



BEFORE THE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF MONROEVILLE

ORDINANCE NO. 2798

**AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE
ADJUSTING THE SALARY SYSTEM STRUCTURE FOR 2025.**

WHEREAS, the Municipality of Monroeville is committed to maintaining a fair and competitive salary structure to attract and retain highly qualified employees;

WHEREAS, the salary ranges between grades reflect increasing responsibility and skill level.

WHEREAS, the salary structure aligns with the responsibilities, qualifications, and job duties of municipal employees in accordance with applicable laws and standards;

BE IT ORDAINED AND ENACTED by the Municipality of Monroeville, in Council assembled, as follows:

SECTION 1. SALARY GRADE STRUCTURE

The following salary grades, position responsibilities, and corresponding 2025 salary ranges of the **EXEMPT** and **NON-EXEMPT** employees are hereby established for the Municipality of Monroeville:

GRADE 7: CHIEF ADMINISTRATIVE OFFICER

- **2025 Salary Range:**
 - Minimum: \$145,000 (\$69.71/hour)
 - Midpoint: \$165,000 (\$79.33/hour)
 - Maximum: \$185,000 (\$88.94/hour)
- **Position Title:** Municipal Manager
- **Responsibilities (include but are not limited to):**
 - Serve as the Municipality's Chief Administrative Officer, responsible to the Council for administering all municipal affairs.
 - Oversee department heads, appointed solicitor, and municipal engineer.
 - Act as the official Municipal spokesperson.
 - Negotiate and execute contracts on behalf of the Municipality.
 - Oversee municipal budgets, financial planning, and resource allocation.
 - Set and manage municipal strategic goals, objectives, and policies.
 - Responsible for hiring, disciplining, and terminating employees.
 - Develop and implement municipal policies, procedures, and guidelines.
 - Evaluate departmental performance and implement improvements.
 - Serve as the primary liaison with external groups and other levels of government.
 - Amenable to the majority of the Council.
- **Qualifications:** Per Article VII, Section 701 of the Home Rule Charter, the Municipal Manager must: Have at least 8 years of municipal management experience, including 5 years as a Manager or Assistant Manager. Possess a Bachelor's degree (Master's degree preferred) in Public or Business Administration or a related field.

GRADE 6: SENIOR MANAGEMENT POSITIONS

- **2025 Salary Range:**
 - Minimum: \$105,000 (\$50.48/hour)
 - Midpoint: \$137,500 (\$66.11/hour)
 - Maximum: \$170,000 (\$81.73/hour)
- **Position Titles Include:**
 - Police Chief;
 - Public Works Director
- **Responsibilities (include but are not limited to):**
 - Large span of command and control of staff and resources.
 - Oversee departmental budgets, financial planning, and resource allocation
 - Set and manage strategic goals, objectives, and policies for the department
 - Manage contracts and supervise vendors and contractors
 - Liaise with elected officials, community stakeholders, and other departments.
 - Evaluate departmental performance, identify issues, and implement improvements.
 - Lead Communicator of departmental goals and activities
 - Reports to Municipal Manager
- **Qualifications:** Bachelor's degree in a relevant field; Master's degree preferred. Professional Engineer certification desired for Public Works Director.

GRADE 5: MANAGEMENT AND SENIOR SUPERVISORY POSITIONS

- **2025 Salary Range:**
 - Minimum: \$55,000 (\$26.44/hour)
 - Midpoint: \$102,500 (\$49.28/hour)
 - Maximum: \$150,000 (\$72.12/hour)
- **Positions Titles Include:**
 - Assistant Manager,
 - Assistant Department Directors,
 - Department Directors,
 - Deputy Police Chief.
- **Responsibilities (include but are not limited to):**
 - Significant span of control over staff and resources.
 - Supervise staff and oversee daily operations.
 - Develop and implement departmental policies, procedures, and guidelines.
 - Coordinate activities, programs, and projects within the department.
 - Engage with the community to assess needs and gather feedback.
 - Orders supplies and maintains an inventory of capital equipment
 - Backup Department Director / Manager
 - Department Communications
 - Reports to either the municipal manager, department head, or designee
- **Qualifications:** Bachelor's degree in a relevant field; advanced degrees and certifications may be preferred.

GRADE 4: SUPERVISORY POSITIONS

- **2025 Salary Range:**
 - Minimum: \$55,000 (\$26.44/hour)
 - Midpoint: \$80,000 (\$38.46/hour)
 - Maximum: \$105,000 (\$50.48/hour)
- **Positions include:**
 - Foreman,
 - Supervisors
 - Crew Chiefs
- **Responsibilities (include but are not limited to):**
 - Limited span of control of staff and resources
 - Supervise staff and oversee daily operations of work crews
 - Coordinate activities, programs, and projects within the department
 - Engage with the community at work sites
 - Assists with supply and equipment inventory.
 - Reports to either the department head or designee
- **Qualifications:** Post-secondary technical degree in a relevant field with necessary certifications.

GRADE 3: PROFESSIONAL AND TECHNICAL/SKILLED POSITIONS

- **2025 Salary Range:**
 - Minimum: \$34,000 (\$16.35/hour)
 - Midpoint: \$64,500 (\$31.01/hour)
 - Maximum: \$95,000 (\$45.67/hour)
- **Positions include:**
 - Building Inspector
 - Building Official
 - Business Tax Auditor
 - Code Enforcement Officer
 - Communications Specialist
 - Community Planner
 - Engineering Inspector
 - Event Coordinator
 - Finance & Human Resource Management Analyst
 - Fitness Coordinator
 - GIS Coordinator
 - Grant Specialist
 - Information Systems Support Tech
 - Librarian
 - Program Coordinator
 - Communication Editor
 - Sports and Athletics Coordinator
 - Constituent Services
 - Constituent Programming
 - Television Producer
 - Traffic Technician
 - Zoning Officer
 - Code Enforcement Officer,
 - Community Planner,
 - Engineering Inspector.

- **Responsibilities (include but are not limited to):**
 - Perform specialized tasks requiring technical expertise.
 - Implement, monitor, and improve local programs and services.
 - Prepare reports, assist in project management, and ensure compliance.
 - Collaborate with other departments to deliver comprehensive services.
 - Supervision of staff, vendors, contractors and volunteers
 - Organizes and facilitates programs
 - Organizes and facilitates events
 - Enters Payroll and confidential staff information
 - Minimum span of control of staff and resources
 - Prepares print, web, and social media posts
 - Organizes and facilitates services
 - Creates and Uploads files to the Internet and social media
 - Reports to Department Head or Assistant Director(s) Supervisors(s)
- **Qualifications:** Associate's degree or relevant certification; Bachelor's degree preferred.

GRADE 2: PROFESSIONAL AND CONFIDENTIAL SUPPORT STAFF POSITIONS

- **2025 Salary Range:**
 - Minimum: \$33,280 (\$16.00/hour)
 - Midpoint: \$54,140 (\$26.03/hour)
 - Maximum: \$75,000 (\$36.06/hour)
- **Positions include:**
 - Confidential Secretary,
 - Membership Coordinator,
 - Office Manager
 - Front Desk Associate Facility Monitor
 - Library Support Personnel
 - Police Cadet
- **Responsibilities (include but are not limited to):**
 - Handle clerical duties and provide administrative support
 - Assist in maintaining records, databases, and customer service functions.
 - Provide information and support to residents regarding local services.
 - Prepares Reports and communication posts
 - Organizes and facilitates programs
 - Organizes and facilitates events
 - Organizes and facilitates services
 - Uploads files to the internet and social media
 - Reports to Department Head or Assistant Director(s) Supervisors(s)
- **Qualifications:** A high school diploma or equivalent; an associate's degree is preferred.

GRADE 1: TEMPORARY, FULLTIME, AND SEASONAL POSITIONS

- **2025 Hourly Range:**
 - Minimum: \$15.00/hour
 - Midpoint: \$18.50/hour
 - Maximum: \$22.00/hour
- **Responsibilities (include but are not limited to):**
 - Perform basic clerical, labor, and support duties.
 - Assist with public inquiries, provide general information, and direct residents.
 - Camp Counsellor

- Landscaper - grass-cutting, weed trimming
- Lifeguard
- Manage and Direct programs and services
- Operate audio-visual equipment
- Organizes and facilitates events
- Organizes and facilitates programs
- Organizes and facilitates services
- Perform basic administrative tasks, such as answering phones and managing correspondence
- Specific Project or Report as required by supervisor
- Support higher-level staff with routine functions, including data entry and filing.
- Unskilled public works laborer
- Reports to Department Head or Assistant Director(s) Supervisors(s) or Assignee
- **Positions include**
 - Athletic Instructors,
 - Camera Operator
 - Camp / Program Director
 - Camp / Program Leader
 - Camp Counsellor
 - Crossing Guard
 - Head Counsellor
 - Intern
 - Laborer
 - Landscaper
 - Lifeguard
 - Office Assistant
 - Park Host
 - Program Instructor
 - Program Leader
 - Receptionist
 - Swim Instructor
- **Qualifications:** A high school diploma or equivalent may require specific certifications for certain positions.

Section 2. Any Ordinance or part of an Ordinance in conflict with any of the provisions of this Ordinance is hereby repealed to the extent of such conflict.

Section 3. The provisions of this Ordinance shall be effective as of January 1, 2025.

ORDAINED AND ENACTED this 10th day of December 2024.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Alexander J. Graziani
Municipal Manager



Dr. Nicholas J. Gresock
Mayor

ENTERED INTO LEGAL BOOK ON: December 20, 2024