TOWN OF BRAINTREE

Our New Government
PREVIOUS ORGANIZATION

MAYOR

Financial Services
Accounting
Town Collector
Law
Veteran’s
Health
Planning/Conservation
Highway
Cemetery
Engineering
Fire

MIS
Assessing
Treasurer
Personnel
Council on Aging
Building
DPW
Parks/Recreation/Golf
Water & Sewer
Police
Current Organization

- MAYOR
  - TOWN SOLICITOR
  - MUNICIPAL FINANCE
  - HUMAN RESOURCES
  - LICENSES & INSPECTIONS
  - PLANNING & COMMUNITY DEVELOPMENT
  - PUBLIC WORKS
  - FIRE
  - POLICE
  - COUNCIL ON AGING
MAYOR'S OFFICE
Previous Organization

MAYOR

Chief of Staff M25

Assistant to Mayor M4

Administrative Coord. M6

Administrative Coord. M6

Receptionist (PT) S3

Custodian W3

Custodian W3
MAYOR’S OFFICE
Current Organization

MAYOR

Chief of Staff & Operations
M25

Assistant to Mayor
M4

Grant Writer
M13

Services Coordinator
M6
TOWN SOLICITOR
Previous Organization

- Town Solicitor
  M27
- Administrative Asst.
  M4
TOWN SOLICITOR
Current Organization

Town Solicitor
M27

Licensing/Legal Assistant
M5
PERSONNEL DEPARTMENT
Previous Organization

Personnel Director
M18

Administrative Asst.
M4

Personnel Asst.
M1

Benefits Coord.
M2

Principal Clerk (PT)
S5
VETERAN’S DEPARTMENT
Previous Organization

Veteran’s Agent
M13

Administrative Secretary
S8
HUMAN RESOURCES
Current Organization

Human Resources Director
M23

- HR Generalist
  M3
- HR Generalist
  M3
- Benefits Coordinator
  M3
- Veteran’s Agent
  M6
FINANCIAL SERVICES
Previous Organization

Financial Services Director
M24
ACCOUNTING
Previous Organization

Town Accountant
M22

Accounting Procurement Coord.  S17

Data Processor  S10

Principal Disb. Clerk (PT)  S5

Principal Disb. Clerk (PT)  S5
ASSESSING
Previous Organization

Deputy Assessor
M16

Administrative Clerk
S8

Principal Clerk
S5

Principal Clerk
S5
TAX COLLECTOR
Current Organization

- Tax Collector
  - M18
    - Assistant Tax Collector
      - S17
    - Collections Clerk/Computer Spec.
      - S10
    - Principal Clerk/Auditor
      - S7
    - Senior Clerk (PT)
      - S3
MUNICIPAL FINANCE
Current Organization

Department of Municipal Finance

- Accounting
- Assessing
- Tax Collector
- Treasurer
MUNICIPAL FINANCE
Organization as of 1/1/09

Department of Municipal Finance

- Accounting
- Assessing
- Treasurer/Collector
ASSESSING
Current Organization

Director of Municipal Finance M25

Deputy Assessor M15

Principal Clerk S5
Principal Clerk S5
Principal Clerk S5
TREASURER/COLLECTOR
Organization as of 1/1/09

Director of Municipal Finance
M25

Treasurer/Collector/
Parking Clerk
M19

Asst. Treasurer/
Collector
S19

Principal Cash Clerk
S8
Principal Cash Clerk
S8
Principal Cash Clerk
S8
Principal Cash Clerk
S8
TOWN CLERK
Previous Organization

TOWN CLERK
M18

Asst. Town Clerk
M8

Principal Registration Clerk
S7

Principal Clerk
S7
Planning & Community Development
Current Organization

Director of Planning & Community Development
M19

Principal Planner
M11

Environmental & Planning Coordinator
M11

Administrative Asst.
M4
HEALTH
Previous Organization

Executive Health Officer
M18

Public Health Nurse M12
Environ. Health Specialist M11
Admin. Secretary S8
Principal Clerk S5
LIBRARY
Approved Measures

• Reduction in Library Material appropriation

• Trustees have increased overdue fees and fines effective July 1, 2008

• Increase in meeting room usage fees
POLICE
Approved Measures

• Elimination of Principal Clerk position

• Additional savings due to vacancies, promotions and backfilling of positions
FIRE
Approved Measures

• Elimination of Mechanic position

• Elimination of Administrative Assist. position

• Additional savings due to vacancies, promotions and backfilling of positions
DPW PARKS, RECREATION, GOLF
Previous Organization

- DPW Director
  M24

- Park Superintendent
  M18

  - Greens Supervisor
    M15
    - Bookkeeper/Office Clerk
      S12
    - Foreman
      W6
    - Working Foreman
      W4
    - MEO
      W2
      (3)
    - SHMEO
      W5
    - HMEO
      W3
    - Laborer
      W1

  - Golf Greens Superintendent
    M15
    - Golf Pro
      44 Wks/YR
    - Foreman
      W6
    - Working Foreman
      W4
    - HMEO
      W3
      (2)
    - MEO
      W2
      (2)

- Bookkeeper/Clerical Asst.
  S6
DPW CEMETERY
Previous Organization

DPW Director
M24

Cemetery Superintendent
M15

Cemetery Caretaker
W7

HMEO
W3
DPW ADMINISTRATION
Current Organization

DPW Director
M24

Office Manager
M12

Principal Clerk
S5

Principal Clerk
S5
(W/S)

Delinquent Acct. Clerk
S5
(W/S)
DPW ENGINEERING
Current Organization

- DPW Director
  - M24

- Town Engineer
  - M23

- Asst. Town Engineer
  - M18

- Jr. Civil Engineer
  - S17

- Sr. Engineering Aide
  - S14
DPW Facilities & Equipment
Current Organization

DPW Director
M24

Facilities & Equipment Supervisor
M20

Equipment Section

Master Mechanic
W6

Master Mechanic
W6

Motor Equipment Repair.
W4

Facilities Section

Custodian
W3

Custodian
W3

Custodian
W3

Custodian
W3

Custodian
W3

Custodian
W3
DPW RECREATION & COMMUNITY EVENTS
Current Organization

DPW Director
M24

Recreation & Community Events Coordinator
M15

Principal Cash Clerk
S8
(Shared w/Golf)
DPW GOLF
Current Organization

- DPW DIRECTOR
  - M24

- Golf Greens Superintendent
  - M15

- Golf Pro
  - 44 Weeks/Yr

- Principal Cash Clerk
  - S8
  - (shared with Rec.)
DPW WATER & SEWER DIVISION
Current Organization

DPW Director
M24

Systems Operations Superintendent
M15
- Working Foreman
  W7 (3)
- SHMEO
  W6 (2)
- SMEO
  W5 (2)
- Maintenance Crafts.
  W4 (2)
- Meter Repairman
  W3

Water Works Superintendent
M15
- Chief Filtration Plant Oper.
  W5
- Filtration Plant Oper.
  W4 (4)
- Meter Reader
  W1 (2)
Current Organization

MAYOR

TOWN SOLICITOR

MUNICIPAL FINANCE

HUMAN RESOURCES

LICENSES & INSPECTIONS

PLANNING & COMMUNITY DEVELOPMENT

PUBLIC WORKS

FIRE

POLICE

COUNCIL ON AGING
Our New Government

• Net Positions Reduced

  23 Full Time, 6 Part Time
  (plus 5 ½ positions not filled in Schools)

• Net Savings: $953,965

  (after unemployment & health insurance)
Joseph C. Sullivan
Mayor