



City of Loveland Job Levels and Management Expectations

All city of Loveland Job Descriptions can be viewed on the [City of Loveland Job Description webpage](#). The job level is reflected in the top section of each Job Description page (next to the City of Loveland logo). The management expectations for each job level are shown below. Pay bands are defined based on market conditions and will vary based on job family and industry.

1 - Support

- This position has no supervisory or Management Responsibilities.

2 - Professional

- This position has no supervisory or Management Responsibilities.

3 - Supervisor for Temporary and Limited Benefitted Employees

- May monitor day-to-day operations. May provide direction to direct reports following standard practices and procedures.
- May oversee tactical operations of support or trade employees.
- May make recommendations regarding personnel decisions related to hiring, performance, or disciplinary actions.
- Champions and embodies the company's mission, vision, values, and culture.

4 - Supervisor for Benefitted Employees

- Provides direct supervision to professional, technical, and skilled employees to assure accountability to department and organizational goals and objectives.
- Focus on day-to-day operations and ensuring tasks are completed efficiently.
- Interprets policies and exercises independent judgment and decision making within department.
- Makes personnel decisions related to hiring, performance, or disciplinary actions.
- Champions and embodies the company's mission, vision, values, and culture.

5 - Manager

- Provides 2nd level supervision to professional, technical, and skilled employees to assure accountability to department and organizational goals and objectives.
- Functions as advisor to department, sets goals and objectives for team members to achieve operational results.
- Provides guidance, analyzes, and resolves department issues.
- Interprets policies and exercises independent judgment and decision making within department.
- Makes personnel decisions related to hiring, performance, or disciplinary actions.
- Champions and embodies the company's mission, vision, values, and culture.

6 - Division Manager

- Oversees a division within a department and responsible for recommending, monitoring and managing the division budget and goals to align with senior leadership objectives.
- Provides leadership of division and typically at least 2nd level supervision to professional, technical, and skilled employees to assure accountability to department and organizational goals and objectives.
- Functions as advisor to and typically reports directly to a department director or deputy/assistant director, sets goals and objectives for team members to achieve operational results.
- Provides guidance, analyzes, and resolves department issues and ensures effective communication across all levels of supervision.
- Interprets policies and exercises independent judgment and decision making within department.
- Makes personnel decisions related to hiring, performance, or disciplinary actions.
- Champions and embodies the company's mission, vision, values, and culture.



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7 - Director / Deputy Director

- Oversees department and is responsible for high-level strategic decisions, formulating, administering, and communicating policies and procedures.
- Develops and implement plans and objectives for the department in an effective and innovative manner.
- Provides complex guidance and manages matters of significance.
- Directs the operational, financial, and hiring decisions within the department.
- Collaborates with director leadership team to develop innovative solutions and propose those to senior leadership.
- Regularly advises, interacts, communicates, and collaborates with executive leadership, reporting directly to the City Manager or Deputy City Manager.
- Ownership of short to long-term strategy execution and operational direction in alignment with policy and executive leadership objectives.
- Develops, coordinates, and maintains strategic and operational plans consistent with the company's strategic direction.
- Oversees and reports on results to senior management.
- Retains a diverse, highly qualified staff and provides career coaching, growth, and personal development for direct/indirect report employees.
- Champions and embodies the company's mission, vision, values, and culture.

8 - Senior Executives (City Manager, Deputy City Manager, City Attorney & Municipal Judge)

- Establishes and models the mission, vision, values, culture, and long-term strategies for the organization.
- Leads a group or groups within the organization through direct management of functional area directors and managers through collaboration and effective communication.
- Ensures the appropriate talent selection, organization, and leadership for major areas of the organization.
- Provides strategic leadership and direction in the planning, implementing, improving, and evaluating of a department(s).
- Champions initiatives across the organization and partners with other members of leadership to identify opportunities for significant organizational enhancements.
- Oversees and is responsible for division or department budget and operational forecast.
- Makes complex, independent decisions for situations with precedent to ensure organizational objectives and goals are met.
- Interacts with and develops relationships with stakeholders internally and externally.
- Serves as the organizational representative and engages with the City Council, Boards & Commissions, employees, the public and other partnership entities.
- Champions and embodies the city's mission, vision, values, and culture.