



2006 Indian River County Compensation Survey Report Job List

Data Effective: December 1, 2006



2007 Indian River County Compensation Survey

Job Code	Job Title	Job Description
Executive		
EX05000001	Chief Executive Officer	Plans and directs all aspects of an organization's policies, objectives, and initiatives. Responsible for the short- and long-term profitability and growth of the company. May require a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors.

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Job Code	Job Title	Job Description
Finance & Accounting		
FA06000025	Accounting Manager	Responsible for managing the general accounting function. Oversees the completion of ledger accounts and financial statements. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Designation of CPA may be required. Relies on experience and judgment to plan and accomplish goals. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Manages the general accounting staff and typically reports to top accounting officer.
FA06000073	Billing Clerk	Responsible for compiling amounts owed from purchase orders, charge slips, sales tickets etc, and for preparing invoices and recording transactions. Maintains all payment records. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

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Job Code	Job Title	Job Description
Healthcare/Home Care		
HC07000119	Certified Nursing Assistant	<p>Performs various direct patient care activities under the supervision of a Registered Nurse. Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures. Does not start or administer intravenous fluids, however, does obtain non-invasive body fluid specimens and, under supervision, administers approved medications via oral, subcutaneous, intradermal, or intramuscular routes. Aids other physicians and nursing staff members with procedures if needed. Requires a high school diploma and certification from an accredited nursing assistant program. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a registered nurse or manager.</p>
HC07000004	Licensed Practical Nurse	<p>Administers nursing care under the supervision of a registered nurse. Participates in the implementation and evaluation of patient care. Ensures the health, comfort and safety of patients. Requires a high school diploma, and is certified as a licensed practical nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a registered nurse or supervisor. A certain degree of creativity and latitude is required.</p>

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Hospitality & Tourism		
HS08000001	Cook	Follows a menu to prepare and cook meats, fish, poultry, gravies, cereals, soups, vegetables and other foods according to proper preparations methods. May require a high school diploma or its equivalent and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a supervisor or manager. A wide degree of creativity and latitude is expected.
HS08000041	Housekeeper	Works to ensure offices, patient/guest rooms, and other specified areas are kept in a clean and orderly condition. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

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Human Resources		
HR09200142	Human Resources Director	Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Conducts wage survey within labor market to determine competitive wage rate. Prepares budget of personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years experience in Human Resources. Generally manages a group of human resources professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to a Chief Financial Officer, a Chief Operating Officer, or a Chief Executive Officer.

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Job Code	Job Title	Job Description
Not-for-Profit		
EX05000184	Chief Executive Officer, Not-For-Profit	Plans and directs all policies, objectives, and initiatives for a not-for-profit organization. Responsible for the development, promotion, and operations of the organization. Ensures all activities support the focus of the organization. May represent the organization in the community or serve as spokesperson. May require a bachelor's degree with at least 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors/trustees.

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Office Support		
OF13000001	Administrative Assistant	Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
OF13000004	Executive Assistant	Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.
OF13000019	Office Manager	Supervises office activities to achieve maximum expense control and productivity. Develops procedures and policies for office activities, such as filing, dictating, records maintenance, typing, word processing, faxing and mail distribution. May also be responsible for the maintenance of office equipment and supplies. Requires a high school diploma or its equivalent with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.
OF13000017	Receptionist	Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

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Sales & Marketing		
SM15000050	Marketing Assistant	Coordinates and assists with the marketing activities of a product or business line which may include advertising, direct mailing, printing, customer events, and trade shows. May require a bachelor's degree with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

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Job Code	Job Title	Job Description
Technical & Trades		
SC16000081	Maintenance Supervisor	<p>Supervises and coordinates the work of employees who repair and maintain buildings/facilities. Prepares work schedules, assigns work, and oversees the work product. May be involved in new construction or modification of existing properties. Requires a high school diploma or its equivalent. May be required to meet certain certifications in field. Requires at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.</p>