

**CITY OF SCRANTON 2021 BUDGET - SUMMARY OF NEW POSITIONS 11-20-2020**

TITLE	DEPARTMENT	JOB DESCRIPTION
Chief of Staff	Mayor's Office	Chiefs of staff are integral to the productivity and effectiveness of large and complex organizations. They are multi-talented and have a wide range of responsibilities. The Chief of Staff will assist the Mayor and the Business Administrator with managing Scranton city government and its more than five hundred (500) employees. Assisting with the management duties will enable the Mayor and BA to better manage other priorities and initiatives. The Chief of Staff will assist with communications until a Communications Director can be hired in 2022.
Deputy Superintendent of Police	Police	The Scranton Police Department has 162 employees and runs a wide range of public safety and investigative bureaus. Under the administrative and technical supervision of the Superintendent of Police, the Deputy will be responsible for assisting in the overall planning, development, and implementation of internal policies and administration of this critical public safety department.
Project Manager	Business Administration	Report to the City's Business Administrator. Manages Capital and other large projects from RFP through to Completion. Supports department owners with the preparation of project schedules in line with the agreed budget or other committed funding. Participates in project related RFQ, RFP Bid selection and onboarding of vendors. Leads regular project reviews and provides updates to city stakeholders throughout the duration of the project, escalating issues that may delay, overspend or do not meet the RFP/Contracted requirements.
DPW Manager	Public Works	Reports to the Director of DPW - Supports the Director in the daily management of DPW departments focussed on Safety , Quality and efficiency. Also serves as the Emergency Management Coordinator - working with PD & Fire to ensure support for planned and unplanned events. Responsible for planning, organizing, directing and reviewing the work of employees engaged in public works construction and maintenance activities - ensuring resources are deployed efficiently. Captures key performance metrics. Works with supervisors & fleet manager to identify and implement improvement projects and the training and development of employees.
Engineering Project Manager	Public Works	Reports to The Director of Public Works. Represents the City for State and federal infrastructure projects. Provides civil engineering support to city projects as required for the design, construction and repairs of all city streets, bridges and drainage structures. Tracks project progress through onsite reviews, provides updates to city stakeholders and input to project sign off when completed. Supports budget & RFP preparation, grant applications, contract preparation & review.

Confidential Admin Assistant	Human Resources	The Confidential Administrative Assistant serves as support staff to the Human Resources Director and the Human Resources Department. The Confidential Administrative Assistant performs a variety of secretarial and administrative duties. This type of work is performed under the general supervision of the Director.
Digital Transformation Specialist	Information Technology (New Title - Not new Hire)	The Digital Transformation Specialist will serve as a liaison between the Information Technology Department and all other departments for the City. This is administrative work. The employee oversees all aspects and functions of City departments and is responsible for tracking the processes, recording information and reporting to the Business Administration, as well as other City officials, in order to improve the day to day efficiency and progression of the City processes.

Systems Administrator	Information Technology	Reports to the Director of Information Technology. supports Day to day operations of the City of Scranton Website and public access information. works with department heads and IT users to maintain web based information, office hardware & software based on job specific needs. Problem solving, Help Desk support & User training. Data mining for specific projects as directed by the IT Director.
Network Systems Administrator	Information Technology	Reports to the Director of Information Technology. Manages the City's network and systems infrastructure. Maintains network uptime and security, manages hardware and software upgrades - coordinates with department managers to ensure work continuity. Monitors city cyber security, Information access based on job needs Problem solving and Help Desk support.
Public Safety Technician	Information Technology	Reports to the Director of Information Technology, Dedicated to installation and maintenance of Public Safety technology. Provide on site / Vehicle support public safety hardware and software are operating when needed. Includes problem solving for field issues and training for new employees or when technology changes are implemented. Scope of work includes city building security.
Tax Recovery Solicitor	Law Department	The administration will send an RFP for this position/service. This attorney will aggressively collect delinquent taxes, which will benefit both the City and Scranton School District (a "shared service"). Work will be performed under the general supervision of the City Solicitor and in collaboration with the Treasurer, Tax Solicitor, and Single Tax Office.
Director of Neighborhoods, Parks & Rec	Neighborhoods, Parks & Rec	The Director of Neighborhoods, Parks & Recreation (NPR) will oversee the department and direct neighborhood engagement, parks projects, and recreation programs. The Director will work with the NPR Manager and DPW Highways Supervisor to schedule parks maintenance and will partner with residents, volunteers, neighborhood groups, nonprofits, and businesses to better utilize Scranton's parks to create community, promote wellness, improve quality of life, and offer recreational programming for children and adults.
Neighborhoods, Parks & Rec Manager	Neighborhoods, Parks & Rec	The Neighborhoods, Parks & Recreation Manager will focus on project management in order to prioritize and implement the Parks Study currently underway to revitalize and rehabilitate Scranton's 32 parks. The Manager will coordinate parks maintenance in partnership with the DPW Highways Supervisor and the NPR Director in order to ready parks for large- and small-scale projects and enable recreational programming.

Assistant City Planner	Office of Community Development	Reports to the City planner Performs advanced technical and administrative work. Employee provides support and serves as a technical representative for the City planner on all phases of the planning process including management of assigned projects. A significant aspect of the work is contact with other agencies, groups and individuals.
------------------------	---------------------------------	--

Administrative Assistant	Office of Community Development	Reports to the City Planner . Employee uses administrative knowledges and skills in relieving Planner of a variety of administrative tasks in order to focus on technical and project work. Initiates measures to assist the department head with his/her administrative responsibilities.
--------------------------	---------------------------------	--

**RECEIVED**  
NOV 20 2020  
OFFICE OF CITY  
COUNCIL/CITY CLERK