

Job Descriptions of City Workers

I am a **Desk Assistant** at the city library. When you visit the library, I will help you find a book and check out books to you.

I am a **Police Detective**. I figure out who commit the crimes in a city.

I am a **Patrolman**. I am a policeman who answers calls for help from people who are in trouble.

I am a **Garbage Collector**. I stop at homes, buildings, and offices and pick up people's trash. I help make a city a cleaner place to live.

I am a **Firefighter**. I help put out fires in a town.

I am a **Fire Inspector**. I visit schools and businesses to make sure their buildings are meeting the fire codes. Fire codes are rules about keeping a place safe from starting fires.

I am a **Dispatcher**. I answer emergency calls and contact the fire or police department to send help.

I am the **City Secretary**. I make sure the city government is well organized so that it can run smoothly.

I am the **City Manager**. I am in charge of the departments in a city. I make sure that the business of the city is done correctly.

I am the **City Clerk**. I help people find information from written records about city business.

I am the **City Attorney**. I help the people in the city understand laws and show them how to follow the laws.

I am a **Health Inspector**. I make sure that places like restaurants and kitchens in schools, day care centers, and hospitals are clean.

I am the **Director of Parks and Recreation**. I make sure that places like the city's parks, swimming pools, and golf courses are kept clean and pleasant for people to use.

I am the **Director of Public Works**. One of my duties is keeping the drinking water in a city safe. People who work in my department repair streets and keep the city's streets from flooding.

I am a **Purchasing Agent**. I am in charge of buying the materials the city needs for building, repairing streets, and all of the other products a city needs to carry out its business.

I am the **Personnel Director**. I am in charge of hiring all the people who work for the city.

I am a **Public Information Officer**. I tell the newspapers and radio and television stations about important events in the city. I answer questions about things that are happening in the city.

I am a **City Computer Operator**. I enter information about the city's business on computers.

I am a **Shipping and Receiving Clerk**. I help send out packages from people who work in city offices. I also make sure that packages mailed to the city go to the correct department.

I am **Director of Planning and Development**. I help the city understand what it will need to build in the future.

I am **Director of Finance**. I help the city keep a budget. I also let people know how much money each department is given to spend.

I am a **City Engineer**. I help people understand how to build buildings, bridges and streets.

I am a **City Lab Technician**. I test the city's drinking water to make sure it is pure.

I am a **City Mechanic**. I repair the trucks the city uses for hauling, garbage pickup, and other services.

I am a **Systems Operator**. I work in a very small town. I make sure the people of my town have good water to drink. I hire people in a larger city to help the people in our town have the services they need such as garbage pickup.