

**Administrative Regulations
City of Iowa City**

Title: Classification of Division Head Positions

Effective Date: 11/2021 Page: 1 of 1

Supersedes: 8/20 A.R. Titled: Classification of Division Head Positions



I. Purpose

The following represents a policy designating Administrative positions which function as and are to be classified as Division Heads for the purposes of Civil Service and/or City policy administration.

II. Policy

The following positions are to be classified as Division Head positions based upon their functional role within the organization and consistent with level of authority and responsibility associated with each position:

Human Rights Coordinator/Equity Director
Communications Coordinator
Human Resources Administrator
Climate Action Coordinator
Assistant Finance Director
Information Technology Services Coordinator
Revenue/Risk Manager
Deputy Fire Chief
Battalion Chief
Neighborhood Services Coordinator
Development Services Coordinator
MPOJC Executive Director
Recreation Superintendent
Parks Superintendent
Cemetery Supervisor
Facilities Manager
Police Captain
Animal Services Coordinator
City Engineer
Equipment Superintendent
Streets Superintendent
Wastewater Superintendent
Water Superintendent
Resource Management Superintendent
Senior Center Coordinator
Associate Director of Transportation Services
Library Coordinators
Library Building Manager

III. Regulation Update and Responsibility

Periodic review, updates, and questions of interpretation of this policy are the responsibility of Human Resources. The City Manager or designee shall be responsible for final interpretation and application of this policy.

Approved:



City Manager