



Municipal Salary Survey



In partnership with

Maine Municipal Salary Survey

This worksheet contains all of the questions you will encounter in the Maine Municipal Salary Survey.
Use it as a reference and data collection tool.

Administrative Salaries

Position	Indicate How This Position is Paid	Hours Worked Per Week in This Position	Shared Position	Additional Titles Held by Employee(s)	Hourly Pay Rate	Stipend
Positions reported on here should not exceed the number of employees on staff.	Indicate One: Annual Salary Hourly Stipend	Enter the typical hours worked per week by most employees in this position. Hours worked per week should not exceed full time work week hours for your municipality - e.g. 35, 37.5, or 40 hours.	Indicate if the employee(s) in this position also covers additional position(s) in this municipality. (Indicate: Yes/No)	List any additional titles held by an employee(s) in the space provided.	See note below regarding calculating hourly pay rate.	
Manager/Administrator						
Assistant Manager/Administrator						
Administrative Assistant to Selectmen						
Executive Secretary						
Departmental Executive Secretary						
Secretary - General Duty						
Clerk: Elected						
Clerk: Appointed						
Registrar of Voters						
Personnel/Human Resources Director						
Welfare/G.A. Director						
Health Officer						
Manager of Information Systems						

Hourly Pay Rate:

To allow for comparisons across all municipalities, if this position is paid an annual salary, calculate the hourly rate using the following formula:
 Annual Salary divided by Total Hours Worked per Year (Calculated as Hours Worked per Week x 52).
 For example: If your average hours worked per week are 35, and your annual salary is \$50,000, you would divide \$50,000 by 1820 (52x35), for an hourly rate of \$27.47.
 If there are multiple employees in this position with differing pay scales, average the hourly rate paid.
 Do not include any additional compensation when reporting hourly rate.

For an online calculator to assist in determining hourly rate: <http://www.calculators.org/savings/wage-conversion.php>