

SECTION 05-03

Effective Date: July 1, 2004

DESIGNATION OF POSITIONS AND POSITION CLASSES

The following Position Classes are designated within the Administrative Division:

- A. *Officer* Class – Limited to the County Administrator and County Attorney as direct employees of the Board of Supervisors.
- B. *Manager* Class – Heads of departments within the Administrative Division.
- C. *Supervisor/Specialist* Class – Positions possessing supervisory authority over others within their Administrative Division department and/or requiring advanced job knowledge or skills relative to others within their department.
- D. *Assistant/Operator/Technician* Class – Positions providing administrative assistance and/or requiring basic job knowledge or skills relative to other within their department
- E. *Aide* Class – All permanent/part-time positions within the Administrative Division.

Officer Class positions are limited to those positions under the direct employment of the Washington County Board of Supervisors (those employees directly hired by the Board of Supervisors and serving at the pleasure of the Board). *Manager* Class positions are those under the employment of the Office of County Administrator, reporting directly to the County Administrator, and responsible for the day-to-day operation of the various administrative departments as department heads. *Supervisor/Specialist* Class positions may be generally characterized as those serving as a "second-in-charge" of the departments to which they are assigned, and may have supervisory authority over other departmental employees delegated to them by their department head. *Specialist* positions also fall into this classification where advanced job knowledge or skills are required. *Assistant/Operator/Technician* Class and *Aide* Class positions constitute the non-managerial, non-supervisory workforce of the departments within the Administrative Division.

All positions within the Administrative Division shall be assigned to one of the above Position Classes. Generally, formal position titles shall contain the word *Manager*, *Supervisor*, *Specialist*, *Assistant*, *Operator*, *Technician* or *Aide* denoting to which class the position is assigned. Certain position titles shall be as prescribed by the 1950 Code of Virginia. A further distinction may be made by the use of the roman numerals "I" or "II" in the position title, with "I" being an entry-level position and "II" being a more experienced and/or skilled position. Any distinction between levels "I" and "II" of a position shall be described within the Position Description.

Temporary/full-time or temporary/part-time positions may be afforded official position titles as may be necessary or appropriate at the discretion of the County Administrator or the Administrative Division department head to which the position is assigned.