

EXHIBIT L

CLASSIFICATION AND COMPENSATION RANGE  
SUPERVISORY, PROFESSIONAL AND TECHNICAL POSITIONS

Grade	Position	Compensation Range		Grade	Position	Compensation Range	
		High	Low			High	Low
SPT-8	Environmental Program Manager	49,235	60,554	SPT-4	Extension Educator	41,686	51,269
SPT-7	Water Resources Project Manager	47,342	58,224		Waste Management Coordinator		
	Laboratory Director				Planner II		
SPT-6	Technical Coordinator - Aquaculture	45,521	55,985		Transportation Program Coordinator		
	Transportation Program Manager				Chemist/Instrumentation Specialist		
	Economic Development Administrator				Chief Procurement Officer		
	Economic Development Officer				Data Analyst		
	Systems Manager			SPT-3	Youth and Family Education Specialist	37,862	46,566
	Affordable Housing Specialist				Marine Science Education Specialist		
SPT-5	Director - Regional Tobacco Control Program	43,770	53,832		Research Analyst		
	Hydrologist				Bacteriologist		
	Marine Resources Specialist				Tobacco Educator		
	Communication Coordinator				Resource Development Officer		
	Director of Fire Training				Planner I		
	Senior Regulatory Planner				GIS Analyst -		
	Water Resources Scientist/Planner				Executive Asst. to Register of Deeds		
	Public Health Sanitarian - Environmental			SPT-2	Transportation Planner	32,500	39,970
	SAIN Coordinator				Payroll Generalist		
	Senior Transportation Planning Engineer			SPT-1	Accounts Payable Coordinator	29,680	36,503
	Transportation Engineer, P.E.				Insurance Research Officer		
	Program Coordinator/Septic System Manager				Environmental Project Assistant		
	Assistant to Executive Director				Environmental Health Assistant		

## **Associate Director Job Description**

### **Definition:**

The Associate Director for Children's Cove is responsible for managing all direct services and day to day program operations, including direct supervision of the direct services staff. The Associate Director will oversee all program referrals and coordinate, facilitate and conduct forensic interviews while ensuring program compliance with National Children's Alliance (NCA).

### **Supervision:**

- The Associate Director is directly responsible to the Director of Children's Cove. Frequent face to face discussions with the director of Children's Cove will occur to discuss agency related topics and staff related concerns.
- The Associate Director will provide supervision to the Family Advocate and the Mental Health Coordinator, and complete and review annual performance evaluations.

### **Job Environment:**

- Work is performed under typical office conditions with moderate noise from office equipment, telephones and light traffic; may participate in evening and weekend meetings. On call for emergencies and may be required to respond to unpredictable situations at police stations and hospitals. Required travel throughout the County. Work load varies with volume of investigations. May be exposed to hostile situations during the course of investigations (e.g., agitated parent and/or children))
- Operates computers, standard office equipment, audio/visual equipment (DVD, camera), and interview communication devices; operates an automobile.
- The employee makes frequent contact with the public regarding referrals and requests for service from and to other agencies. Makes contact with town and state police departments, District Attorney's office, Massachusetts Department of Children & Families, mental health providers and advocacy organizations.
- The employee has access to criminal investigations and related records, and other confidential/sensitive client information.
- Errors could result in damage to prosecutorial aspects of a case, possible personal injury and/or legal repercussions, damage to buildings and danger to staff's health and safety.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Manage the day to day operations of all case specific duties.
- Assist the Director with program development and policy review for purposes of National Children's Alliance accreditation requirements.

- Monitor and evaluate program quality assurance with partner agencies on a regular basis.
- In the absence of the Director, the Associate Director will assume a leadership role with staff and day to day operations.
- Provide input on policies and operating procedures for program development.
- Work with the Director in the general growth and efficiency of the agency including but not limited to program planning, media and press, public relations and goals and objectives for strategic planning.
- Effectively communicate with, supervise and empower staff, volunteers and MDT members to perform their roles effectively.
- Serves as a spokesperson in the community for Children's Cove and child abuse prevention.
- Develop and maintain inter-agency communication and networking regarding child abuse and the role of Children's Cove.
- Facilitate interagency collaboration and participation to coordinate the investigative response to child abuse cases.
- Provide data entry in National Children's Alliance (NCA) Trak and maintain case records.
- Performs other similar or related duties as required, or as situation dictate.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's Degree in social work, criminal justice or related field. Master's degree preferred. Must have experience, training and credentials in child abuse investigation, prevention and treatment; 5 years related relevant experience.

#### **Knowledge, Ability and Skill**

*Knowledge*, Thorough knowledge of applicable laws and theories relating to child neglect and physical and sexual abuse. Knowledge of child development. Knowledge of legal processes. Knowledge of grant management. Knowledge of the roles of various agencies and organizations.

*Ability*, Ability to interact with a large number of many different agencies and personnel, and to develop an understanding of available resources. Ability to communicate well, both orally and in writing. Ability to work with children and adolescents and assess current situations. Ability to supervise and direct the work of staff. Ability to exercise diplomacy and act as a mediator.

*Skill*, Skilled as an interviewer and investigator. Skilled at working in a team environment. Must have patience and skills at adapting to the situation presented.

### **Physical Requirements**

Minimal physical effort generally required to perform work in an office environment; required to stand, walk and listen and talk for long periods of time; occasionally may lift objects up to 30 pounds, such as audio-visual equipment, or when moving tables and chairs and setting up for special events.

*This job description does not constitute an employment agreement between the employer and employee and it's subject to change by the employer, as the needs of the employer and requirements of the job change.* Rev 8.13

## WEB CONTENT SPECIALIST

### **Definition**

Professional, administrative and technical work combining expertise in communications, web technology and agency/organizational/business operations managing the Cape Cod Commission Website; all other related work, as required.

### **Supervision**

Works under the administrative direction of the Communications Coordinator. Functions independently, referring problems to supervisor only when clarification or interpretation of policy or procedure is required. Exercises considerable judgment and initiative in the performance of duties.

### **Job Environment**

Work is generally performed under typical office conditions; occasional work is conducted in the field with exposure to various weather conditions and risks of exposure to outdoor hazards and difficult terrain. Some interaction with local, regional, state, and federal officials including elected officials as well as the general public and the business community. Work may occasionally be required outside of normal business hours. Operates computer and standard office equipment; operates an automobile.

Errors in judgment may have financial and legal repercussions.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Plans, develops, originates and maintains content using web/computer scripting and management languages to produce entire public Web site. Administers site and oversees layout, visual look-and-feel, and the overall structure/organization of all content, including images, video links, and other digital media. Applies and ensures adherence to CCC branding and graphical identity style standards.

Collects and coordinates presentation of information from staff subject experts and departments; jointly sets strategies for meeting content needs; and consults staff to provide timely, accurate, relevant, and interesting information on a regular basis.

Designs, publishes, and maintains online publications. Coordinates release of online public information with CCC social media managers.

Analyzes and tests content and all links for quality assurance, compatibility with various web browsers and devices, usability, and accuracy of information presented throughout site. Monitors

and assesses site content on a regular basis, adds new and removes outdated content and addresses 'broken' links, missing/out-of-date downloads, and typographical errors daily.

Understands the demographics and characteristics of web site users; monitors web site traffic flow and trends to provide insight into/interpret results, report back to staff and management, and adjust content accordingly; and responds to user feedback.

Uses analytical tools to assess metadata, usability/readability, and search-engine 'friendliness'. Troubleshoots problems and technical issues and works with internal IT staff and relevant external vendors, as needed, to resolve issues.

Identifies needed new features and enhancements and seeks solutions to implement them.

Trains and provides ongoing support to designated staff content authors and editors on web development techniques and use of the site's Content Management System (CMS) and provides guidance on implementation and management of unique departmental sub-sites.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's degree in communications, marketing, information technology or related field plus five years of increasingly responsible experience producing and managing content for high-profile websites; or an equivalent combination of education and experience.

#### **Special Requirements**

Valid Massachusetts motor vehicle operator's license.

#### **Knowledge, Ability, and Skill**

*Knowledge.* Extensive knowledge of communications, public relations and public policy. Thorough knowledge of the Commission's mission, organization and priorities. Sensitivity to political issues. Working knowledge of Massachusetts General laws governing public records. Familiarity with web-site development best practices such as search engine optimization and application of accessibility guidelines.

*Ability.* Ability to plan, organize, analyze problems, formulate recommendations, and prepare reports. Ability to establish and maintain effective working relationships. Ability to respond to time-urgent demands, manage multiple projects and meet deadlines. Ability to communicate complex technical issues and serve as 'translator' between staff/management and technology experts.

*Skills.* Superior communication skills, both oral and written. Skill with industry-standard web editing, development, management, and analytic software/systems, including HTML, knowledge of CSS, basic JavaScript and jQuery plug-ins, and other coding techniques.

Skill with industry-standard publishing and graphical software such as Adobe Creative and Web Suites (Photoshop, Acrobat, Illustrator, InDesign, Dreamweaver, Fireworks, Flash, Bridge, etc.), Microsoft Office (Word, PowerPoint, Excel), file transfer protocol (FTP), e-mail, and server systems. Strong analytical skills to assess needs, understand requirements, develop solutions, and resolve issues.

**Physical Requirements**

Minimal physical effort is generally required in performing duties under typical office conditions. Occasional light physical effort required to carry supplies or file boxes and other material which may weigh up to 30 pounds. Ability to maneuver stairs and uneven terrain for field work. Ability to operate a keyboard and view computer screens for an extended period of time.

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