block Grant (CDBG) program.




NOTE: The Design Division is totally funded by the City and is not a City-County operation. The line of supervision for this division is City Manager and Deputy City Manager to the Director of Planning to the City Engineer.

* Federal or State Funding

CITY MANAGER
DEPUTY CITY MANAGER

## DEPARTMENT OF OPERATIONS AND MAINTENANCE

Responsible for integrating operations and maintenance activity in the following specific areas: maintenance and cleaning of streets, bridges and sidewalks; service and repair of motor vehicles and other equipment within both the Official Motor Pool and the Equipment Motor Pool, installation and maintenance of traffic signals, signs and lane markings; maintenance of the flood control system; operation of the weed mowing and noxious weed control programs; closing former landfill sites, operation of snow removal and ice control program, and construction of streets, bridges, sidewalks, sewers, storm drains and drainage projects. Responsible for coordinating departmental activities with those of other departments and agencies. Responsible for overseeing operation of Brooks Landfill by private contractor.

1 - Director of Operations and Maintenance

### ADMINISTRATIVE RESEARCH AND PLANNING SECTION

Assist Director in coordinating departmental activities. Conduct management research and analysis. Conduct ongoing review of departmental performance. Maintain City land records. Responsible for overall development and administration of the department's budget. Manage and maintain records. Perform cost accounting, payroll preparation, damage case reports, issue various permits and licenses, including those for housemoving, sidewalks and pavement cuts.

1 - Assistant to the Director
1 - Account Clerk III
1 - Administrative Aide I

### SECRETARIAL

1 - Administrative Secretary

### FLEET MAINTENANCE DIVISION

See page 54

### TRAFFIC ENGINEERING

See page 55

### STREET SERVICES DIVISION

See page 56

### LITTER CONTROL DIVISION

See page 58

### CONSTRUCTION AND SURVEY DIVISION

See page 59

## DIRECTOR OF OPERATIONS AND MAINTENANCE

### FLEET MAINTENANCE DIVISION

Responsible for repair, maintenance and management of all vehicles and other equipment included in both the Official Motor Pool and the Equipment Motor Pool. Coordinate purchase of replacement vehicles and equipment. Coordinate division's operations with those of user activities. Responsible for security operation, repair, and maintenance of buildings and grounds at the Central Maintenance Facility, 1801 S. McLean Boulevard.

1 - Fleet Maintenance Director
1 - Fleet Maintenance Supervisor

### EQUIPMENT MOTOR POOL

Responsible for repair and maintenance of all EMP vehicles and equipment. Conduct preventive maintenance program. Make service calls to vehicles/equipment disabled in the field.

1 - Equipment Maintenance Supervisor

First Shift
1-Chief Mechanic
1-Auto Mechanic Supv.
6-Auto. Mechanic
1-Machinist Mechanic
2-Auto Mech. Helper
1-Auto. Service Worker

Second Shift
1-Chief Mechanic
5-Auto Mechanic
1-Auto. Svc. Worker

Third Shift
1-Chief Mechanic
4-Auto. Mechanic
1-Auto. Service Worker

Weekend and Holiday
2-Auto. Mechanic Supv.
2-Auto. Service Worker

### ADMINISTRATION

Provide administrative services, including record maintenance, operation reports and payroll.

1 - Administrative Aide II
1 - Administrative Aide I
2 - Account Clerk II

### OFFICIAL MOTOR POOL

Responsible for repair and maintenance of all OMP vehicles and equipment. Conduct preventive maintenance program. Make service calls to vehicles/equipment disabled in the field.

1 - Equipment Maintenance Supervisor

First Shift
1-Auto. Mechanic Supervisor
3-Auto. Mechanic
1-Auto. Mechanic Helper

Second Shift
1-Auto. Mechanic Supervisor
1-Auto. Mechanic
1-Auto. Mechanic Helper

Paint/Body Shop
1-Body Shop Supervisor
1-Body Shop Mechanic
1-Auto. Mechanic

### CENTRAL STORES

Maintain parts and materials stores. Procure and issue parts and materials. Conduct inventories.

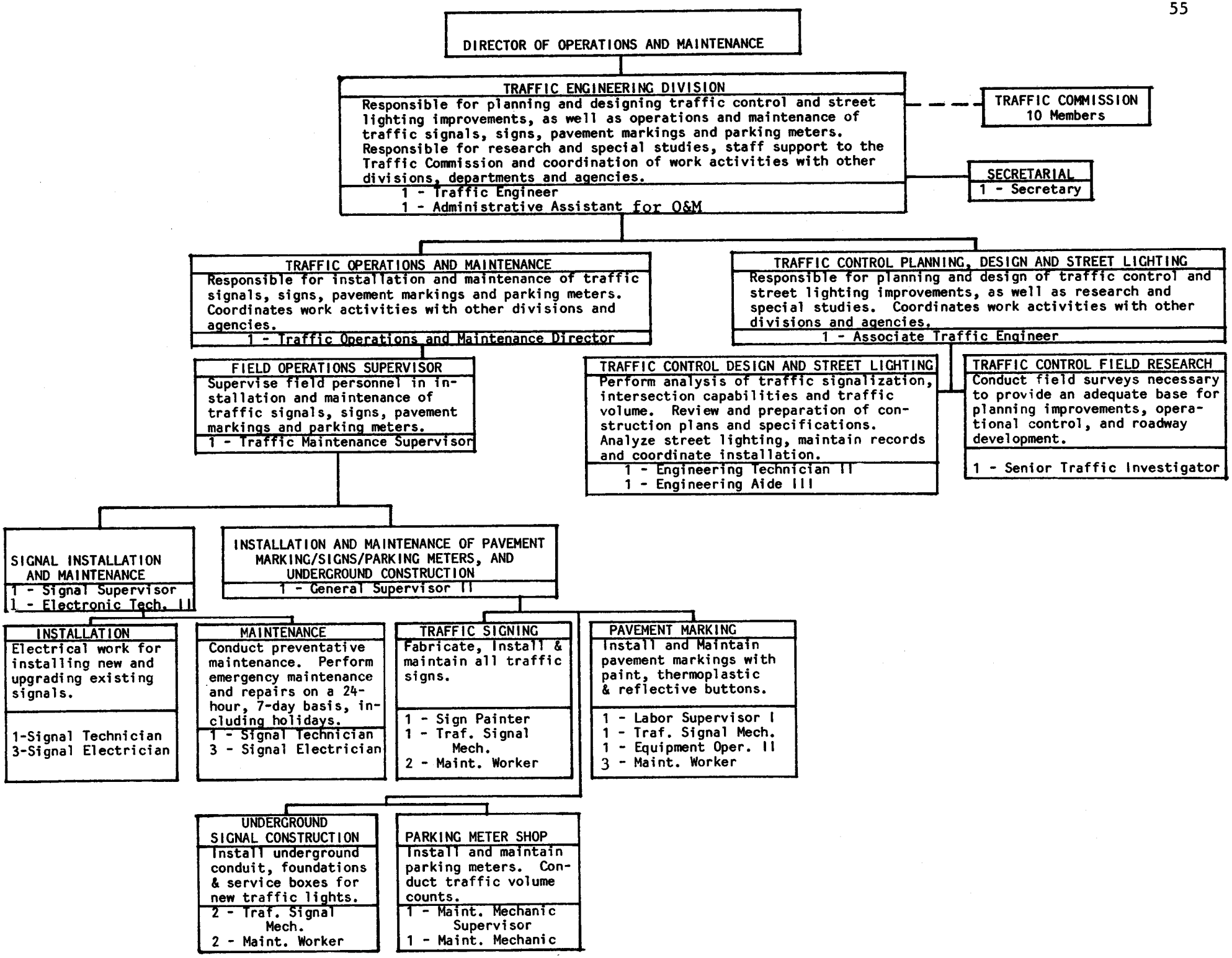
1-Storekeeper III (1st shift)
1-Storekeeper II (1st shift)
1-Storekeeper II (2nd shift)
1-Storekeeper II (3rd shift)
2-Storekeeper I (weekend and holidays)

### CENTRAL MAINTENANCE FACILITY

Provide radio dispatching for O&M divisions. Repair and maintain Central Maintenance Facility.

Building Maintenance
1-Maintenance Mechanic Supervisor
1-Custodial Worker I

Dispatching
1-Radio Dispatcher


DIRECTOR OF OPERATIONS AND MAINTENANCE
TRAFFIC ENGINEERING DIVISION
Responsible for planning and designing traffic control and street lighting improvements, as well as operations and maintenance of traffic signals, signs, pavement markings and parking meters. Responsible for research and special studies, staff support to the Traffic Commission and coordination of work activities with other divisions, departments and agencies.
1 - Traffic Engineer
1 - Administrative Assistant for O&M
TRAFFIC COMMISSION
10 Members
SECRETARIAL
1 - Secretary
TRAFFIC OPERATIONS AND MAINTENANCE
Responsible for installation and maintenance of traffic signals, signs, pavement markings and parking meters. Coordinates work activities with other divisions and agencies.
1 - Traffic Operations and Maintenance Director
TRAFFIC CONTROL PLANNING, DESIGN AND STREET LIGHTING
Responsible for planning and design of traffic control and street lighting improvements, as well as research and special studies. Coordinates work activities with other divisions and agencies.
1 - Associate Traffic Engineer
FIELD OPERATIONS SUPERVISOR
Supervise field personnel in installation and maintenance of traffic signals, signs, pavement markings and parking meters.
1 - Traffic Maintenance Supervisor
TRAFFIC CONTROL DESIGN AND STREET LIGHTING
Perform analysis of traffic signalization, intersection capabilities and traffic volume. Review and preparation of construction plans and specifications. Analyze street lighting, maintain records and coordinate installation.
1 - Engineering Technician II
1 - Engineering Aide III
TRAFFIC CONTROL FIELD RESEARCH
Conduct field surveys necessary to provide an adequate base for planning improvements, operational control, and roadway development.
1 - Senior Traffic Investigator
SIGNAL INSTALLATION AND MAINTENANCE
1 - Signal Supervisor
1 - Electronic Tech. II
INSTALLATION AND MAINTENANCE OF PAVEMENT MARKING/SIGNS/PARKING METERS, AND UNDERGROUND CONSTRUCTION
1 - General Supervisor II
INSTALLATION
Electrical work for installing new and upgrading existing signals.
1-Signal Technician
3-Signal Electrician
MAINTENANCE
Conduct preventative maintenance. Perform emergency maintenance and repairs on a 24-hour, 7-day basis, including holidays.
1 - Signal Technician
3 - Signal Electrician
TRAFFIC SIGNING
Fabricate, Install & maintain all traffic signs.
1 - Sign Painter
1 - Traf. Signal Mech.
2 - Maint. Worker
PAVEMENT MARKING
Install and Maintain pavement markings with paint, thermoplastic & reflective buttons.
1 - Labor Supervisor I
1 - Traf. Signal Mech.
1 - Equipment Oper. II
3 - Maint. Worker
UNDERGROUND SIGNAL CONSTRUCTION
Install underground conduit, foundations & service boxes for new traffic lights.
2 - Traf. Signal Mech.
2 - Maint. Worker
PARKING METER SHOP
Install and maintain parking meters. Conduct traffic volume counts.
1 - Maint. Mechanic Supervisor
1 - Maint. Mechanic

## DIRECTOR OF OPERATIONS AND MAINTENANCE

### STREET SERVICES DIVISION

Responsible for emergency repair and scheduled maintenance of streets, bridges, sidewalks, alleys, roadside drainage easements, flood control projects and sub-station buildings. Also responsible for overseeing operation of the Brooks Landfill by private contractor, and the final closure plan for Brooks and Chapin Landfill sites.

1 - Street Services Director
1 - Administrative Assistant for Operation and Maintenance
1 - Administrative Aide I

### RAILROAD CROSSING IMPROVEMENT

Responsible for evaluation of railroad crossings, and for administration, planning and coordination with railroads for crossing signals, maintenance, reconstruction and crossing protection.

1 - Civil Engineer I

### SECRETARIAL

1 - Secretary

### PAVEMENT AND SIDEWALK INSPECTION

Inspect pavement cuts made by private contractors, utility companies and other City departments. Supervise construction of driveways and sidewalks by private contractors.

4 - Street Inspector

### FLOOD CONTROL AND LANDFILL SECTION

Responsible for emergency repair and scheduled maintenance, including grading, natural waterway reconstruction, stream debri removal, fencing and turfing of the Flood Control project, and covering the two landfill sites in accordance with the State-approved plan.

1 - Flood Control and Landfill Supervisor
1 - Administrative Aide II

### STREET MAINTENANCE SECTION

See page 57

### FLOOD CONTROL MAINTENANCE

Repair erosion damage. Grade and reconstruct waterways. Remove debris, mow, turf, fence and spray. Perform stream flow and test well measurements.

1 - Engineering Aide II

HEAVY EQUIPMENT OPERATIONS
1 - General Supervisor II
7 - Equipment Operator II-Heavy

UTILITY OPERATIONS
1 - Labor Supervisor II
5 - Equipment Operator I
5 - Equipment Operator I (Seasonal)

### LANDFILL ACTIVITY

Provide cover at landfill sites where dumping is complete (Chapin site and east side of Brooks site).

1 - Equipment Operator II - Supv.
3 - Equipment Operator II - Heavy

## STREET SERVICES DIRECTOR

### STREET MAINTENANCE SECTION

Responsible for both emergency and scheduled repairs, maintenance and resurfacing of all paved and unpaved streets and alleys.

1 - Street Maintenance Supervisor
1 - Assistant Street Maintenance Supervisor

### ADMINISTRATIVE SUPPORT

Provide administrative services, including record maintenance, daily operation reports and payroll.

1- Administrative Aide II

### ENGINEERING SUPPORT

Establish grades and right-of-ways and perform other support work for zone activities. Investigate drainage problems, and inspect railroad crossings.

1 - Engineering Aide III
1 - Engineering Aide II

### ALLEY MAINTENANCE

Maintain alleys in all four zones.

1 - Equipment Operator II Supv.
1 - Equipment Operator II
2 - Equipment Operator I

### ZONE ACTIVITIES

Perform routine maintenance of streets and right-of-way, including grading, patching and surface repairs.

**WEST SUBSTATION**

1 - General Supervisor II

**ZONE 1**

1 - Labor Supervisor II
5 - Equipment Operator II
5 - Equipment Operator I
1 - Laborer I

**ZONE 2**

1 - Labor Supervisor II
6 - Equipment Operator II
3 - Equipment Operator I

**NORTHEAST SUBSTATION**

1 - General Supervisor II

**ZONE 3**

1 - Labor Supervisor II
7 - Equipment Operator II
4 - Equipment Operator I
1 - Laborer I

**ZONE 4**

1 - Labor Supervisor II
4 - Equipment Operator II
5 - Equipment Operator I
1 - Laborer

### INTER-ZONE ACTIVITIES

Perform major maintenance operations, including repairing, overlay, stabilization, joint-crack sealing, mud-jacking and surface sealing.

1 - Labor Supervisor II
2 - Equipment Operator II Supervisor
7 - Equipment Operator II
11 - Equipment Operator I
1 - Laborer I (Seasonal)

DIRECTOR OF OPERATIONS AND MAINTENANCE

## LITTER CONTROL DIVISION

Responsible for planning, directing and coordinating all street sweeping, flushing, salting, sanding, snow plowing and other street cleaning operations. Responsible for developing a comprehensive weed mowing and noxious weeds eradication program, including lot cleanup.

1 - Litter Control Director
1 - Administrative Aide I

### STREET SWEEPING AND SNOW REMOVAL SECTION

Sweep residential areas during day hours, and core area and arterials at night, using mechanical sweepers. Manually pick up litter and trash on medials and along major thoroughfares. Pick up trash from core area public trash receptacles. Responsible for coordinating all snow removal and ice control operations.

1 - Street Cleaning Supervisor
1 - General Supervisor II

DAY OPERATIONS
1 - Labor Supervisor II
12 - Equipment Operator II
2 - Equipment Operator I
2 - Laborer I

NIGHT OPERATIONS
1 - Labor Supervisor I
4 - Equipment Operator II
1 - Equipment Operator I

LITTER COLLECTION
1 - Equipment Operator I
1 - Equipment Operator I (Downtown Sweeping)**

LOT CLEANUP
2 - Equipment Operator II (Seasonal)
6 - Equipment Operator I (Seasonal)

### WEED MOWING AND NOXIOUS WEEDS ACTIVITIES

Mow weeds on public right-of-way. Mow weeds on private property per ordinance. Spray noxious weeds. Maintain Highland Cemetery grounds.

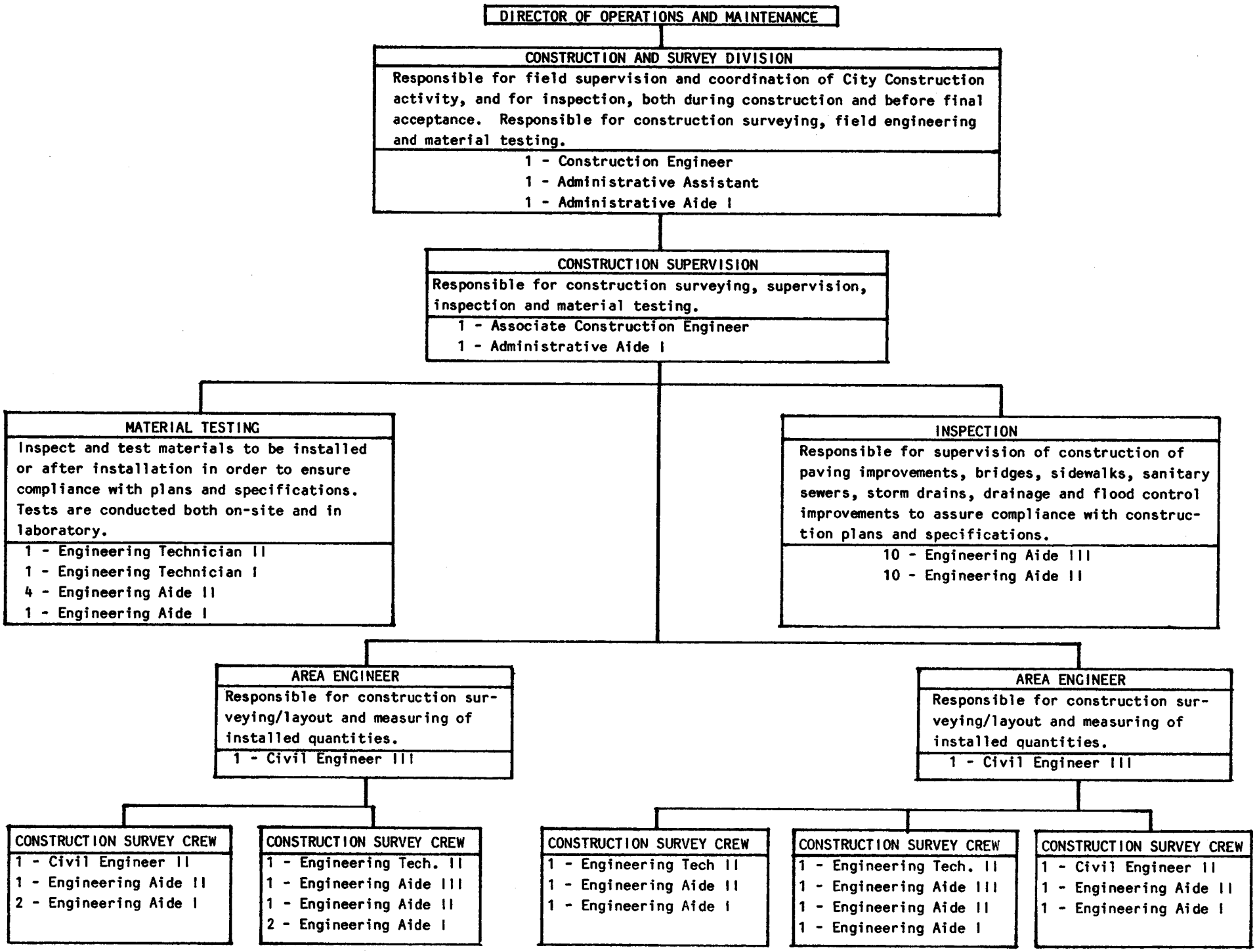
1 - General Supervisor I

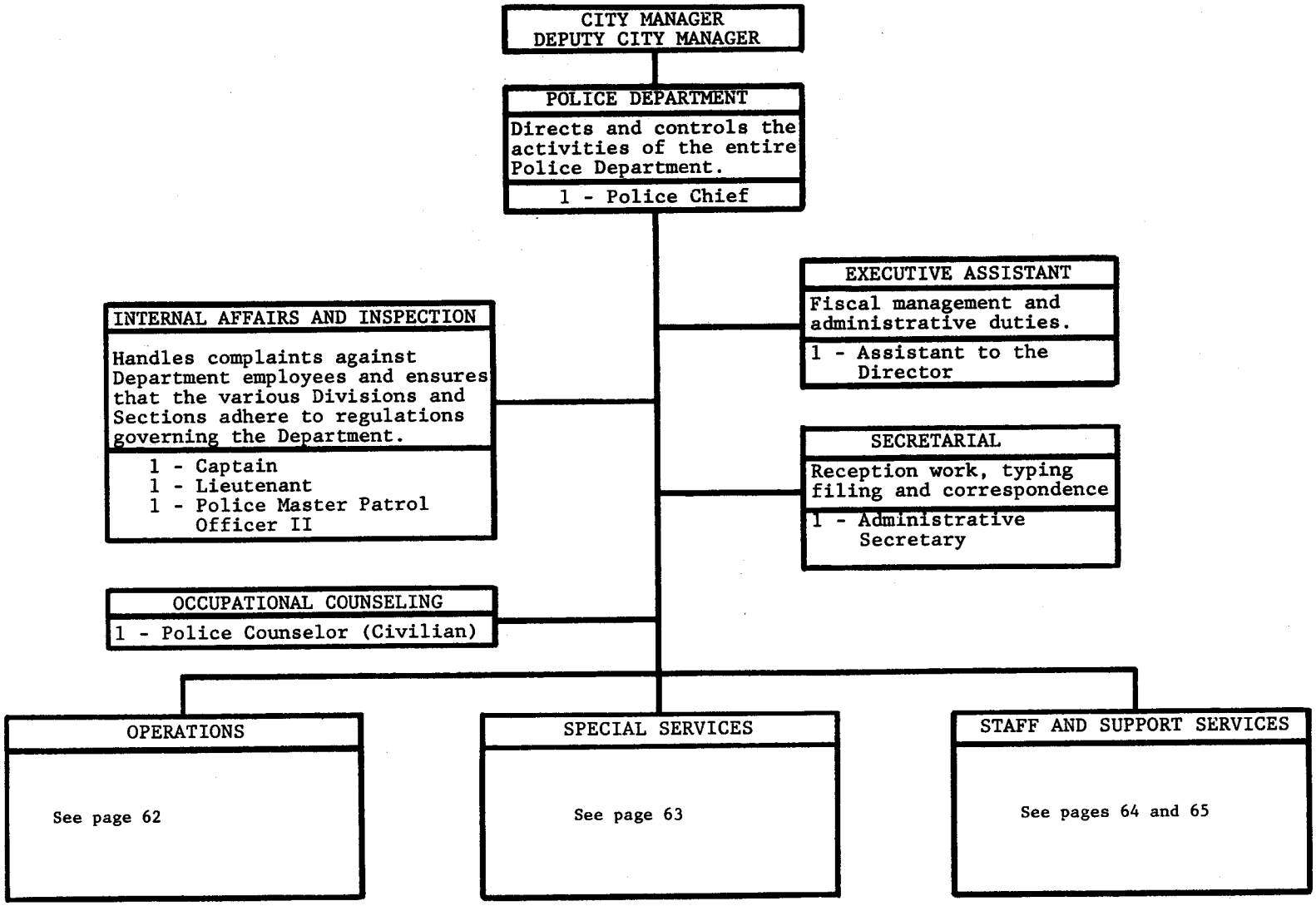
WEED MOWING
1 - Labor Supervisor I
21 - Equipment Operator I (Seasonal)
1 - Account Clerk II (Seasonal
2 - Account Clerk I (Seasonal)

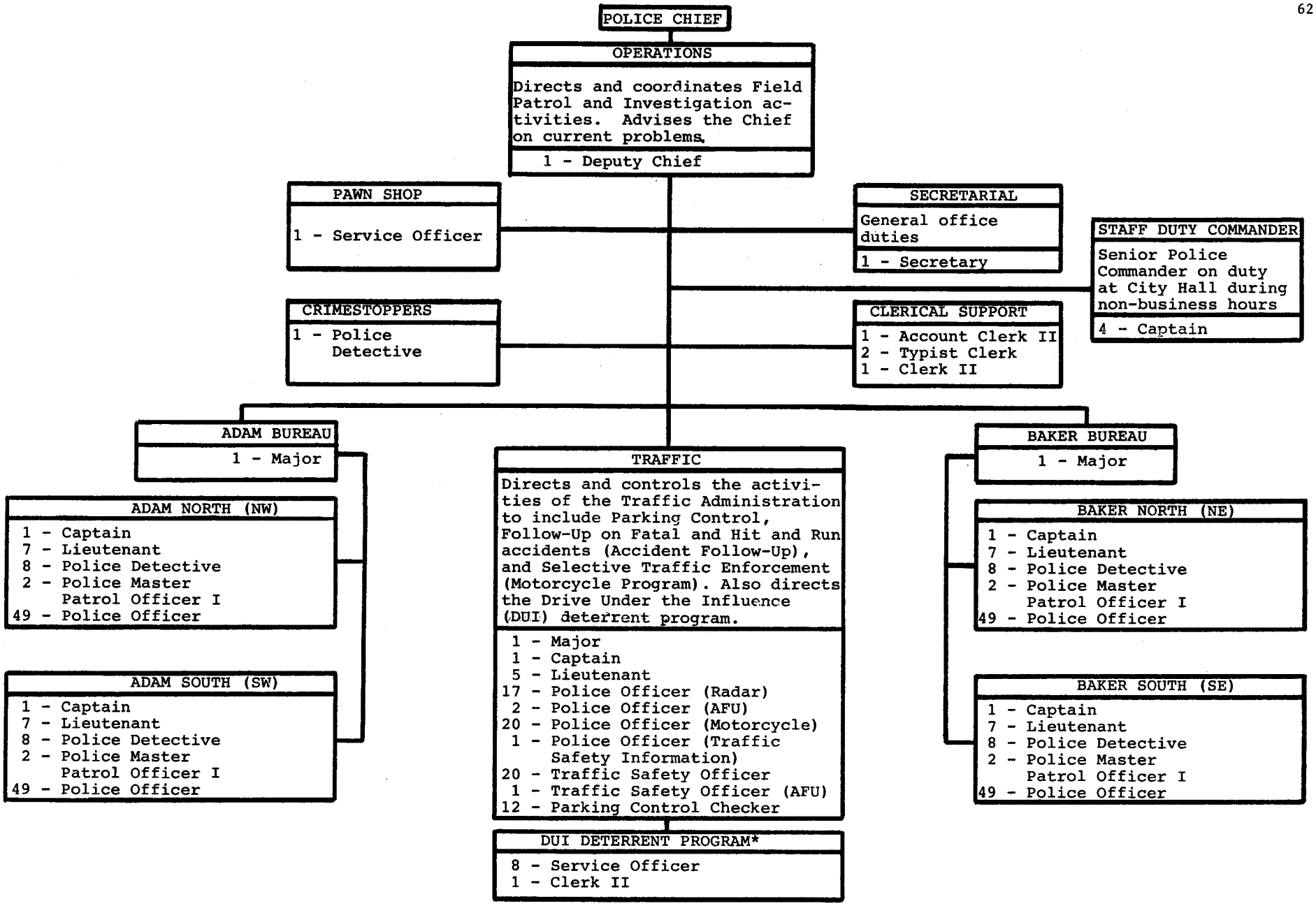
HIGHLAND CEMETERY
1 - Equipment Operator II (Seasonal)
1 - Equipment Operator I (Seasonal)

NOXIOUS WEEDS
1 - Noxious Weed Supervisor
2 - Equipment Operator I (Seasonal)

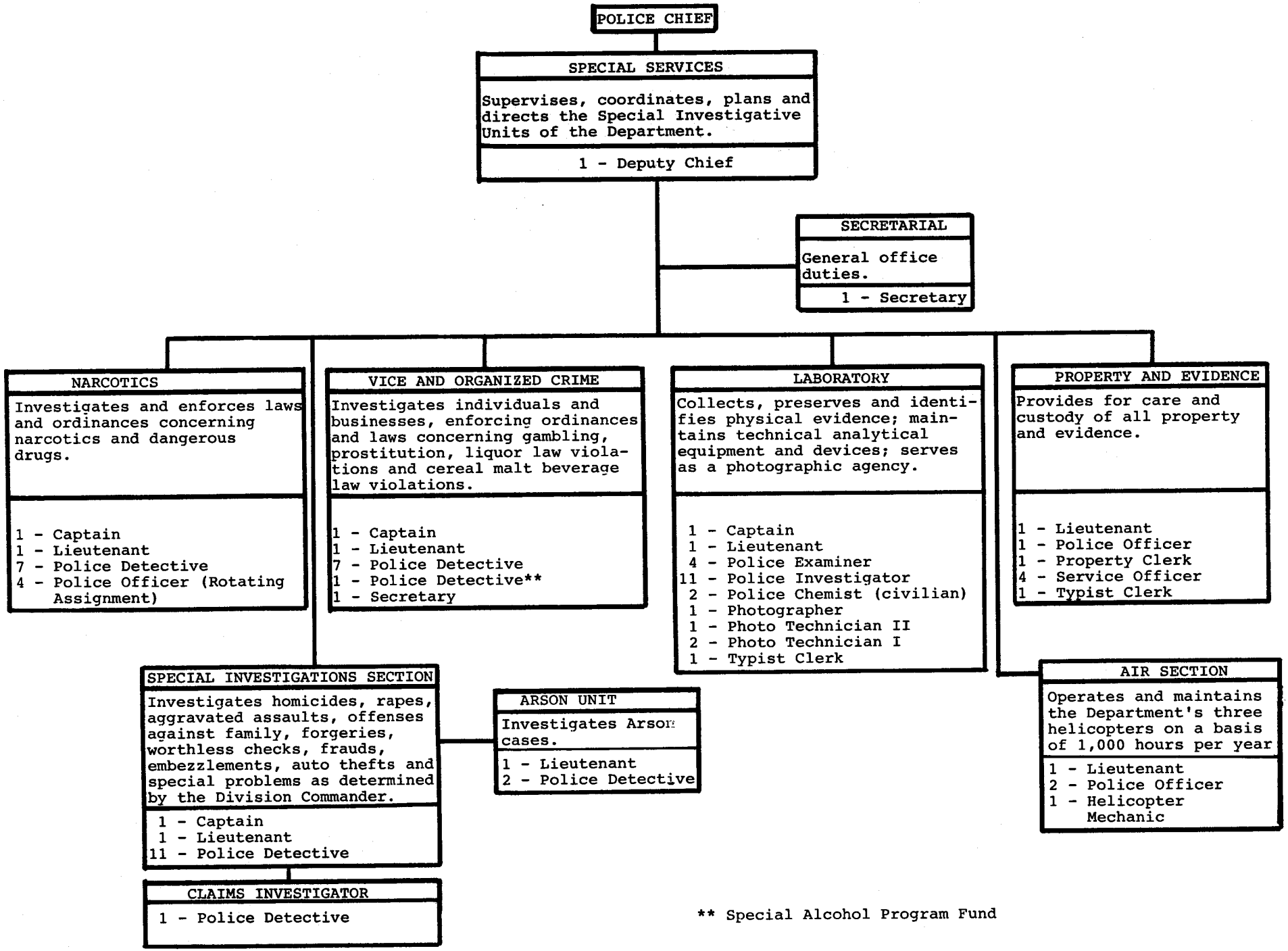
**This position is funded by the City and the Wichita Chamber of Commerce for downtown sidewalk sweeping and litter control.


DIRECTOR OF OPERATIONS AND MAINTENANCE
CONSTRUCTION AND SURVEY DIVISION
Responsible for field supervision and coordination of City Construction activity, and for inspection, both during construction and before final acceptance. Responsible for construction surveying, field engineering and material testing.
1 - Construction Engineer
1 - Administrative Assistant
1 - Administrative Aide I
CONSTRUCTION SUPERVISION
Responsible for construction surveying, supervision, inspection and material testing.
1 - Associate Construction Engineer
1 - Administrative Aide I
MATERIAL TESTING
Inspect and test materials to be installed or after installation in order to ensure compliance with plans and specifications. Tests are conducted both on-site and in laboratory.
1 - Engineering Technician II
1 - Engineering Technician I
4 - Engineering Aide II
1 - Engineering Aide I
INSPECTION
Responsible for supervision of construction of paving improvements, bridges, sidewalks, sanitary sewers, storm drains, drainage and flood control improvements to assure compliance with construction plans and specifications.
10 - Engineering Aide III
10 - Engineering Aide II
AREA ENGINEER
Responsible for construction surveying/layout and measuring of installed quantities.
1 - Civil Engineer III
AREA ENGINEER
Responsible for construction surveying/layout and measuring of installed quantities.
1 - Civil Engineer III
CONSTRUCTION SURVEY CREW
1 - Civil Engineer II
1 - Engineering Aide II
2 - Engineering Aide I
CONSTRUCTION SURVEY CREW
1 - Engineering Tech. II
1 - Engineering Aide III
1 - Engineering Aide II
2 - Engineering Aide I
CONSTRUCTION SURVEY CREW
1 - Engineering Tech II
1 - Engineering Aide II
1 - Engineering Aide I
CONSTRUCTION SURVEY CREW
1 - Engineering Tech. II
1 - Engineering Aide III
1 - Engineering Aide II
1 - Engineering Aide I
CONSTRUCTION SURVEY CREW
1 - Civil Engineer II
1 - Engineering Aide II
1 - Engineering Aide I

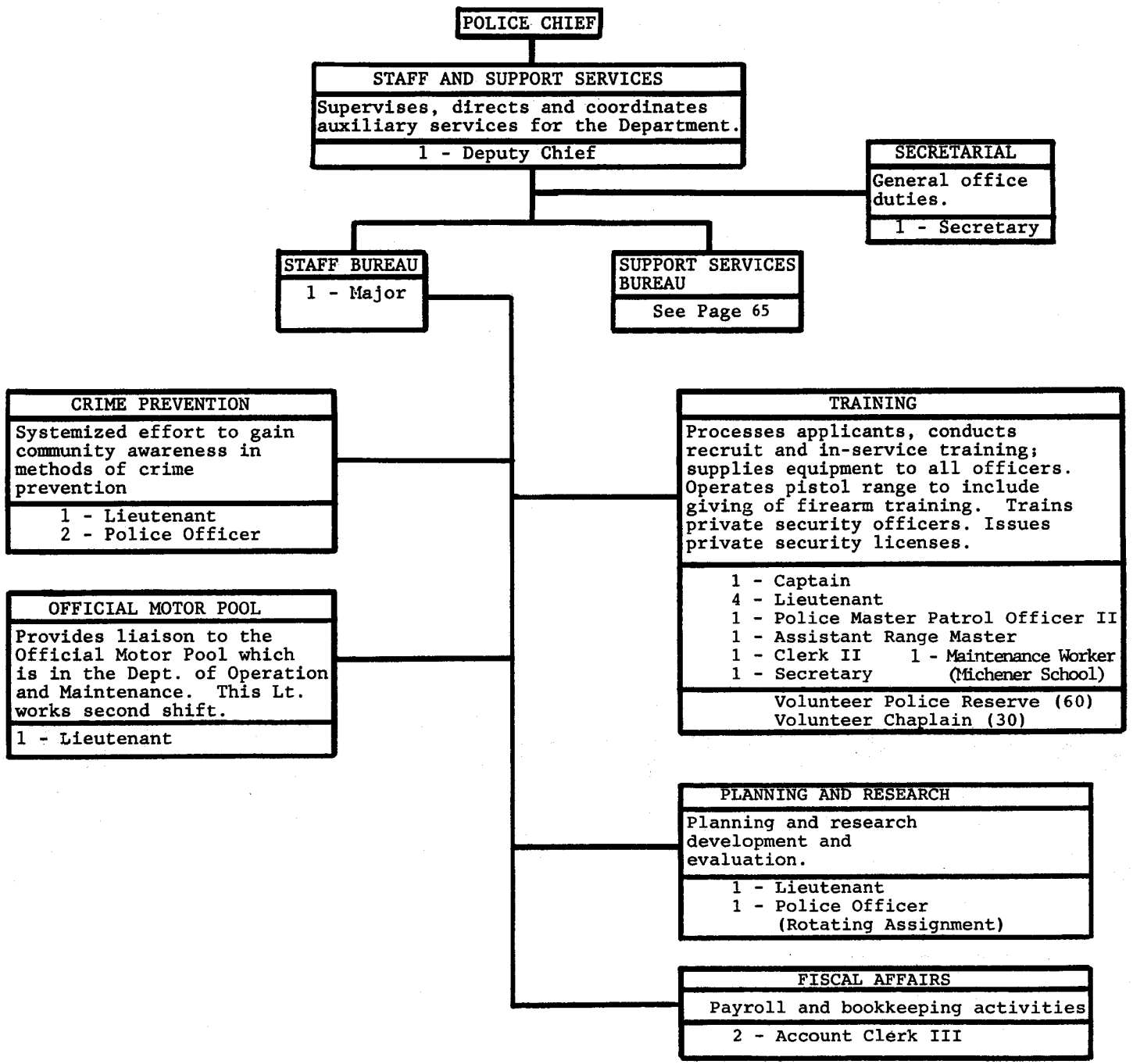

CITY MANAGER
DEPUTY CITY MANAGER
POLICE DEPARTMENT
Directs and controls the activities of the entire Police Department.
1 - Police Chief
EXECUTIVE ASSISTANT
Fiscal management and administrative duties.
1 - Assistant to the Director
INTERNAL AFFAIRS AND INSPECTION
Handles complaints against Department employees and ensures that the various Divisions and Sections adhere to regulations governing the Department.
1 - Captain
1 - Lieutenant
1 - Police Master Patrol Officer II
SECRETARIAL
Reception work, typing filing and correspondence
1 - Administrative Secretary
OCCUPATIONAL COUNSELING
1 - Police Counselor (Civilian)
OPERATIONS
See page 62
SPECIAL SERVICES
See page 63
STAFF AND SUPPORT SERVICES
See pages 64 and 65

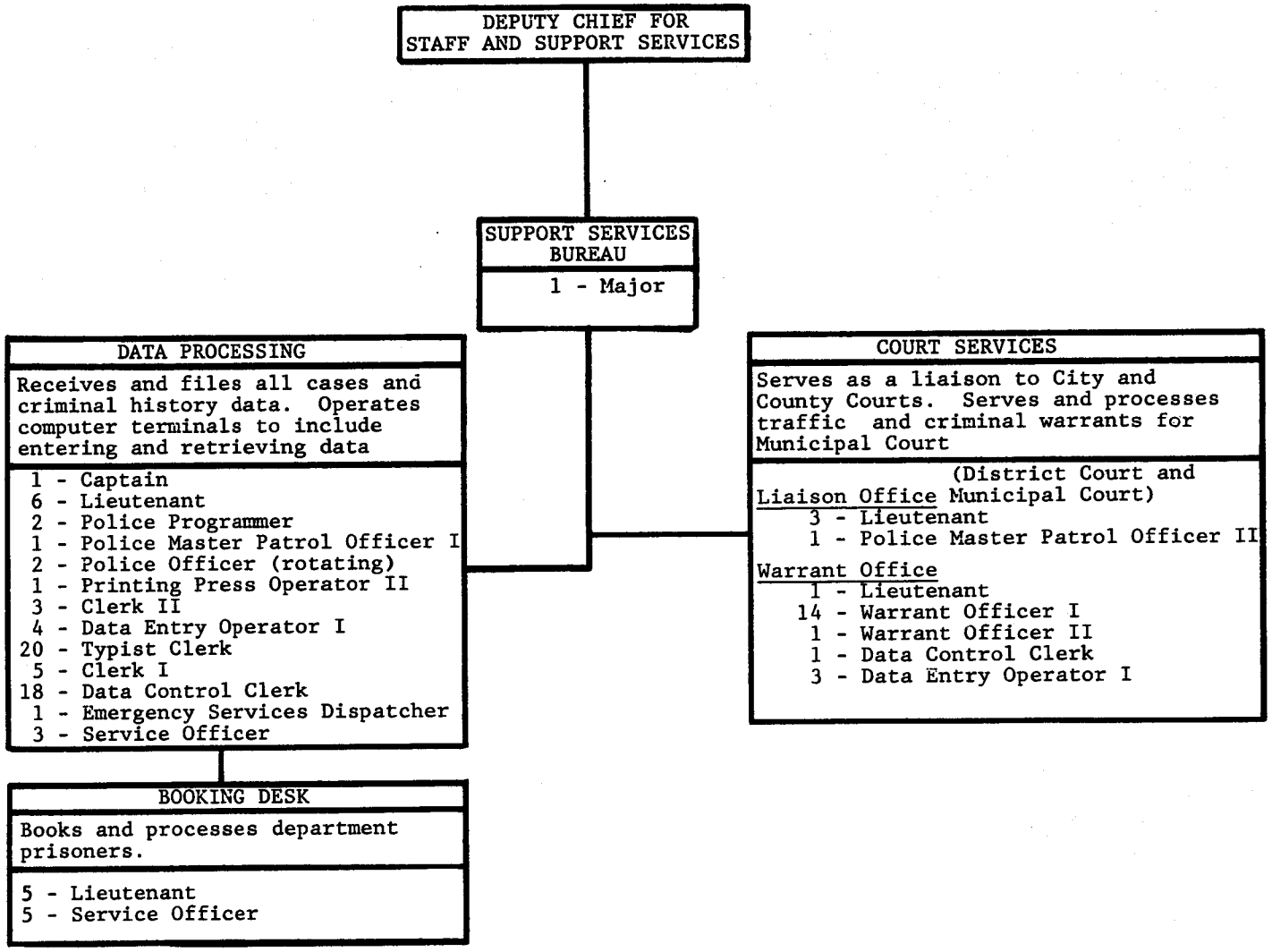


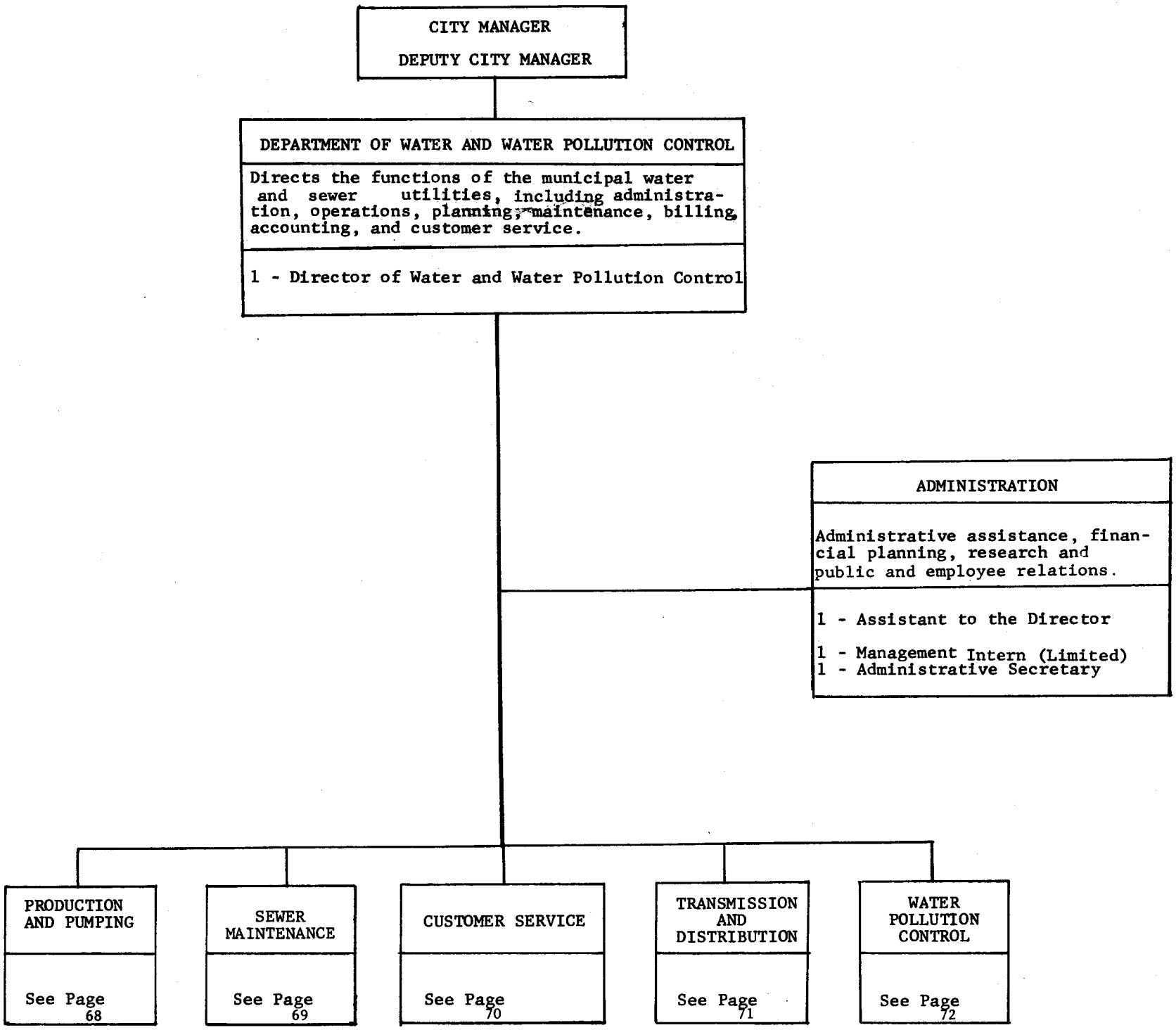

* Federal Grant

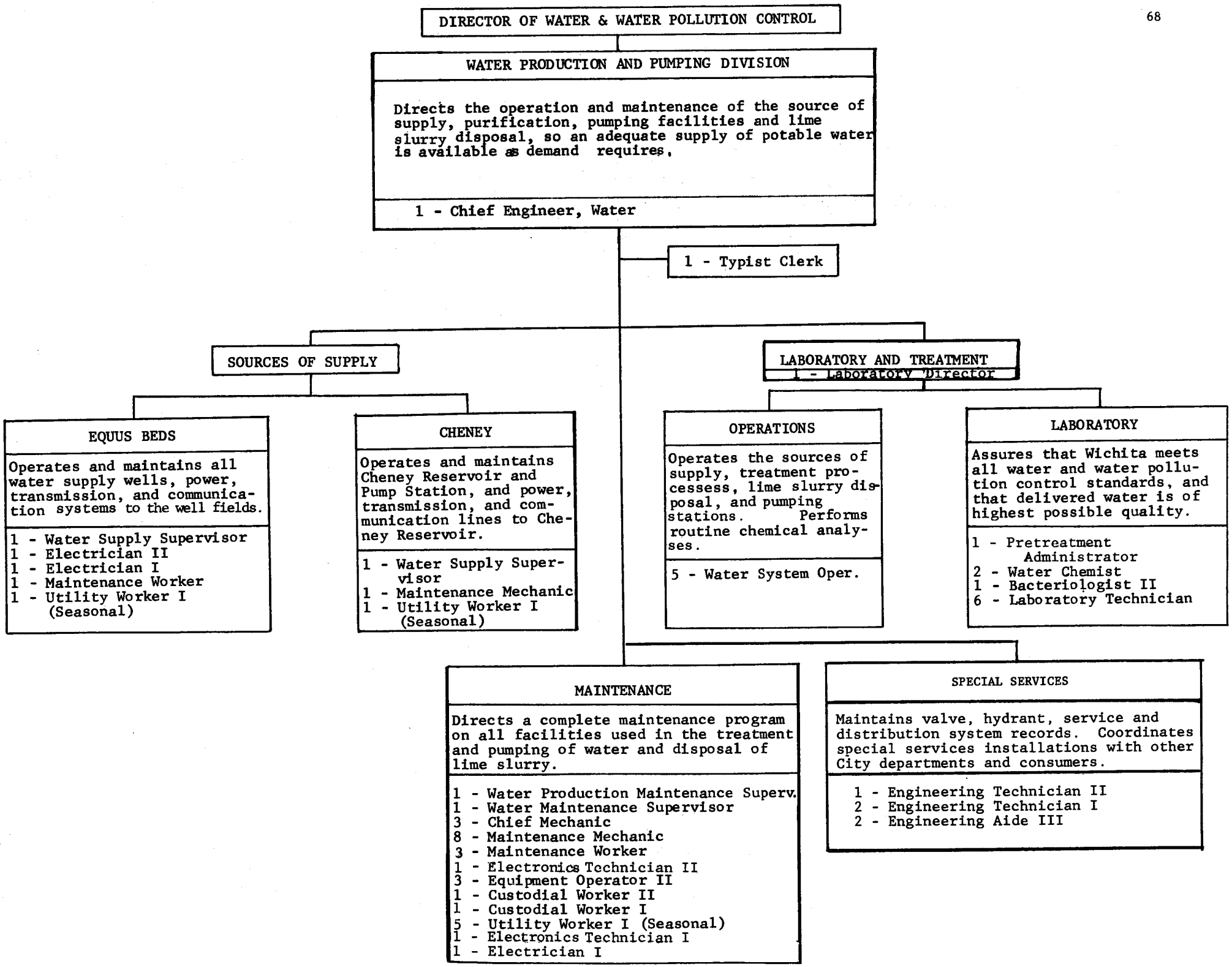


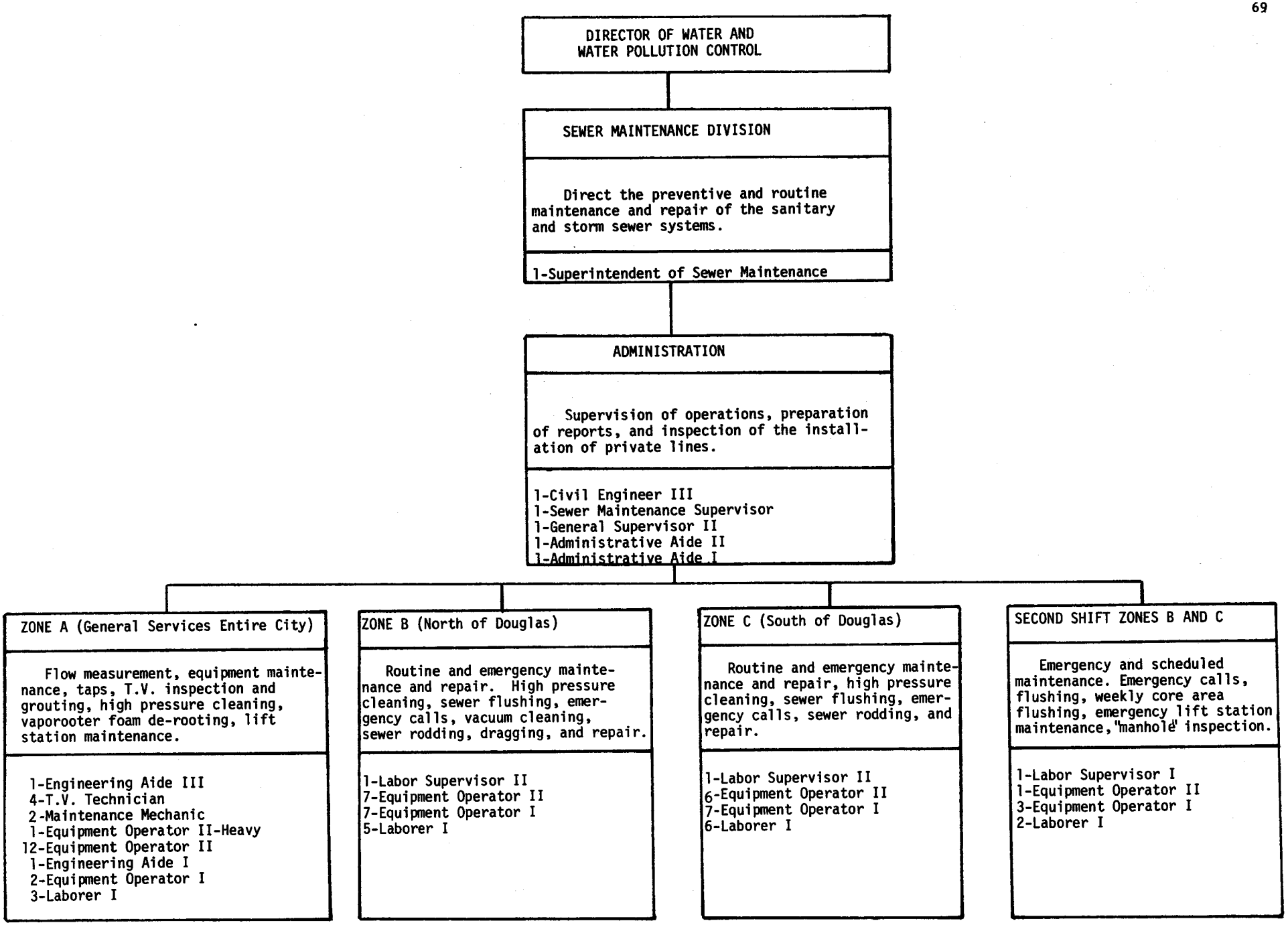

** Special Alcohol Program Fund

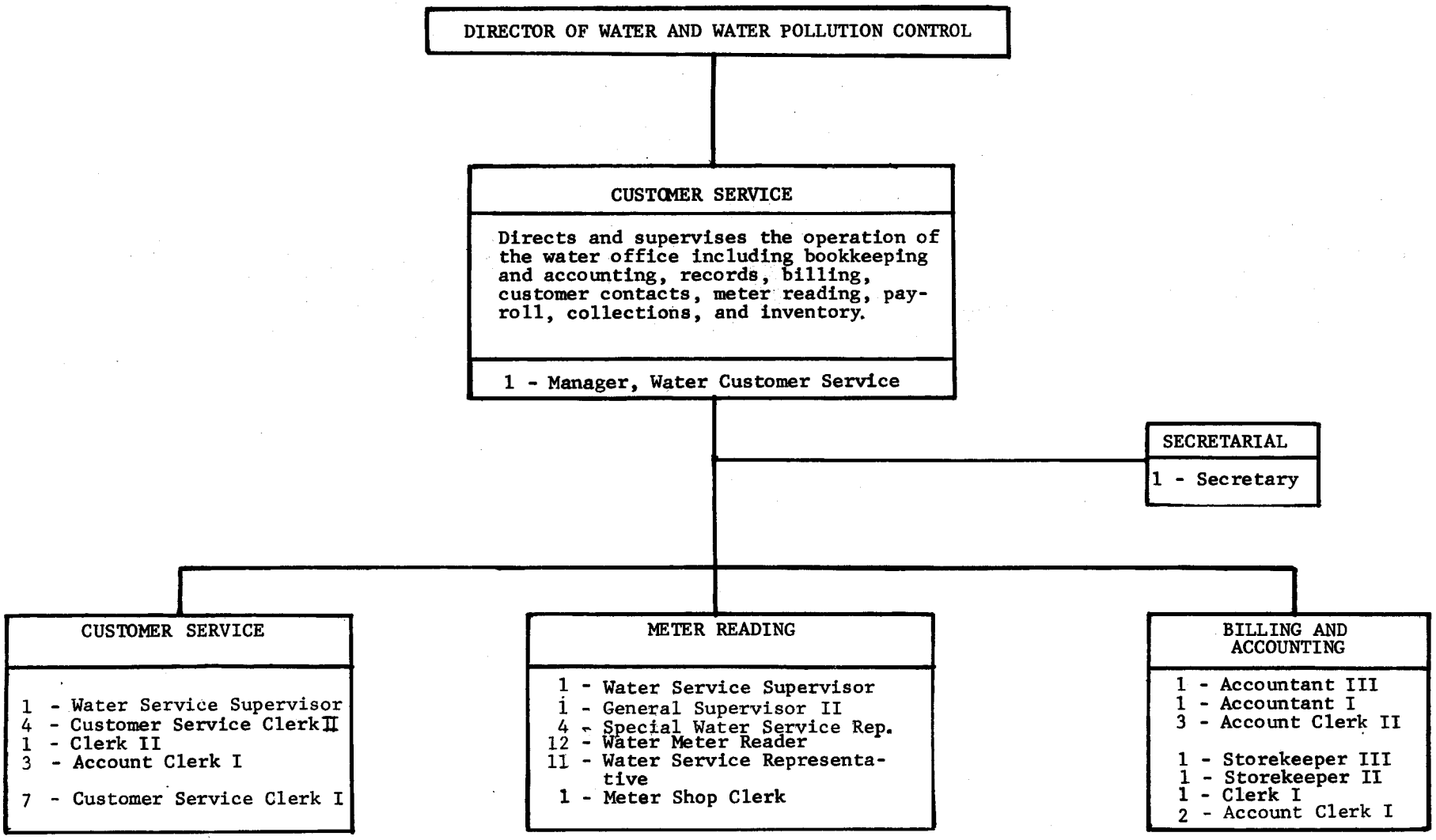

POLICE CHIEF
STAFF AND SUPPORT SERVICES
Supervises, directs and coordinates auxiliary services for the Department.
1 - Deputy Chief
SECRETARIAL
General office duties.
1 - Secretary
STAFF BUREAU
1 - Major
SUPPORT SERVICES BUREAU
See Page 65
CRIME PREVENTION
Systemized effort to gain community awareness in methods of crime prevention
1 - Lieutenant
2 - Police Officer
OFFICIAL MOTOR POOL
Provides liaison to the Official Motor Pool which is in the Dept. of Operation and Maintenance. This Lt. works second shift.
1 - Lieutenant
TRAINING
Processes applicants, conducts recruit and in-service training; supplies equipment to all officers. Operates pistol range to include giving of firearm training. Trains private security officers. Issues private security licenses.
1 - Captain
4 - Lieutenant
1 - Police Master Patrol Officer II
1 - Assistant Range Master
1 - Clerk II
1 - Secretary
1 - Maintenance Worker (Michener School)
Volunteer Police Reserve (60)
Volunteer Chaplain (30)
PLANNING AND RESEARCH
Planning and research development and evaluation.
1 - Lieutenant
1 - Police Officer (Rotating Assignment)
FISCAL AFFAIRS
Payroll and bookkeeping activities
2 - Account Clerk III

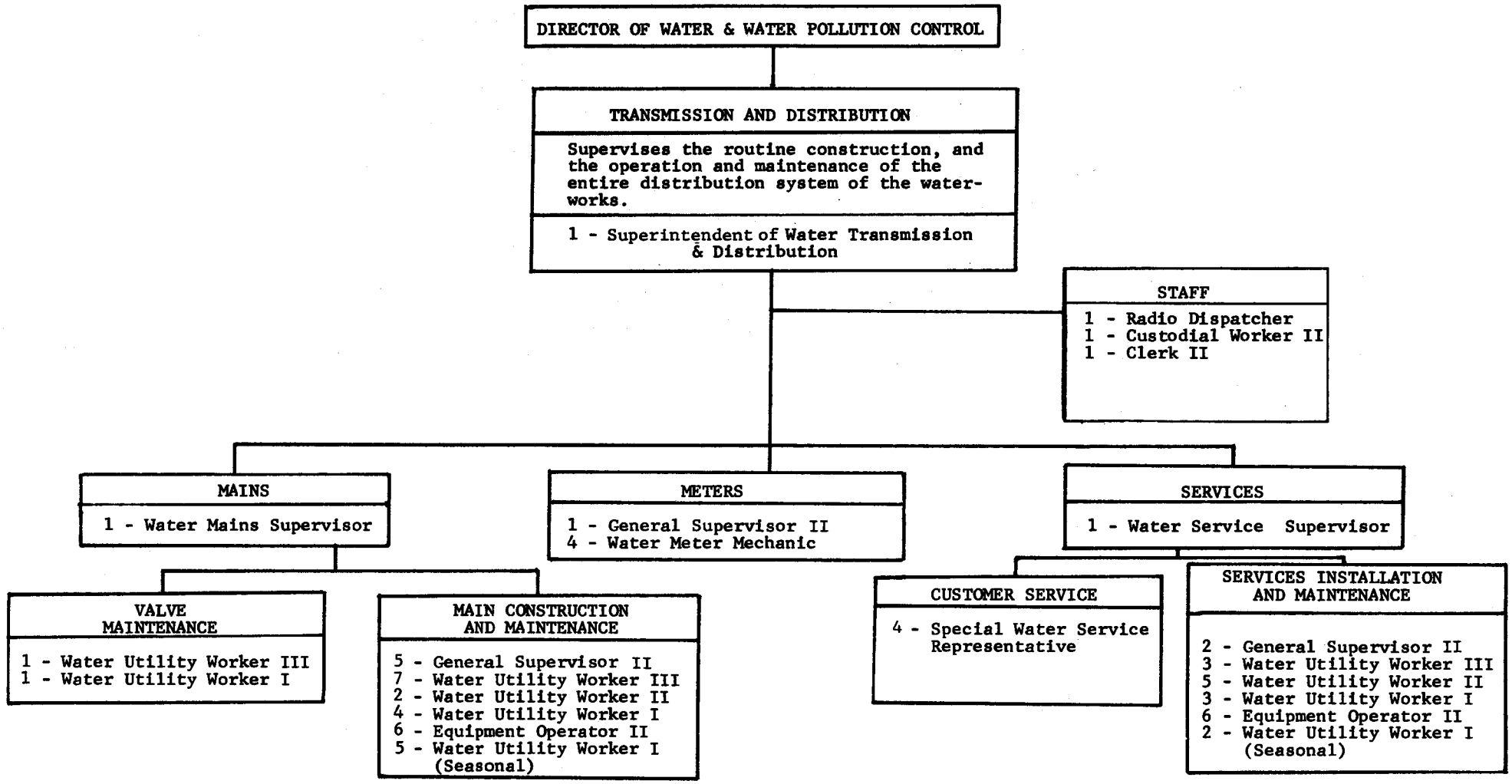

DEPUTY CHIEF FOR STAFF AND SUPPORT SERVICES
SUPPORT SERVICES BUREAU
1 - Major
DATA PROCESSING
Receives and files all cases and criminal history data. Operates computer terminals to include entering and retrieving data
1 - Captain
6 - Lieutenant
2 - Police Programmer
1 - Police Master Patrol Officer I
2 - Police Officer (rotating)
1 - Printing Press Operator II
3 - Clerk II
4 - Data Entry Operator I
20 - Typist Clerk
5 - Clerk I
18 - Data Control Clerk
1 - Emergency Services Dispatcher
3 - Service Officer
BOOKING DESK
Books and processes department prisoners.
5 - Lieutenant
5 - Service Officer
COURT SERVICES
Serves as a liaison to City and County Courts. Serves and processes traffic and criminal warrants for Municipal Court
Liaison Office (District Court and Municipal Court)
3 - Lieutenant
1 - Police Master Patrol Officer II
Warrant Office
1 - Lieutenant
14 - Warrant Officer I
1 - Warrant Officer II
1 - Data Control Clerk
3 - Data Entry Operator I

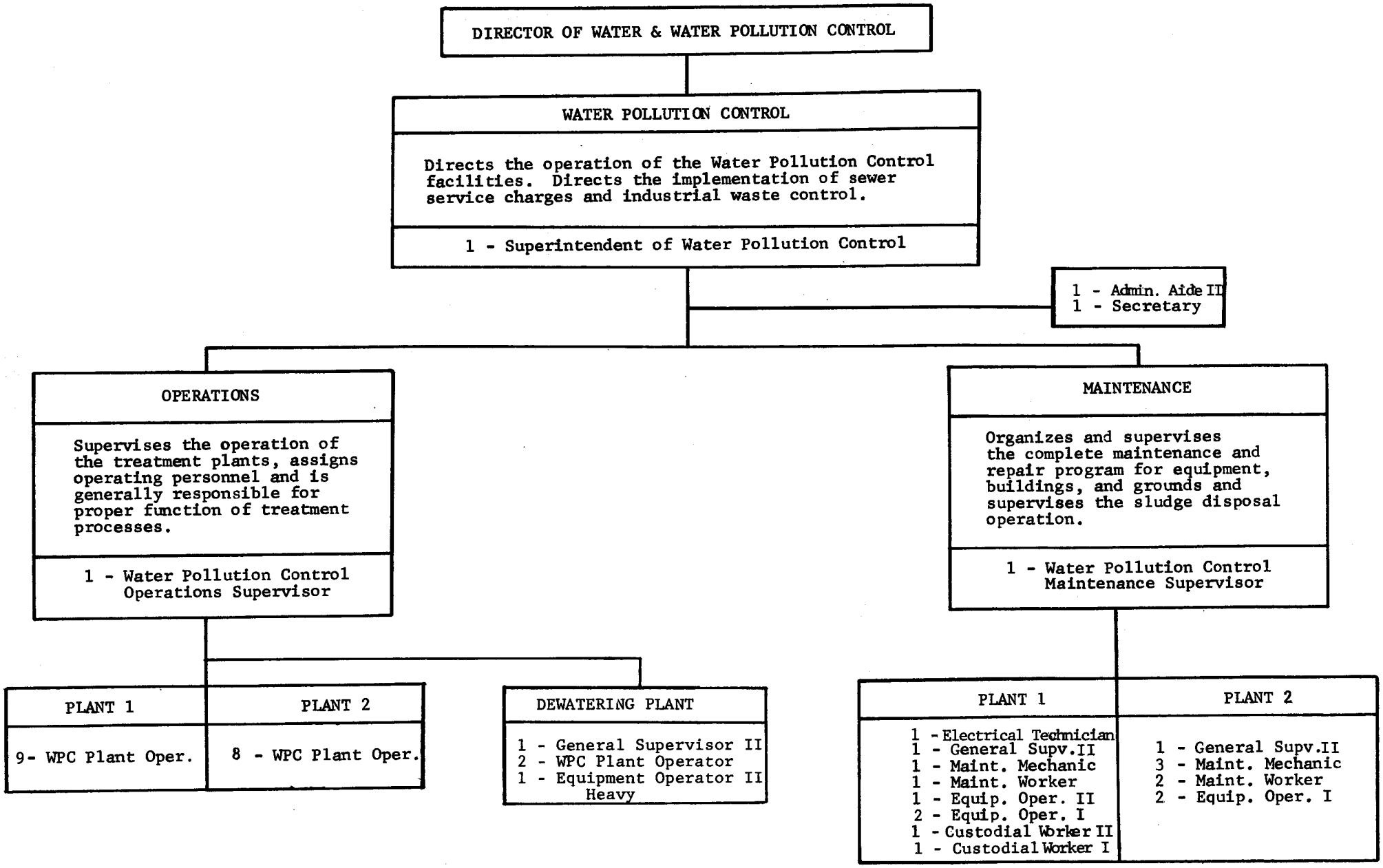

CITY MANAGER
DEPUTY CITY MANAGER
DEPARTMENT OF WATER AND WATER POLLUTION CONTROL
Directs the functions of the municipal water and sewer utilities, including administration, operations, planning, maintenance, billing, accounting, and customer service.
1 - Director of Water and Water Pollution Control
ADMINISTRATION
Administrative assistance, financial planning, research and public and employee relations.
1 - Assistant to the Director
1 - Management Intern (Limited)
1 - Administrative Secretary
PRODUCTION AND PUMPING
See Page 68
SEWER MAINTENANCE
See Page 69
CUSTOMER SERVICE
See Page 70
TRANSMISSION AND DISTRIBUTION
See Page 71
WATER POLLUTION CONTROL
See Page 72

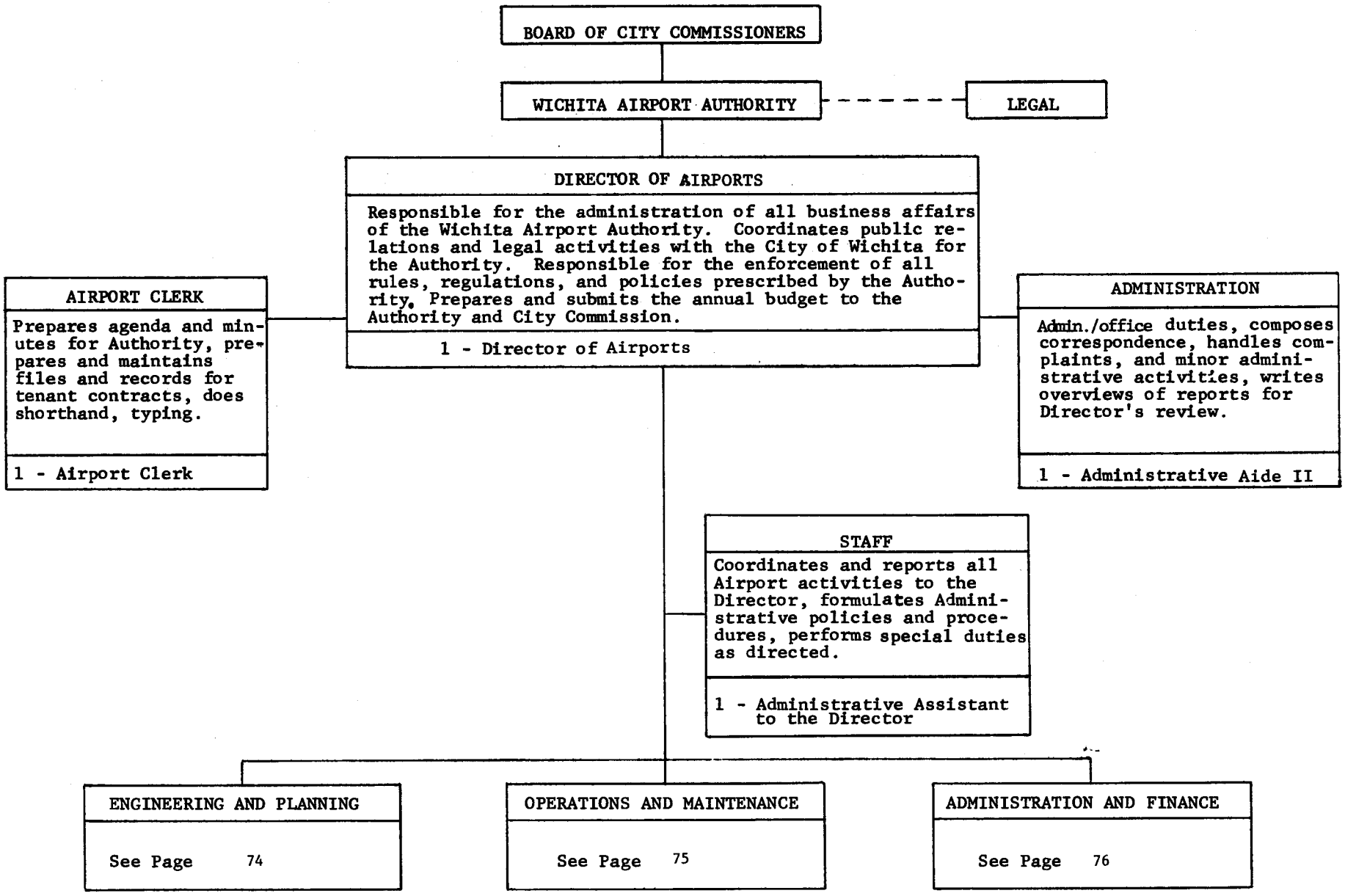

DIRECTOR OF WATER & WATER POLLUTION CONTROL
WATER PRODUCTION AND PUMPING DIVISION
Directs the operation and maintenance of the source of supply, purification, pumping facilities and lime slurry disposal, so an adequate supply of potable water is available as demand requires.
1 - Chief Engineer, Water
1 - Typist Clerk
SOURCES OF SUPPLY
LABORATORY AND TREATMENT
1 - Laboratory Director
EQUUS BEDS
Operates and maintains all water supply wells, power, transmission, and communication systems to the well fields.
1 - Water Supply Supervisor
1 - Electrician II
1 - Electrician I
1 - Maintenance Worker
1 - Utility Worker I (Seasonal)
CHENEY
Operates and maintains Cheney Reservoir and Pump Station, and power, transmission, and communication lines to Cheney Reservoir.
1 - Water Supply Supervisor
1 - Maintenance Mechanic
1 - Utility Worker I (Seasonal)
OPERATIONS
Operates the sources of supply, treatment processess, lime slurry disposal, and pumping stations. Performs routine chemical analyses.
5 - Water System Oper.
LABORATORY
Assures that Wichita meets all water and water pollution control standards, and that delivered water is of highest possible quality.
1 - Pretreatment Administrator
2 - Water Chemist
1 - Bacteriologist II
6 - Laboratory Technician
MAINTENANCE
Directs a complete maintenance program on all facilities used in the treatment and pumping of water and disposal of lime slurry.
1 - Water Production Maintenance Superv.
1 - Water Maintenance Supervisor
3 - Chief Mechanic
8 - Maintenance Mechanic
3 - Maintenance Worker
1 - Electronics Technician II
3 - Equipment Operator II
1 - Custodial Worker II
1 - Custodial Worker I
5 - Utility Worker I (Seasonal)
1 - Electronics Technician I
1 - Electrician I
SPECIAL SERVICES
Maintains valve, hydrant, service and distribution system records. Coordinates special services installations with other City departments and consumers.
1 - Engineering Technician II
2 - Engineering Technician I
2 - Engineering Aide III


DIRECTOR OF WATER AND WATER POLLUTION CONTROL
SEWER MAINTENANCE DIVISION
Direct the preventive and routine maintenance and repair of the sanitary and storm sewer systems.
1-Superintendent of Sewer Maintenance
ADMINISTRATION
Supervision of operations, preparation of reports, and inspection of the installation of private lines.
1-Civil Engineer III
1-Sewer Maintenance Supervisor
1-General Supervisor II
1-Administrative Aide II
1-Administrative Aide I
ZONE A (General Services Entire City)
Flow measurement, equipment maintenance, taps, T.V. inspection and grouting, high pressure cleaning, vaporooter foam de-rooting, lift station maintenance.
1-Engineering Aide III
4-T.V. Technician
2-Maintenance Mechanic
1-Equipment Operator II-Heavy
12-Equipment Operator II
1-Engineering Aide I
2-Equipment Operator I
3-Laborer I
ZONE B (North of Douglas)
Routine and emergency maintenance and repair. High pressure cleaning, sewer flushing, emergency calls, vacuum cleaning, sewer rodding, dragging, and repair.
1-Labor Supervisor II
7-Equipment Operator II
7-Equipment Operator I
5-Laborer I
ZONE C (South of Douglas)
Routine and emergency maintenance and repair, high pressure cleaning, sewer flushing, emergency calls, sewer rodding, and repair.
1-Labor Supervisor II
6-Equipment Operator II
7-Equipment Operator I
6-Laborer I
SECOND SHIFT ZONES B AND C
Emergency and scheduled maintenance. Emergency calls, flushing, weekly core area flushing, emergency lift station maintenance, "manhole" inspection.
1-Labor Supervisor I
1-Equipment Operator II
3-Equipment Operator I
2-Laborer I


DIRECTOR OF WATER AND WATER POLLUTION CONTROL
CUSTOMER SERVICE
Directs and supervises the operation of the water office including bookkeeping and accounting, records, billing, customer contacts, meter reading, payroll, collections, and inventory.
1 - Manager, Water Customer Service
SECRETARIAL
1 - Secretary
CUSTOMER SERVICE
1 - Water Service Supervisor
4 - Customer Service Clerk II
1 - Clerk II
3 - Account Clerk I
7 - Customer Service Clerk I
METER READING
1 - Water Service Supervisor
1 - General Supervisor II
4 - Special Water Service Rep.
12 - Water Meter Reader
11 - Water Service Representative
1 - Meter Shop Clerk
BILLING AND ACCOUNTING
1 - Accountant III
1 - Accountant I
3 - Account Clerk II
1 - Storekeeper III
1 - Storekeeper II
1 - Clerk I
2 - Account Clerk I


DIRECTOR OF WATER & WATER POLLUTION CONTROL
TRANSMISSION AND DISTRIBUTION
Supervises the routine construction, and the operation and maintenance of the entire distribution system of the water-works.
1 - Superintendent of Water Transmission & Distribution
STAFF
1 - Radio Dispatcher
1 - Custodial Worker II
1 - Clerk II
MAINS
1 - Water Mains Supervisor
METERS
1 - General Supervisor II
4 - Water Meter Mechanic
SERVICES
1 - Water Service Supervisor
VALVE MAINTENANCE
1 - Water Utility Worker III
1 - Water Utility Worker I
MAIN CONSTRUCTION AND MAINTENANCE
5 - General Supervisor II
7 - Water Utility Worker III
2 - Water Utility Worker II
4 - Water Utility Worker I
6 - Equipment Operator II
5 - Water Utility Worker I (Seasonal)
CUSTOMER SERVICE
4 - Special Water Service Representative
SERVICES INSTALLATION AND MAINTENANCE
2 - General Supervisor II
3 - Water Utility Worker III
5 - Water Utility Worker II
3 - Water Utility Worker I
6 - Equipment Operator II
2 - Water Utility Worker I (Seasonal)


DIRECTOR OF WATER & WATER POLLUTION CONTROL
WATER POLLUTION CONTROL
Directs the operation of the Water Pollution Control facilities. Directs the implementation of sewer service charges and industrial waste control.
1 - Superintendent of Water Pollution Control
1 - Admin. Aide II
1 - Secretary
OPERATIONS
Supervises the operation of the treatment plants, assigns operating personnel and is generally responsible for proper function of treatment processes.
1 - Water Pollution Control Operations Supervisor
MAINTENANCE
Organizes and supervises the complete maintenance and repair program for equipment, buildings, and grounds and supervises the sludge disposal operation.
1 - Water Pollution Control Maintenance Supervisor
PLANT 1
9- WPC Plant Oper.
PLANT 2
8 - WPC Plant Oper.
DEWATERING PLANT
1 - General Supervisor II
2 - WPC Plant Operator
1 - Equipment Operator II Heavy
PLANT 1
1 - Electrical Technician
1 - General Supv.II
1 - Maint. Mechanic
1 - Maint. Worker
1 - Equip. Oper. II
2 - Equip. Oper. I
1 - Custodial Worker II
1 - Custodial Worker I
PLANT 2
1 - General Supv.II
3 - Maint. Mechanic
2 - Maint. Worker
2 - Equip. Oper. I


BOARD OF CITY COMMISSIONERS
WICHITA AIRPORT AUTHORITY
LEGAL
DIRECTOR OF AIRPORTS
Responsible for the administration of all business affairs of the Wichita Airport Authority. Coordinates public relations and legal activities with the City of Wichita for the Authority. Responsible for the enforcement of all rules, regulations, and policies prescribed by the Authority. Prepares and submits the annual budget to the Authority and City Commission.
1 - Director of Airports
AIRPORT CLERK
Prepares agenda and minutes for Authority, prepares and maintains files and records for tenant contracts, does shorthand, typing.
1 - Airport Clerk
ADMINISTRATION
Admin./office duties, composes correspondence, handles complaints, and minor administrative activities, writes overviews of reports for Director's review.
1 - Administrative Aide II
STAFF
Coordinates and reports all Airport activities to the Director, formulates Administrative policies and procedures, performs special duties as directed.
1 - Administrative Assistant to the Director
ENGINEERING AND PLANNING
See Page 74
OPERATIONS AND MAINTENANCE
See Page 75
ADMINISTRATION AND FINANCE
See Page 76

DIRECTOR OF AIRPORTS

## ENGINEERING AND PLANNING

Directs and supervises all Airport engineering and planning activities. Assists in preparation of budget and capital improvement programs. Coordinates Federal Aid programs. Supervises development of plans and specifications and provides estimates of costs for projects. Acts in a liaison capacity with consulting engineers and architects and controls engineering and architectural projects.

1 - Director of Airport Engineering and Planning

### ADMINISTRATION

Secretarial duties, composes correspondence. Arranges and checks bidding procedures from advertising for bids to completion of contracts. Keeps current files on correspondence, specifications, and technical information pertaining to the airport. Assist supervisor with Federal Aid programs.

1 - Administrative Assistant
1 - Secretary

### DESIGN

Prepares plans and specifications; preliminary and final estimates; makes material reviews; recommends testing procedures on project materials; supervises and directs surveys, preliminary and final. Maintains engineering and property records. Prepares photographs, material for microfilming and other graphic material for project presentations and reports. Coordinates the development of plan for Airport field, hangars, and terminal area.

1 - Superintendent of Construction
1 - Engineering Aide II
1 - Engineering Aide I
2 - Engineering Technician II
1 - Engineering Technician I

## DIRECTOR OF AIRPORTS

### OPERATIONS AND MAINTENANCE

Develops policies and plans for Airport operations and maintenance; responsible for enforcement of rules and regulations pertaining to Airport safety. Assists in planning of expansion. Conducts liaison and public relations work in dealing with Federal and State regulatory authorities, users, and lessees of Airport operations and aircraft servicing. Oversees the maintenance of Airport facilities, other management functions as required.

1 - Director of Airport Operations

### SECRETARIAL

Responsibilities include shorthand, dictaphone transcribing, typing, compiling and submitting reports to state, national and private agencies, filing technical publications and information pertaining to Airport, providing public with Airport information.

1 - Secretary

### ASSISTANT AIRPORT MANAGER

Serves as staff support in the Airport's daily operation. Assumes Airport Manager's responsibilities in manager's absence. Provides supervision to all Airport maintenance and preventive maintenance programs.

1 - Assistant Director of Airport Operations

### AIRPORT SAFETY

Responsible for crash/fire operations, protection of life and property, enforcement of all laws, ordinances, Airport regulations and rules. Conduct daily inspections to assist maintenance personnel, and provide technical advice to the Airport Manager as required.

1 - Chief, Airport Safety
1 - Asst. Chief, Airport Safety
3 - Safety Supervisor
3 - Assistant Safety Supervisor
18 - Safety Officer II

### AIRFIELD MAINTENANCE

Responsibility is to keep airfield in operable condition by removal of snow, concrete and asphalt maintenance, and grounds maintenance. Tractors and trucks are used in projects of farming, snow removal, fence repair, erosion control, mowing and spraying, landscaping of the surrounding grounds, and grading of roads. Also responsible for maintaining shrubbery in terminal and administration building.

1 - Airport Field Maintenance Superintendent
1 - Airport Field Maint. Supervisor
1 - Construction Supervisor III
1 - Airport Gardening Supervisor II
1 - Equipment Operator II
10 - Equipment Operator I
2 - Laborer I
1 - Apprentice Worker
1 - Laborer 1 (PT-50%)
3 - Apprentice Worker (seasonal)

### AIRPORT EQUIPMENT MAINTENANCE

Responsible for the repair and preventive maintenance of all vehicles and related equipment on the airport, the scheduling of maintenance work, and coordinating the upkeep of all maintenance logs.

1 - Airport Equipment Maintenance Supervisor
2 - Automotive Mechanic

### AIRPORT BUILDING MAINTENANCE

Directs work in construction, repair and maintenance of airport buildings; repair, maintain and operate building machinery and equipment; operate and repair the airport water, sewerage, and electrical systems. Conduct inspections of all facilities and record all discrepancies as to malfunctions, fire hazards, etc.

1 - Airport Bldg. Maint. Superintendent
1 - Asst. Airport Bldg. Maint. Supt.
1 - Airport Bldg. Maint. Supervisor
4 - Airport Bldg. Maint. Mechanic
1 - Parts and Records Mechanic
1 - Airport Custodial Supervisor
5 - Maintenance Mechanic
4 - Custodial Worker II
1 - Maintenance Worker
9 - Custodial Worker I

DIRECTOR OF AIRPORTS

**ADMINISTRATION AND FINANCE**

Responsible for preparation of funds and fiscal reports, as well as related subsidiary documentation having application to contracts, budgets, receivables, payables, accounting, treasury, personnel, insurance, payroll, bonds, federal projects and records. Perform other management functions as requested by the Director.

1 - Director of Airport Administration

**FINANCE**

Computation of payroll, sick leave, vacation, Workers' Compensation; submission of personnel services for budget; annotates Journal Vouchers; prepares requisitions to purchasing managers; handles interdepartmental transfers and other personnel functions as directed by the Director of Airport Administration.

1 - Administrative Aide II

**RECEPTIONIST**

Receives and directs to proper location visitors, correspondence and telephone messages. Records and maintains a log of all account receivables received through the mail; maintains petty cash record book and types checks. Performs a variety of office functions, i.e., typing, filing, etc., and clerical duties as directed by the Director of Airport Administration.

1 - Secretary

**ACCOUNTING**

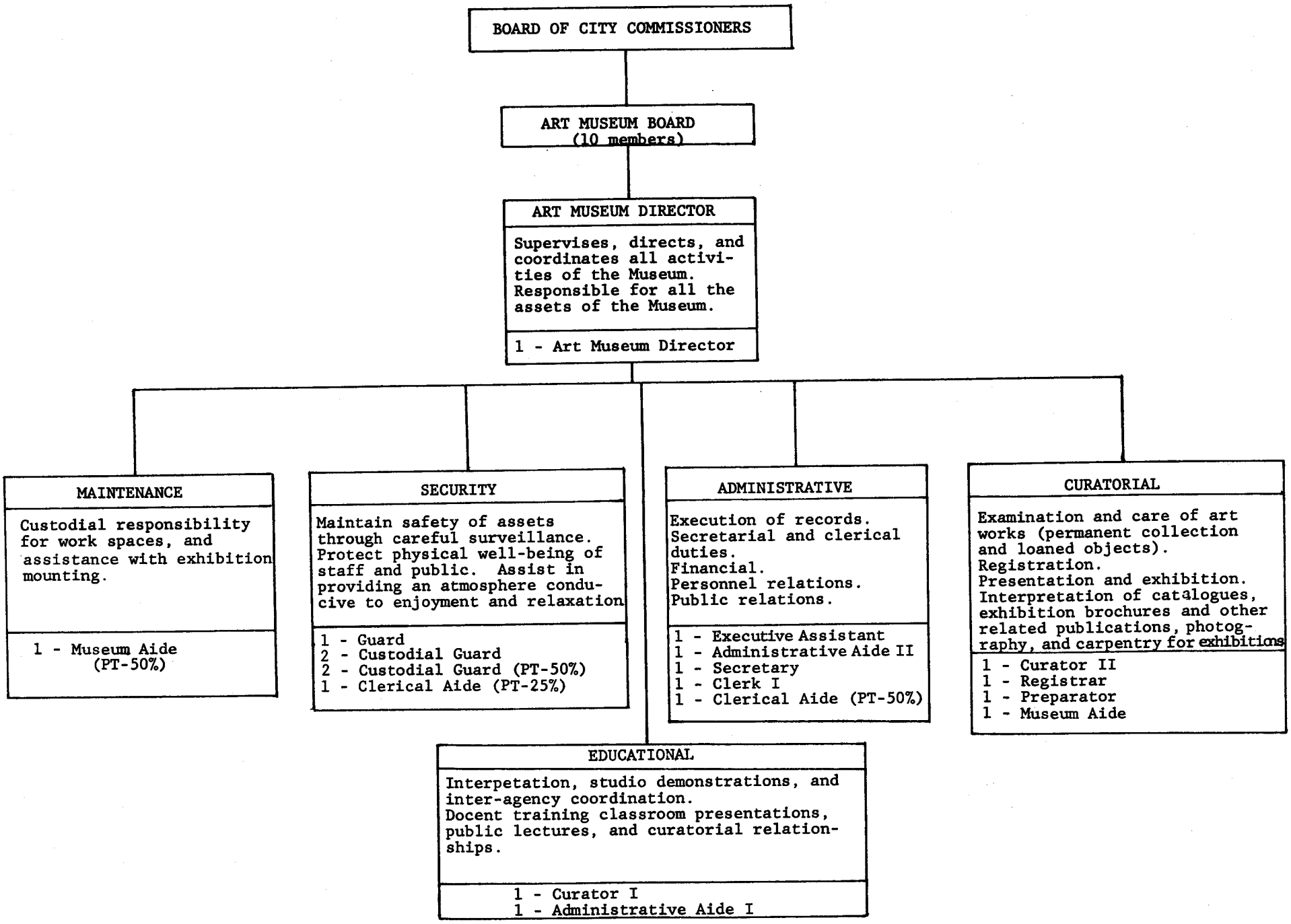
Annotates accounts receivable; age list; prepares accounts summary; PBX; sales tax reports; fuel reports; monthly statistical reports; assists in the compilation of data for annual budget; prepares summary for expenditures and revenues; and various other accounting functions as directed by the Director of Airport Administration.

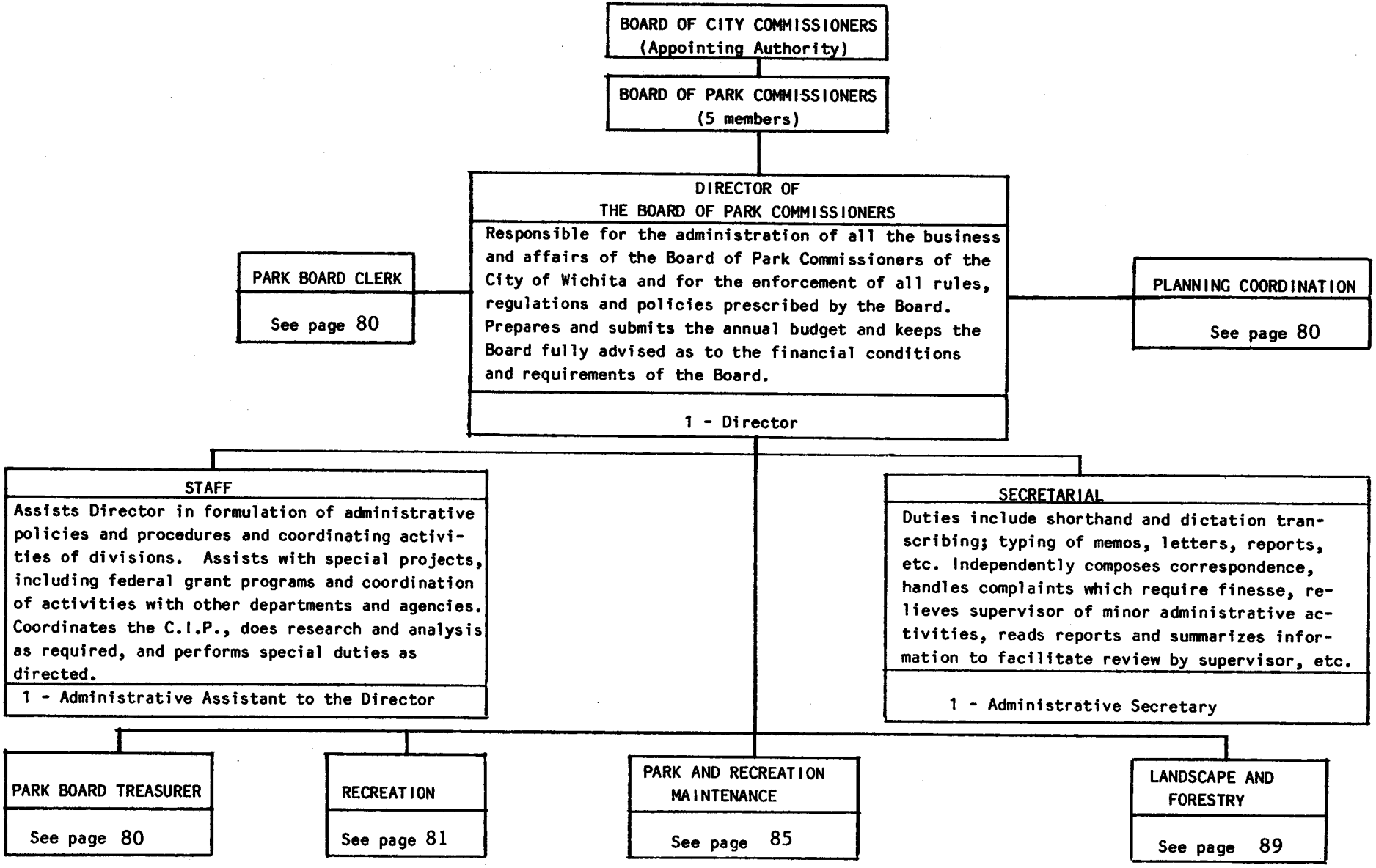
1 - Accountant I

**ADMINISTRATION**

Coordinates various administrative activities to assure completion of projects and follow-ups in a timely manner. Performs analytical studies for systems and methodological improvement and development of other special projects as requested by the Director of Airport Administration.

1 - Admministrative Assistant
1 - Administrative Aide II


BOARD OF CITY COMMISSIONERS
ART MUSEUM BOARD
(10 members)
ART MUSEUM DIRECTOR
Supervises, directs, and coordinates all activities of the Museum. Responsible for all the assets of the Museum.
1 - Art Museum Director
MAINTENANCE
Custodial responsibility for work spaces, and assistance with exhibition mounting.
1 - Museum Aide (PT-50%)
SECURITY
Maintain safety of assets through careful surveillance. Protect physical well-being of staff and public. Assist in providing an atmosphere conducive to enjoyment and relaxation.
1 - Guard
2 - Custodial Guard
2 - Custodial Guard (PT-50%)
1 - Clerical Aide (PT-25%)
ADMINISTRATIVE
Execution of records.
Secretarial and clerical duties.
Financial.
Personnel relations.
Public relations.
1 - Executive Assistant
1 - Administrative Aide II
1 - Secretary
1 - Clerk I
1 - Clerical Aide (PT-50%)
CURATORIAL
Examination and care of art works (permanent collection and loaned objects).
Registration.
Presentation and exhibition.
Interpretation of catalogues, exhibition brochures and other related publications, photography, and carpentry for exhibitions
1 - Curator II
1 - Registrar
1 - Preparator
1 - Museum Aide
EDUCATIONAL
Interpetation, studio demonstrations, and inter-agency coordination.
Docent training classroom presentations, public lectures, and curatorial relationships.
1 - Curator I
1 - Administrative Aide I


BOARD OF CITY COMMISSIONERS
(Appointing Authority)
BOARD OF PARK COMMISSIONERS
(5 members)
DIRECTOR OF
THE BOARD OF PARK COMMISSIONERS
Responsible for the administration of all the business and affairs of the Board of Park Commissioners of the City of Wichita and for the enforcement of all rules, regulations and policies prescribed by the Board. Prepares and submits the annual budget and keeps the Board fully advised as to the financial conditions and requirements of the Board.
1 - Director
PARK BOARD CLERK
See page 80
PLANNING COORDINATION
See page 80
STAFF
Assists Director in formulation of administrative policies and procedures and coordinating activities of divisions. Assists with special projects, including federal grant programs and coordination of activities with other departments and agencies. Coordinates the C.I.P., does research and analysis as required, and performs special duties as directed.
1 - Administrative Assistant to the Director
SECRETARIAL
Duties include shorthand and dictation transcribing; typing of memos, letters, reports, etc. Independently composes correspondence, handles complaints which require finesse, relieves supervisor of minor administrative activities, reads reports and summarizes information to facilitate review by supervisor, etc.
1 - Administrative Secretary
PARK BOARD TREASURER
See page 80
RECREATION
See page 81
PARK AND RECREATION MAINTENANCE
See page 85
LANDSCAPE AND FORESTRY
See page 89

## DIRECTOR OF PARKS

### PARK BOARD CLERK

Recording Officer for Board, attends all regular meetings, prepares agenda for meetings, responsible for preparation of detailed minutes, responsible for preparation, filing, indexing of Park Board records; prepares drafts of agreements, contracts, leases for review by Director and Department of Law. Follow-up connected with work, particularly on agreements, contracts, leases with respect to record of expiration, option for renewal furnishing liability insurance coverage, performance bonds, etc., for presentation to the Board. Other duties are performed as may be required by Director and Park Board. Also assumes responsibility for compilation of data for Park Areas - Location and Facilities Book, with revisions as necessary.

1 - Park Board Clerk

### SECRETARIAL

Acts as receptionist for the Board of Park Commissioners. Answers all incoming calls for Administration Division and directs to proper person. Responsible for proper disposition and recording of all picnic permit requests received by mail or telephone, including preparation and mailing, inclusion on Summary sheet, and notifying supervisor when electricity or game equipment is required. Maintains long distance telephone call record, receives and identifies project bids for the Clerk, records house moving permits; and duplicates and distributes minutes and agenda of the Board of City Commissioners to Park Board personnel. Responsible for maintaining stationery and office supplies for stockroom. Types approved minutes of Board of Park Commissioners into permanent record book and maintains and types Annotation Book for Clerk. Miscellaneous typing and mimeographing.

1 - Secretary

### PARK BOARD TREASURER

Attends Board meetings, supervises all accounting, payroll and fiscal activities; handles insurance matters, retires Golf Revenue Bonds as required, coordinates budget preparation, and prepares financial statements to the Director and the Board of Park Commissioners. Maintains files and reports on federal grants. Audits all purchase requisitions.

1 - Park Board Treasurer

### ACCOUNTING

Carries out general accounting, files monthly sales tax reports, assists in preparation of monthly financial reports, checks and distributes payroll, maintains yearly work record for each employee, makes journal vouchers. Writes requisitions and payment authorization vouchers, audits night deposits and prepares daily cash reports, maintains revenue ledger indicating activity and facility, maintains accounts payable files.

1 - Account Clerk III
1 - Account Clerk I

### PLANNING COORDINATION

Coordinates between the Park Board Office, the Planning Department, and consultants performing design and planning functions for the Board of Park Commissioners.

1 - Park Board Planner

DIRECTOR OF PARKS

## RECREATION

Responsible for overall planning, promotion and direction of a diversified city-wide recreation program. Work includes the personnel planning evaluation of recreation activities in the light of community needs, interest and facilities, and the interpretation of policies. Makes arrangements for the use of public facilities under the control of agencies other than the Park Board, such as school and university buildings and grounds, and other buildings, etc. Assists organized groups in planning recreation activities involving the use of public recreation facilities. Organizes, directs, and supervises the activities and the use of public recreation facilities such as playgrounds, swimming pools, tennis courts, community centers, athletic fields, and other recreational facilities. Prepares correspondence and communications pertaining to the recreation division. Performs related work as required.

1 - Superintendent of Recreation

### SECRETARIAL AND GENERAL OFFICE

Administrative Secretary - Duties including shorthand, answers phone, directs inquiries, receives visitors, answers oral and written requests for information not requiring the attention of a supervisor, keeps appointments, takes reservations, prepares reports, maintains records of personnel, financial, legal, independently composes and types correspondence, applying knowledge of departmental operations and regulations, makes and verifies complex computations, handles and directs complaints which require finesse, relieves supervisor of minor administrative activities, performs related work as assigned.

Clerk II - Duties including receptionist, answer phone, takes reservations, prepares reports as directed, filing, tabulating, assists in proofreading various written material, maintains files, correspondence, forms, reports and other material, operates all office machines, issue various types of permits and collects money, writes receipts and performs other work as required.

1 - Administrative Secretary

2 - Clerk II

| EVERGREEN NEIGHBORHOOD FACILITIES CENTER | SUMMER PLAYGROUNDS SUMMER SPECIALISTS GOLDEN AGERS AND HANDICAPPED | BUILDING SUPERVISION ADULT ACTIVITIES PERFORMING ARTS | RECREATION CENTERS TINY-TOTS | SPORTS PROGRAMS WINTER ACTIVITIES | SWIMMING POOLS WATSON PARK ARTS & CRAFTS CENTER |
|---|---|---|---|---|---|
| See Page 82 | See Page 82 | See Page 83 | See Page 83 | See Page 84 | See Page 84 |

NOTE: The job titles of personnel for the various Recreation Programs that are Seasonal and Part-time are not the official City job titles, but instead are used to indicate what these employees actually do.

## SUPERINTENDENT OF RECREATION

### EVERGREEN NEIGHBORHOOD FACILITIES CENTER

Responsible for administering and overseeing all activities and functions at the Evergreen Neighborhood Facilities Center. Duties include record keeping, public relations, research to determine needs and evaluate program effectiveness, planning new programs to fill service gaps, interagency case conferences, neighborhood organization, and other administrative functions. Also, conducts in-service training programs and performs related work as required.

1 - General Recreation Supervisor

### EVERGREEN RECREATION CENTER

Responsible for the effective direction of the recreation program of Evergreen Recreation Center, including the supervision of activities, as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interest, enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders, promoting the recreation program at the center, and performing related duties.

1 - Recreation Supervisor I
10 - Program Leaders (Seasonal and PT)

### SUMMER PLAYGROUNDS - SUMMER SPECIALIST PROGRAMS - GOLDEN AGERS - HANDICAPPED

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs.

1 - General Recreation Supervisor

### GOLDEN AGERS AND HANDICAPPED

Supervisor of Golden Agers - These are part-time employees assigned to supervise Golden Age activities. Job duties include coordinating the functions of their particular Golden Age Club, submitting required reports, promoting the program, and other related duties.

Supervisor of Handicapped - Part-time employment dealing with the supervision and leadership of recreation programs for the handicapped. Job duties include planning and leading activities; promoting the program; submitting required reports; and other duties as assigned.

Supervisor of Retarded - Part-time employment dealing with supervision and leadership of recreation programs for the retarded. Job duties include planning and leading activities promoting the program, submitting required reports; and other related duties as assigned

3 - Supervisor of Golden Agers (PT)
4 - Supervisor of Handicapped (PT)
4 - Supervisor of Retarded (PT)

### SUMMER SPECIALIST AND SHOW WAGON

Summer Specialist Program Supervisor - This is part-time seasonal work of an instructional nature. These employees plan and conduct classes in specific recreation activities. Submit necessary reports and performs other related duties as assigned

Arts & Crafts Specialist Instructor - Part-time seasonal work involving planning and conducting classes in specific arts and crafts activities. Responsible for meeting the public; submitting necessary reports, such as attendance and damage reports; and performing related duties as assigned.

Show Wagon Supervisor - Responsible for planning and directing all Show Wagon production. Job duties include visiting each playground to aid playground leaders in preparing performance numbers, planning each production, submitting necessary reports and other related duties as assigned.

6 - Summer Specialist Program Supervisor (PT)
4 - Arts and Crafts Specialist Instructor (PT)
1 - Show Wagon Supervisor (PT)

### SUMMER PLAYGROUNDS

Area Supervisor - This is seasonal (summer) work dealing with the supervision of summer playgrounds. Job duties include supervision of summer playgrounds within an assigned area of the city, and other related duties.

Summer Playground Leader - Seasonal (summer) work dealing with the actual leading of recreation activities at summer playgrounds. Job duties include organizing and supervising playground activities such as games, sports, crafts, and storytelling; submitting required reports, maintaining discipline and order on a playground, and other related duties.

3 - Area Supervisor (seasonal)
98 - Summer Playground Leader (Seasonal)

### PART-TIME CENTER ACTIVITIES

Program Leaders - These are seasonal employees assigned to supervise and lead recreational activities such as sports, games, craft, music, dance, and others, and to perform other duties as assigned.

17 - Seasonal Part-Time

## SUPERINTENDENT OF RECREATION

### BUILDING SUPERVISION - ADULT ACTIVITIES - PERFORMING ARTS

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This General Recreation Supervisor is primarily concerned with directing those recreation programs involving performing arts, Adult Activities, Shelter Building rentals and supervision.

1 - General Recreation Supervisor

#### PERFORMING ARTS

This is part-time work dealing with an advanced level of recreation activity within the performing arts. These employees plan and conduct their own programs under the supervision and subject to the review of a General Recreation Supervisor. Submit necessary reports; meet and inform the general public; and perform related duties as assigned.

1- Performing Arts Supervisor (PT)

#### BUILDING SUPERVISION

This is part-time work dealing with the supervision of park shelter buildings. Job duties include opening the shelters for public rental purposes; assisting the public in providing for equipment needs and securing those facilities following rentals. These supervisors are required to submit necessary reports and perform related duties as assigned.

35 - Building Supervisor (PT)

#### ADULT ACTIVITY PROGRAMS

Adult Activity Leaders - These leaders are assigned to lead particular recreation activities such as sports, games, music, etc. They work under supervision of a Recreation Supervisor II. In addition to leading the prescribed activities, they are required to submit necessary reports, meet the public and perform related duties.

55 - Special Activity Leader (PT)

### RECREATION CENTERS - TINY TOTS

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees; conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This General Recreation Supervisor is primarily concerned with those areas involving Tiny Tots and full-time recreation centers.

1 - General Recreation Supervisor

#### TINY TOTS PROGRAMS

Tiny Tots Supervisor - This is part-time work of an instructional nature. These employees plan and conduct classes for young children. Submit necessary reports, meet and inform the general public, and perform related duties.

9 - Tiny Tots Supervisor (PT)

#### RECREATION CENTERS

Recreation Supervisor II - Responsible for the effective direction of recreation programs of a recreation center, including the supervision of activities as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interests; enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders; promoting the recreation program at the center; and performing related duties as assigned.

Recreation Supervisor I - Assists the Recreation Supervisor II in the direction of the recreation program in a recreation center, including the supervision of activities as well as paid and volunteer leaders.

Program Leaders - This is seasonal or part-time work in leading recreation activities at recreation centers. This work is performed under the supervision of the Recreation Supervisors I and II. Job duties include leading such recreation activities as music, crafts, story-telling, athletics and games.

9- Recreation Supervisor II
6- Recreation Supervisor I
47- Program Leader (Seasonal and PT)

## SUPERINTENDENT OF RECREATION

### SPORTS PROGRAMS (FULL & PART-TIME) - WINTER ACTIVITIES

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This supervisor is primarily concerned with directing those recreation programs involving sports programs and winter activities.

1 - General Recreation Supervisor

#### SPORT ACTIVITIES

Program Leaders - These are seasonal or part-time employees who lead a sports program at a playground or center. Duties include organizing teams, conducting practices, accompanying the teams to athletic contests, and maintaining assigned athletic equipment.
Sports Instructors - Seasonal, part-time employees give instruction in specific recreational sports activities (tennis, golf, etc.)
Attendants - Part-time seasonal employees who sell concessions; umpire; and keep records.

65- Program Leader (Seasonal and PT)
8- Sports Instructor (PT)
22- Attendant (Seasonal)

#### SPORTS SUPERVISION

Part-Time Sports Supervisor - Seasonal, part-time workers supervise individual sports programs, such as summer softball leagues or winter basketball leagues. The assign officials schedule games, enforce Park Board policies, submit necessary reports, perform related duties.
Stadium Manager - Sports Supervisor Seasonal, part-time employees deal with supervision of sports activities at a particular recreation facility, such as a ball park. They unlock and lock the facility, ready the facility for use, hire and pay ball shaggers, supervise ticket sales, etc.

5 - Sports Supervisor (Seasonal PT)
5 - Stadium Manager - Sports Supervisor (Seasonal)

#### WINTER ACTIVITIES

Part-time seasonal work dealing with the supervision of iceskating and sledding activities. Supervisors ensure safe conditions for these winter activities.

4 - Winter Activity Supr. (Seasonal)

### SWIMMING POOLS - WATSON PARK - ARTS & CRAFTS CENTER - EQUIPMENT REPAIR

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board Recreation programs, and performing related work as required.

1 - General Recreation Supervisor

#### WATSON PARK

Direct recreation program and maintenance of Watson Park including supervision of activities and employees. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of rangers and attendants, related duties as required.

1 - Watson Park Manager
1 - Watson Park Asst. Manager

4 - Ranger (PT)
16 - Attendant (Seasonal-PT)

2 - Apprentice Worker (PT)

#### ARTS & CRAFTS CENTER

Direct recreation program of an Arts & Crafts Center, supervise activities and paid and volunteer recreation leaders. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of paid and volunteer recreation leaders, promote the recreation program at the Arts & Crafts Center, perform related duties.

1 - Recreation Supervisor II
1 - Recreation Supervisor I
12 - Instructor (PT)
1 - Equipment Repair Supr. (PT)

#### SWIMMING POOLS

Swimming Pool Supervisor & Manager Seasonal (summer) employees responsible for the total operation of a pool or group of pools. Supervise subordinate employees, enforce Park Board policies, meet the public to answer questions, supervise physical management of the pool, submit required reports, perform related duties.
Instructors - Life Guards - Seasonal (summer) employees assigned to particular swimming pools. They supervise the pool area, administer first aid, clean and maintain facilities, enforce Park Board policies, give instructions in swimming and lifesaving and perform related duties as assigned by the pool manager or supervisor.
Attendants - These are seasonal employees (summer) who attend the basket room, sell tickets and concessions, serve in a public relations capacity by meeting the public, listen to complaints and praises, assist in the maintenance of the facility and perform a variety of related duties as assigned by the pool manager or supervisor.

12 - Swimming Pool Supervisor and Manager (Seasonal)
100 - Instructor - Life Guard (Seasonal)

DIRECTOR OF PARKS

DEPUTY DIRECTOR OF PARKS

## PARK OPERATIONS AND MAINTENANCE

Organizes, coordinates and directs the activities of personnel in the operation, upkeep and security of park properties and improvements. Coordinates subordinate activities with other departments and agencies. Assists in developing plans and specifications for park improvements and assigns subordinates in the construction of certain improvements. Approves budgets and expenditures of the division.

1 - Superintendent of Parks

## PARK SECURITY

Patrols park locations, providing protection to park patrons, properties and improvements. Guides patrons in the proper use of facilities. Enforces City ordinances, makes arrests when needed, and appears as witness in court hearings. Reports incidences of vandalism, theft, accident, assaults, facility damage or defect, and misdemeanors occurring on park properties. Controls recreational activities on rivers and banks. Provides miscellaneous services, such as collection and delivery of mail and monies.

1 - Park Security Supervisor
11 - Park Security Officer

## SECRETARIAL

Secretarial duties include filing, shorthand, etc. Types work orders, letters, reports and purchasing forms. Keeps files on specifications, equipment maintenance manuals, technical information and catalogs. Handles telephone calls pertaining to maintenance needs, and records needs and complaints. Serves as radio dispatcher when needed. Posts maintenance employees' time and keeps records of compensatory time, sick and vacation leave, etc. Prepares applications for needed state and local licenses.

1 - Secretary

## PARK AND RECREATION MAINTENANCE

See page 86

## GOLF COURSE MAINTENANCE

See page 88

## BUILDING MAINTENANCE

See page 87

## CONSTRUCTION

Responsible for the installation of park improvements unique to park development. Clears and grades new park development sites. Maintains paved and unpaved boulevards and parking lots. Supports other work units with heavy equipment. Accomplishes other repairs and maintenance as assigned.

1 - Construction Supervisor III
2 - Equipment Operator II
1 - Equipment Operator I

## PLUMBING

Performs maintenance and repairs to irrigation recirculation, water supply and drainage systems. Operates decorative fountains, swimming pool water treatment systems and other related equipment. Makes installation of new irrigation, drainage and water supply system or equipment.

1 - Plumbing Maintenance Supervisor
1 - Maintenance Mechanic
1 - Maintenance Worker
1 - Laborer I
1 - Apprentice Worker (Seasonal)

SUPERINTENDENT OF PARKS

## PARK AND RECREATION MAINTENANCE

Responsible for the formulation and execution of maintenance programs on park properties. Directs and inspects progress and completion of activities of grounds, structural, athletic field and recreation facility maintenance crews. Coordinates maintenance activities with scheduled and anticipated patron use, other divisions and private agencies rendering service to the park system. Procures material, equipment and supplies. Inspects park properties and their improvements assessing maintenance needs. Keeps records and makes reports. Determines training needs and implements necessary training programs for subordinates.

1 - Park and Recreation Maintenance Supervisor

### EQUIPMENT REPAIR

Responsible for maintaining nonvehicular motorized equipment. Inspects, diagnoses and executes skilled work in repairing and overhauling equipment. Keeps inventory and repair records.

1 - Maintenance Mechanic
1 - Apprentice Worker (Seasonal)

### GROUNDS MAINTENANCE

Responsible for maintenance of Park grounds and furnishings. Responsibilities include lawn establishment, irrigation, mowing and litter clearing. Cleans shelters, picnic tables, grills and related equipment. Clears sidewalks of debris and snow. Performs maintenance to other facilities as assigned.

9 - Grounds Maintenance Supervisor II
1 - Gardening Supervisor II
2 - Equipment Operator II
12 - Equipment Operator I
7 - Maintenance Worker
2 - Park Gardener II
10 - Laborer I
28 - Apprentice Worker (Seasonal)

### STRUCTURAL MAINTENANCE

Responsible for the maintenance and repair of park structures other than buildings. Constructs picnic tables, signs, storage boxes and playground apparatus. Paints furnishings, swimming pool, play equipment and other park structures. Inspects bleachers, picnic tables, park benches and wooden play apparatus and replaces wooden parts as needed.

1 - Structural Maintenance Supervisor
2 - Maintenance Worker
1 - Apprentice Worker (Seasonal)

### ATHLETIC FIELDS MAINTENANCE

Responsible for the maintenance and preparation of athletic fields and equipment located therein. Routinely levels skinned areas, mows and irrigates turf, marks out boundaries and playing lines prior to scheduled events. Delivers chemicals and supplies to swimming pools and performs services to other sport areas as assigned.

1 - Athletic and Play Area Supervisor
1 - Maintenance Worker
1 - Equipment Operator I
1 - Laborer I
8 - Apprentice Workers (Seasonal)

### RECREATION FACILITIES MAINTENANCE

Responsible for live animal exhibits and maintenance and care of tennis center facilities and grounds.

1 - Animal Control Officer I
2 - Maintenance Worker

## SUPERINTENDENT OF PARKS

### BUILDING MAINTENANCE

Supervises work in the construction, repair and maintenance of Park buildings; the repair, maintenance, and operation of building machinery and equipment. Uses independent judgment in planning, remodeling and repair projects. Plans work schedules, assigns and supervises the work of the Carpenter Crew, Paint Crew, and other Maintenance Mechanics. Assists with developing plans and specifications for new facilities.

1 - Superintendent of Building Maintenance

### CONSTRUCTION

Supervises and participates in maintenance and repair of various park structures and participates in the construction of park projects with particular emphasis on building maintenance. Supervises the work of the Carpenter Crew and is responsible for work programs, schedules and location of the crew at all times. Supervises and operates the carpenter shop.

1 - Construction Supervisor III

#### CARPENTER CREW

Performs skilled and semiskilled work in assisting Construction Supervisor with maintenance, repair and construction of park projects with particular emphasis on building maintenance.

2 - Maintenance Mechanic
3 - Maintenance Worker
1 - Laborer I

### ELECTRICAL

Performs skilled work in the maintenance, repair, operation, and installation of varied electrical and mechanical equipment. Uses skill and mechanical ability in the maintenance and repair of electric water well pumps, motors, chemical feeding machines, meters, switches, regulators and other powered machinery and equipment. May also perform related building and mechanical repair duties and operate equipment.

1 - Electrical Technician
1 - Maintenance Mechanic
1 - Laborer I
1 - Apprentice Wkr. (Seasonal)

### PAINTING

Supervises and participates in painting and maintenance of park buildings, structures and fixtures. Supervises the work of the Paint Crew and personally performs a variety of painting tasks. Selects painting materials, requirements and methods of preparation; organizes work schedules; assigns work duties to employees, maintaining standards of performance and quality control.

1 - Painter Supervisor

#### PAINT CREW

Performs skilled and semiskilled work in assisting Painter Supervisor in painting and maintenance of park buildings, structures and fixtures.

1 - Maintenance Mechanic
1 - Painter

### HEATING AND AIR CONDITIONING

Performs technical work related to maintenance of various types of heating and air conditioning equipment. Reviews sketches, plans, blueprints, specifications and shop drawings of newly installed equipment and keeps maintenance records on all equipment in park facilities. Coordinates electrical and other maintenance work as required in maintaining heating and air conditioning units.

1 - Heating & Air Conditioning Mechanic
1 - Maintenance Mechanic

### CUSTODIAL

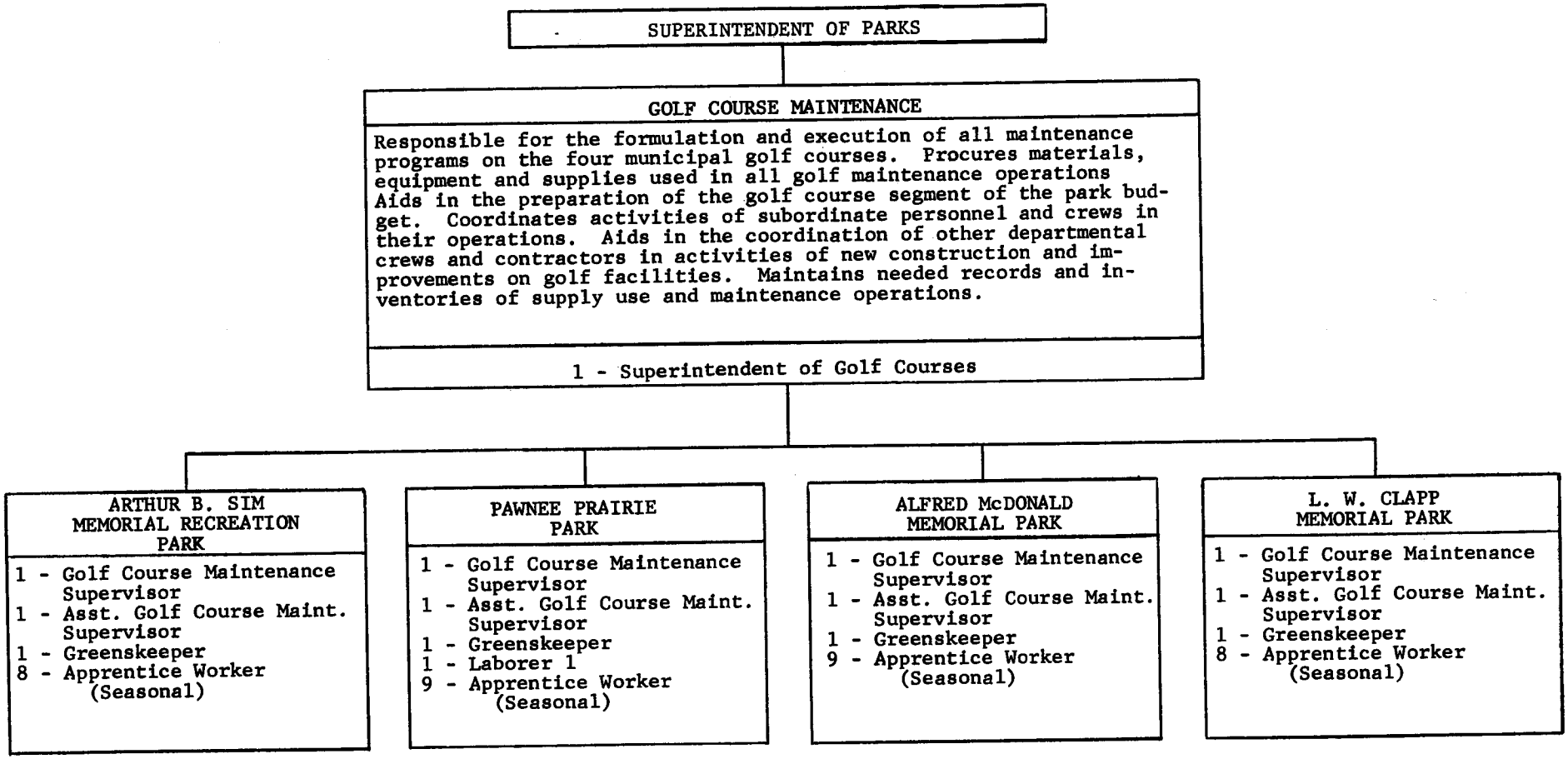
Responsible for the cleaning and small repair maintenance of all park recreation centers and buildings. Supervises the activities of custodians assigned to buildings and unskilled seasonal personnel as assigned. Orders and arranges for the delivery of supplies. Coordinates custodial activities between personnel for best utilization of equipment.

2 - Custodial Supervisor

#### CUSTODIANS

Performs skilled and unskilled manual tasks related to the cleaning maintenance of buildings. Operates floor machines, vacuums, scrubbers and other related equipment. Collects and removes trash and debris from buildings and surrounding grounds. Makes physical sets and chairs, tables and other equipment for building rentals. Reports repair needs as found.

10 - Custodial Worker II
2 - Maintenance Worker
1 - Apprentice Worker (Seasonal)




NOTE: This Organization Chart shows normal personnel assignments. Personnel may be interchanged among the various golf courses as the need arises.

## DIRECTOR OF PARKS

### TREE MAINTENANCE INSPECTION

Conducts tree inspections, gives permission to plant, coordinates tree-planting program, and assists in special projects.

1 - Tree Maintenance Inspector

### SUPERINTENDENT OF LANDSCAPE & FORESTRY

Directs and administers all Landscape and Forestry activities for parks and other public properties, represents and advises Director on technical area of responsibility, and coordinates and contributes to the development of plans for improvement and beautification.

1 - Superintendent of Landscape & Forestry

### SECRETARIAL

Takes dictation, maintains files, performs office responsibilities, maintains division records, and assists Superintendent in administrative responsibilities.

1 - Administrative Secretary

### LANDSCAPE INSTALLATION, TREE PRODUCTION & PLANTING

Responsible for tree propagation and tree plantings and for installation of new landscapes. Includes Linwood Nursery, Pawnee Prairie Tree Farm, Chisholm Creek Nursery, Floral Displays and several outlying areas including City Hall.

1 - Landscape Supervisor
1 - Gardening Supervisor I
2 - Park Gardener I
1 - Maintenance Mechanic
+1 - Park Gardener II
+1 - Gardening Supervisor II
2 - Park Gardener I (Seasonal)
1 - Apprentice Worker (Seasonal)
+2 - Apprentice Worker (Seasonal)

### LANDSCAPE MAINTENANCE AND REVISIONS

Responsible for landscape maintenance and revisions in the downtown area including A. Price Woodard Park, Century II, Library, Heritage Square Park, Indian Center, Naftzger Park, John Stevens Memorial, Omnisphere, etc. Landscape maintenance of sections of I-135.

1 - Gardening Supervisor II
1 - Gardening Supervisor I
1 - Park Gardener II
2 - Park Gardener I (Seasonal)
8 - Apprentice Worker (Seasonal)
1 - Park Gardener I (PT-50%)
+1 - Park Gardener II
+2 - Park Gardener I (Seasonal)
+1 - Gardening Supervisor I
+1 - Tree Maintenance Supervisor

### TREE MAINTENANCE

Responsible for planning and supervision of the maintenance and protection of trees in a safe and healthy condition, which are located in public areas such as city parks, street right-of-ways, waterways, and on other public properties. Provides maintenance for specialized forestry equipment and makes inspections and special tree surveys. Five tree maintenance crews are included in this section.

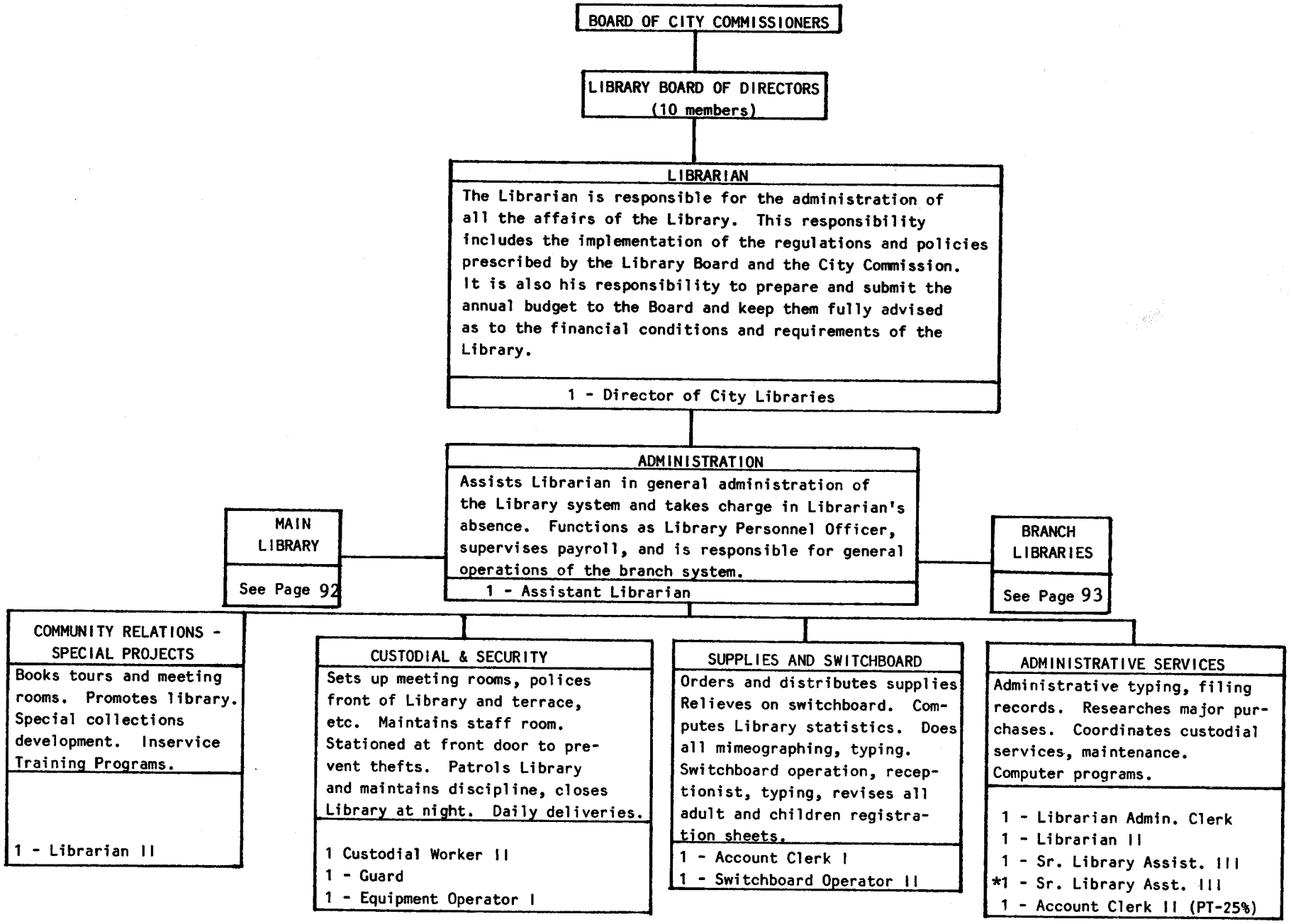
1 - Arborist
1 - Tree Maintenance General Supervisor
1 - Tree Maintenance Inspector
4 - Tree Maintenance Supervisor
1 - Tree Maintenance Equip. Supervisor
10 - Tree Maintenance Worker II
6 - Tree Maintenance Worker I
1 - Tree Maint. Worker Apprentice
2 - Equipment Operator II
3 - Equipment Operator I
3 - Tree Maintenance Worker Apprentice (Seasonal)

### NATURE PROGRAMS

Responsible for the development and operation of nature facilities and programs particularly as related to Pawnee Prairie Park.

1 - Naturalist

+Reimbursable




*Federal and State Aid

DIRECTOR OF CITY LIBRARIES
ASSISTANT LIBRARIAN

### TECHNICAL SERVICE DIVISION

Receives all mail. Orders and receives books, films, recordings, framed pictures. Checks billing. Processes materials for loan and reference use. Compiles card catalog and inventory. Repairs books. Sends books to bindery.

1 - Librarian IV
1 - Librarian III
2 - Librarian II
1 - Librarian I
1 - Account Clerk II
1 - Typist Clerk
1 - Account Clerk I (PT-50%)
1 - Clerk I
2 - Sr. Library Asst. IV
2 - Sr. Library Asst. III
3 - Sr. Library Asst. I
1 - Jr. Library Assist.
1 - Clerk I (PT-50%)

### ART AND MUSIC DIVISION

Acquires and makes available to persons books on art, music and related fields, framed pictures, phonograph recordings and vertical file. Assists in exhibits. Responsible for earphones, tape recorders, record players.

1 - Librarian IV
1 - Librarian III
1 - Librarian I
2 - Sr. Library Asst. III
1 - Clerk I (PT-50%)
1 - Clerical Aide (PT-50%)
1 - Sr. Library Asst. II (PT-50%)

### BUSINESS & TECHNOLOGY DIVISION

Specialized reference division for business and technical materials. Does special reference work, loans books and materials, maintains special services such as finance and tax tables, motor repair manuals, company reports, geodetic maps. Has nationwide directory service. Also radio and TV repair diagrams.

1 - Librarian IV
1 - Librarian III
1 - Librarian II
2 - Sr. Library Asst. III
2 - Clerk I
1 - Jr. Library Asst. (PT-50%)

### CIRCULATION DIVISION

Loaning and returning library materials. Registering new patrons. Readers Aid. Sending books on Kansas Information Circuit (KIC). Branch reserves and deliveries. Bills patrons for overdue items.

1 - Librarian IV
1 - Librarian II
6 - Sr. Library Asst. I
1 - Clerk I
3 - Clerk I (PT-50%)
8 - Clerical Aide (PT-50%)
1 - Sr. Library Asst. IV

### GENERAL REFERENCE DIVISION

Maintains current list of serials and college catalogs. Checks in newspapers and magazines. Maintains newspaper clipping files on Kansas and Wichita. Orders and circulates pamphlet material and duplicate magazines and assists patrons in locating information in books and magazines. Orders and maintains microfilmed newspaper file.

1 - Librarian IV
1 - Librarian III
1 - Librarian II
2 - Librarian I
1 - Jr. Library Asst.
3 - Sr. Lib. Asst. III
2 - Clerical Aide (PT-50%)
4 - Clerk I (PT-50%)

### CHILDREN'S DIVISION

Selects all juvenile materials, hold classes, story hours, book reviews, has summer reading club, maintains display cases, works with schools, PTA, etc., gives talks, conduct tours. Area is preschool to 7th grade. Responsibility includes children's books in "storage" that are used for summer programs; in helping the collection of newly established branches, etc.

1 - Librarian IV
1 - Librarian I
1 - Sr. Library Asst. II
1 - Sr. Library Asst. I
1 - ClerK I (PT-50%)

### FILM SECTION

Responsible for the ordering, maintenance and loaning of film to Wichita and a 14-county area in South Central Kansas and is also responsible for projectors and conducting film shows for public.

* 1 - Librarian III
1 - Sr. Library Asst. II
* 1 - Clerk I (PT-50%)

### TALKING BOOKS SECTION

This function is funded through the Library of Congress to serve blind, physically and mentally handicapped persons in the City of Wichita and Sedgwick County and the Southeast County Library System.

*1 - Sr. Library Asst. IV
*1 - Clerk I
*1 - Clerk I (PT-50%)

### LOCAL HISTORY SECTION

Collects, maintains and provides information on Wichita and Sedgwick County History.

1 - Administrative Assistant

### SPECIAL COLLECTION SECTION

Gives reference service for the Genealogy, Kansas and Piracy collections. Books and microfilm. Maintains two Recordak Film Readers and one 3-M Reader-Printer.

1 - Sr. Library Assistant II

*Federal and State Aid

DIRECTOR OF LIBRARIES

ASSISTANT LIBRARIAN

## BRANCH LIBRARIES

Branches are extensions of the Main Library on the neighborhood level. They give reference service, work with children and loan books and records.

### Linwood Park Branch

1 - Senior Library Asst. IV
2 - Clerk I (PT-50%)

### Minisa Branch

1 - Senior Library Asst. IV
2 - Clerk I (PT-50%)

### Northeast Branch

1 - Senior Library Asst. IV

### Seneca and Aley Branches

1 - Senior Library Asst. IV
1 - Junior Library Asst.
1 - Junior Library Asst. (PT-50%)
1 - Clerk I

### Sweetbriar Branch

1 - Senior Library Asst. IV
1 - Jr. Library Asst.
1 - Clerical Aide (PT-50%)

### Westlink District Branch

1 - Librarian IV
2 - Senior Library Asst. IV
1 - Senior Library Asst. I
*1 - Clerk I
3 - Clerk I (PT-50%)
2 - Clerical Aide (PT-50%)
1 - Junior Library Asst. (PT-50%)

### Rockwell District Branch

1 - Librarian IV
1 - Senior Library Asst. IV
2 - Senior Library Asst. II
2 - Senior Library Asst. I
1 - Clerk I (PT-50%)
1 - Clerical Aide (PT-50%)
2 - Junior Library Asst.(PT-50%)

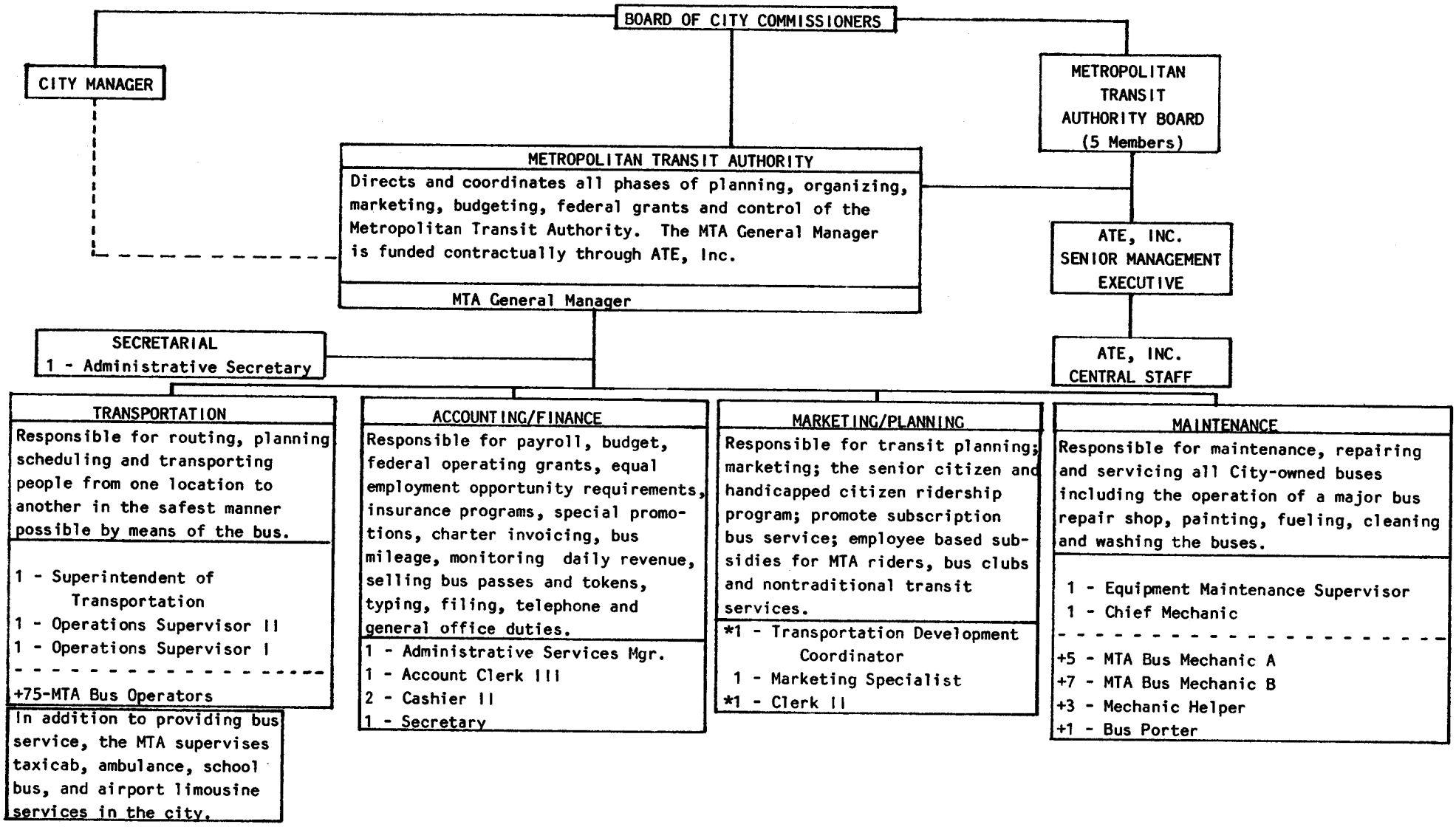
### Planeview Community Center Branch

1 - Senior Library Asst. IV

### Orchard Park Branch

1 - Senior Library Asst. IV
1 - Junior Library Asst. (PT-50%)

*Federal and State Aid




+These 91 positions are represented by the Teamsters Union and are not classified as regular City of Wichita employees.

*Funded by the Kansas Corporation Commission.

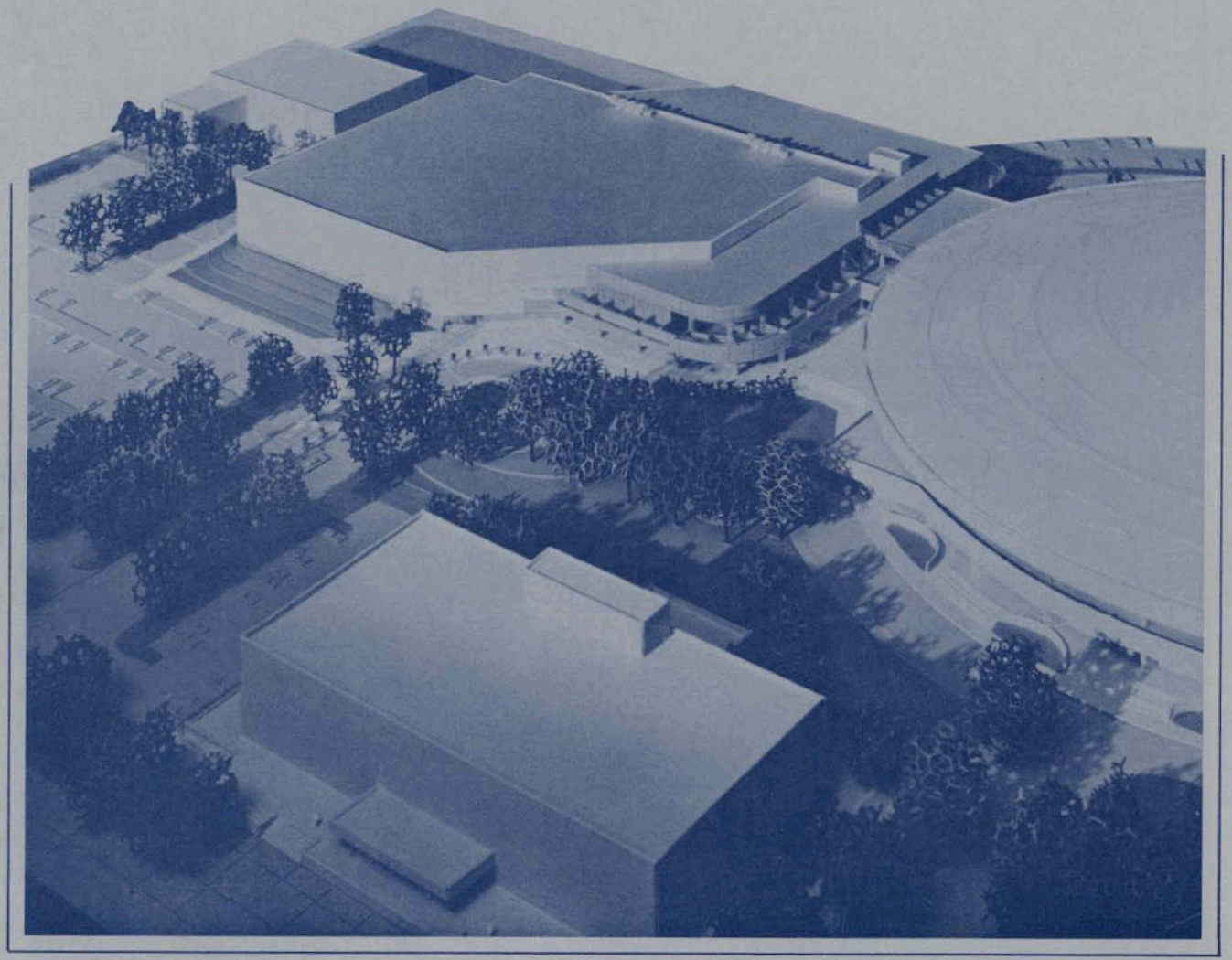
# AUTHORIZED CITY POSITIONS FOR 1985

| DEPARTMENT/BOARD | LOCALLY FUNDED POSITIONS Full-time | LOCALLY FUNDED POSITIONS Part-time and Limited | NONLOCALLY FUNDED POSITIONS Full-time | NONLOCALLY FUNDED POSITIONS Part-time and limited | TOTAL POSITIONS |
|---|---|---|---|---|---|
| General Government* | 120 | 6 | 10 | 0 | 136 |
| Administration | 57 | 1 | 8 | 0 | 66 |
| Community Facilities | 76 | 9 | 0 | 0 | 85 |
| Emergency Communications | 49 | 0 | 0 | 0 | 49 |
| Fire | 367 | 0 | 0 | 0 | 367 |
| Health | 100 | 2 | 49 | 6 | 157 |
| Housing and Economic Development | 65 | 0 | 49 | 1 | 115 |
| Human Resources | 1 | 0 | 38 | 0 | 39 |
| Metropolitan Planning | 52 | 0 | 9 | 0 | 61 |
| Operations and Maintenance | 291 | 42 | 0 | 0 | 333 |
| Police | 571 | 0 | 9 | 0 | 580 |
| Water | 296 | 15 | 0 | 0 | 311 |
| POSITIONS UNDER THE CITY MANAGER | 2,045 | 75 | 172 | 7 | 2,299 |
| ADMINISTRATIVE BOARDS | | | | | |
| Airport Authority | 97 | 4 | 0 | 0 | 101 |
| Art Museum | 14 | 5 | 0 | 0 | 19 |
| Board of Park Commissioners | 207 | 649 | 0 | 0 | 856 |
| Library Board | 85 | 42 | 5 | 2 | 134 |
| Metropolitan Transit Authority | 103 | 0 | 2 | 0 | 105 |
| POSITIONS UNDER ADMINISTRATIVE BOARDS | 506 | 700 | 7 | 2 | 1,215 |
| TOTAL - ALL POSITIONS | 2,551 | 775 | 179 | 9 | 3,514 |

*Includes City Commission, City Manager, Budget and Management, City Clerk, Personnel, Public Affairs, Law, Municipal Court (Probation and Parole), Historic Wichita Board, and Citizen Rights and Services.

°There are 358 commissioned Fire Officers and 427 commissioned Police Officers of all ranks who are locally funded. The total commissioned strength is 785 positions.

°The totals for M.T.A. include 91 Drivers/Mechanics who are not City of Wichita employees.



# 1985 Organization Chart

## City of Wichita, Kansas