

POSITION DESCRIPTION

Title: Office Administrator

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019, Oct 2019, **Sept 2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~County Humane Officer~~ Animal Shelter Manager, ~~Administrator~~
County, County Engineer

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (307)

Job Summary

This position consists of administrative work, and accounting activities of the Animal Shelter. Communications and work coordinating the outcomes of placement of animals at the animal shelter by means of adoption, transfer, and owner reclaims, using social media platforms and personal contact.

Job Domains

1. Runs the Animal Shelter office operations under the direction of the ~~County Humane Officer~~ Animal Shelter Manager, and when the ~~County Humane Officer~~ Animal Shelter Manager is not available, takes direction from the Animal Resource Supervisor and/or the Senior Animal Control Technician.
2. Reviews production records, compiles reports, gives technical assistance to employees as needed.
3. Manages the collection, accounting, and transmittal of shelter monies.
4. Resolves citizen complaints.
- ~~5. Works with the Animal Placement Specialist regarding adoptions, owner redemptions, and rescue placement.~~
6. Answers inquiries as needed from the general public.
7. Conducts research, and compiles a variety of statistical reports.

8. Oversees the maintenance of facilities and equipment.
9. Requisitions office supplies and equipment.
10. Performs a wide variety of administrative and clerical tasks.
11. Prepares Commission agenda items as necessary.
- ~~12. Prepares Advisory Board agenda and takes notes as needed at Advisory Board meetings.~~
13. Assists in offsite adoption and fundraising events when necessary.
14. Assists Shelter staff as necessary with clerical tasks as well as showing animals for adoption or owner redemption.
15. Maintains a clean and organized work space.
16. Performs office cleaning duties as directed.
17. Performs related work as required.
18. Conducts outreach to increase participation of placement partners and rescue groups and to enhance the live outcomes of the shelter.
19. Maintains positive and open communication with existing and future partners.
20. Notifies partners and coordinates flow of animals for rescue or adoption.
21. Facilitates photography/video of animals for adoptions.
22. Uploads, posts, edits, and updates information on the animal shelter Facebook page and other social media outlets.
23. Develops creative descriptions of available animals for marking and networking purposes through print and social media.
24. Coordinates adoption events at the facility and off site.
25. Organizes outreach involvement and activities for volunteers.
26. Works with staff to enhance owner reclaim rates and to increase awareness programs.
27. Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.
28. Enters data and information into computerized database to maintain animal and adoption records

Knowledge, Skills, and Abilities

1. Thorough knowledge of office management principles and practices.
2. Thorough knowledge of clerical functions involved in accounting, record keeping, filing and general clerical work.
3. A good working knowledge English grammar, composition, and spelling.
4. A good working knowledge of data processing principles and computer functions.
5. Ability to operate computers and basic software programs.
6. Ability to complete research and prepare complex and detailed reports.
7. Ability to communicate, both orally and in writing.
8. Ability to read, interpret and explain animal control laws, ordinances and regulations.
9. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
10. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
11. Knowledge of departmental policies and procedures.
12. Knowledge of the general care of animals and shelter operations.

13. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
14. Hear well enough to respond to verbal communication and to use the telephone.
15. Body movement to bend, stoop and move about.
16. Manual dexterity to write and type.
17. Good knowledge of internet and social media platforms and methods to connect with potential partners.
18. Good knowledge of animal shelter operations and adoptions, or the ability to readily acquire such knowledge.
19. Good knowledge of written and verbal communication methods and principles; good knowledge of customer service principles and practices.
20. Some knowledge of safety practices and procedures in dealing with animals, or the ability to readily acquire such knowledge.
21. Some knowledge of area animal advocacy groups, or the ability to readily acquire such knowledge.
22. Ability to work in a fast-paced environment.
23. Ability to operate a camera.
24. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
25. Ability to maintain professionalism in all aspects of work.
26. Ability to plan, organize and coordinate events.
27. Ability to safely operate a motor vehicle and travel to locations within the community.
28. Ability to establish and maintain social media relationships.
29. Ability to work independently and efficiently on multiple projects.

Other Characteristics

1. Willingness to work overtime and non-standard hours as required.
2. Willingness to work with the public and be in direct contact with animals daily.
3. Be willing and available to attend training related to job.
4. Injuries from animals pose a work hazard for employees in this class.

Minimum Requirements

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent and a minimum of two (2) years' increasingly responsible experience in office management and ~~one (1) year experience in customer service; or a combination of education and experience equivalent to these requ~~ Minimum of three (3) years' experience in customer service, public relations and clerical experience, including one (1) year experience in social media networking and communications; or a combination of education and experience equivalent to these requirements.

POSITION DESCRIPTION

Title: Office Assistant I

Department: Animal Control

Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Animal Shelter Manager, County Engineer

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (302)

Job Summary

This position consists of a myriad of clerical duties for the Baldwin County Animal Shelter including but not limited to answering the phones and interacting with the public. The Office Assistant I must be able to speak and write professionally. In addition, the Office Assistant I must be able to be in an environment with animals on a daily basis.

Job Domains

1. Assists the Office Assistant IV with running the Animal Shelter office operations, under the direction of the Animal Shelter Manager and in the absence of Office Assistant IV, is able to effectively run the front office.
2. Assists the Office Manager in the collection of shelter monies.
3. Resolves citizen complaints.
4. Answers inquiries as needed from the general public.
5. Performs a wide variety of administrative and clerical tasks.
6. Assists Shelter staff as necessary with clerical tasks as well as showing animals for adoption or owner redemption.
7. Performs office cleaning duties and kennel cleaning duties as directed.
8. Performs related work as required.
9. Assist in offsite adoptions and fundraising events when necessary.

Knowledge, Skills, and Abilities

1. Good knowledge of basic high school mathematics.
2. Good knowledge of clerical functions involved in accounting, record keeping, filing and general clerical work.
3. Good knowledge of English grammar, composition, and spelling.
4. Ability to communicate professionally, both orally and in writing.
5. Knowledge of departmental policies and procedures.
6. Knowledge of the general care of animals and shelter operations.
7. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
8. Hear well enough to respond to verbal communication and to use the telephone.
9. Body movement to bend, stoop and move about.
10. Manual dexterity to write and type.
11. Ability to operate computers and basic software programs.

Other Characteristics

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

Minimum Requirements

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent required.

POSITION DESCRIPTION

Title: Scheduling/**Customer Service** Manager
Department: Baldwin Regional Area Transit System (BRATS)
Job Analysis: 11/2005, 02/2009, 02/2011, 02/2014, 03/2022, **09/2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: **Assistant Director of Transportation**, Director of Transportation
Subordinate Staff: Customer Service Representatives
Internal Contacts: Baldwin County Commission, County Administrator, Co-workers
External Contacts: ALDOT, General Public, Business Community, and Social Service Agencies
Status: Classified/Exempt (~~S312~~ **S313**)

Job Summary

~~Provides coordination and overall direction of daily scheduling of passengers of the Baldwin Regional Area Transit System based on available vehicle and driver resources. This individual is responsible for managing the BRATS Scheduling Department, supervising Customer Service Representatives, and coordinating training programs related to customer service. The Scheduling Manager must be able to work independently, exercise sound business judgment in the performance of duties, and communicate well with other employees and the general public.~~

The Scheduling Manager is responsible for managing the BRATS Scheduling Department, and supervising Customer Service Representatives. This individual provides coordination and overall direction of daily scheduling of passengers, drivers, and vehicles of the Baldwin Regional Area Transit System based on available resources. This position also schedules transit vehicles for mechanical/maintenance service and drivers for training. They must be able to work independently, exercise sound business judgment in the performance of duties, and communicate well with other employees, and the general public.

Job Domain

1. Manage the daily scheduling of ~~350+~~ **400+** passenger trips, 46 vehicles, and ~~35~~ **40** drivers.
2. Act as point-of-contact for drivers who require next-day or day-of leave.

3. Make necessary adjustments to schedule (reassign trips/shifts; add and/or delete shifts) to ensure scheduled trips are supported when drivers are out.
4. Supervise Customer Service Representatives including selection, training, performance matters, and personnel evaluations. Ensure all scheduling team members are adequately cross-trained.
5. Coordinate and/or conduct customer service training of scheduling department staff.
6. Address and document action taken for reported Customer **Service** Concerns.
7. Develop and foster relationships with internal and external customers that will enhance transportation services.
8. **Monitor OpenScape call-routing system to assure efficiency, quality of service, professionalism, and courtesy. Serve as interface with Call Center to monitor OpenScape system. Produce monthly reports of key performance indicators for customer service to measure, monitor, and evaluate CSR performance to assure quality of service, professionalism, and courtesy.**
9. **This position Play a pivotal frontline role in deescalating passenger complaints/issues.**
10. Manage leave time of CSRs to ensure BRATS scheduling system is adequately staffed and coordinate as necessary with Director/Asst. Director of Transportation. ~~Responsible for approval of leave time of CSRs to ensure BRATS scheduling system is adequately staffed and coordinate as necessary with Accounting Manager for assistance when understaffed.~~
11. ~~Initiate the process and coordinate required activities and reporting of accidents and incidents with the County's Risk Management personnel.~~ **Oversee the process of reporting accidents and incidents with the County's Risk Management personnel.**
12. ~~Act as liaison, along with the Director and Driver & Fleet Manager, between BRATS and EMA during activated emergencies.~~ **Assist in emergency/disaster management as needed to alter the BRATS operating schedule.**
13. Participate in scheduled meetings, trainings, conferences, etc., as a member of the BRATS management team.
14. Have the working knowledge and ability to perform daily tasks required of the scheduling staff.
15. **Play major role in transit software evaluation, selection, performance monitoring, and reporting issues and providing feedback on software performance.**
16. **Possess knowledge of departmental policies and procedures and ability to apply them to work related issues as they arise.**
17. **Ability to keep detailed records and make accurate reports.**
18. **Possess excellent written and oral communication skills to communicate in a professional and courteous manner with employees and passengers.**
19. **Strong multitasking, organizational, and priority-setting skills.**
20. **Ability to maintain confidentiality of employee information.**

Knowledge, Skills, and Abilities

Due to rapidly changing laws, regulations, technology, etc., BRATS focuses as much on an individual's ability to learn and apply new knowledge, skills, and abilities as on an individual's existing knowledge, skills, and abilities.

1. Ability to work independently without close supervision.
2. Ability to supervise employees.
3. **Ability to handle stressful situations calmly and professionally.**
4. Ability to multi-task, and to plan and organize work to establish priorities and meet deadlines.
5. Ability to communicate effectively, both orally and in writing.

6. Ability to deal with in-person and telephone contacts in a tactful and courteous manner and to quickly convey concise and accurate information.

Other Characteristics

1. All BRATS Team Members are expected to be very flexible team players. All BRATS team member may be required to transport passengers as this is the core mission of our organization or perform any other tasks required of any other BRATS team member.
2. Must dress in professional manner to meet the public.
3. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. Must have a valid driver's license and be insurable by the County's insurance standards.
2. **Commercial Driver's License with Passenger Endorsement preferred but not required.**
3. Minimum three (3) years of public transit, passenger scheduling, or fleet scheduling experience preferred.
4. Experience with demand response transit system preferred.
5. Bachelor's degree preferred but not required.
6. Criminal background check authorization required.
7. Pre-employment drug screening, random drug screening and post-accident drug and alcohol screenings are required.

POSITION DESCRIPTION

Title: BRATS Training Coordinator

Department: Baldwin Regional Area Transportation System (BRATS)

Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Director of Transportation

Subordinate Staff: None

Internal Contacts: BRATS Employees and other Commission Employees as required

External Contacts: General Public, Transit and Training Organizations

Status: Classified/Non-Exempt (309)

Job Summary

The BRATS Training Coordinator develops, administers, and coordinates training for all BRATS Transit Drivers. This role is responsible for analyzing training needs, developing curriculum, and conducting training sessions (live classroom, video-based, and on-the-job skills exercises). In addition to training newly hired drivers, this position will conduct specific training to meet identified needs created by new technology, policy changes, accidents/incidents, and near-misses.

This position will also serve as a liaison between drivers positioned throughout the County and the administrative staff. This role will provide drivers with a channel to share insights, ideas, and concerns to ensure smooth information flow and understanding between drivers and staff who might otherwise have difficulty connecting allowing for the identification of improvement opportunities while actively promoting BRATS' values, culture, and mission with a focus on improving employee trust and morale.

Job Domains

1. Provide orientation and training for new drivers.
2. Develop and conduct training sessions by analyzing job performance requirements and operational procedures.

3. Facilitate learning through a variety of delivery methods including classroom instruction, on-site training sessions, computer or video-based training, and on the job skills coaching.
4. Assess training effectiveness through participant feedback.
5. Review accidents, incidents, and near-misses for retraining opportunities.
6. Maintain driver training records.
7. Schedule and coordinate training with managers and supervisors to minimize service disruption.
8. Communicate applicable training opportunities to drivers.
9. Assist with identifying performance improvement process opportunities with under-performing employees through random reviews of in-vehicle video footage.
10. Coordinate the advertisement/recruitment, screening, interviewing, selection, hiring, orientation, and training of BRATS drivers.
11. Provide training necessary to prepare drivers for the applicable CDL written and skills test.
12. Register trained drivers in the Entry-Level Driver Training database, certifying they have received the required training.
13. Coordinate scheduling drivers for written knowledge and skills CDL tests.
14. Assist in emergency/disaster management as needed.

Knowledge, Skills, and Abilities

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1. Meet the FMCSA's requirements to become a registered Entry-Level Driver Training (ELDT) Provider for both Theory and Behind-the-Wheel (BTW) training.
 - a. Hold a valid Class C or higher Commercial Driver's License with a Passenger Endorsement.
 - b. Have at least 2 years of experience driving a Class C or higher CMV with a Passenger Endorsement.
 - c. Meet all applicable State requirements for CMV instructors.
 2. Possess leadership skills to effectively direct employees while in a training class environment and to properly evaluate comprehension and application of subject material.
 3. Knowledge of American with Disability Act (ADA) requirements as it pertains to public transit.
 4. Knowledge of departmental policies and procedures and ability to apply them to work related issues as they arise.
 5. Ability to keep detailed records and make accurate reports.
 6. Skills to create an environment conducive to learning and instruction.
 7. Ability to communicate in a professional and courteous manner with employees and passengers.
 8. Possess excellent written and oral communication skills.
 9. Strong multitasking, organizational, and priority-setting skills.
 10. Ability to maintain confidentiality of employee information.
 11. Knowledge of driver license manual.
 12. Knowledge of transit driver and fleet maintenance software platforms, and GPS based applications.
 13. Knowledge of Microsoft Office (Outlook, Power Point, Word, Excel, SharePoint) products.
 14. Strong problem analysis and problem-solving skills.
 15. Ability to work independently.

Other Characteristics

1. BRATS Team Members are expected to be very flexible team players and may be required to perform our core mission which is to transport passengers.
2. Strong desire to assist in the improvement of BRATS service model through the development of employee skills.
3. Willingness to attend workshops, conferences, seminars, etc.
4. Willingness to work minimal overtime or non-standard hours to complete work within a specific period and to avoid service disruption.
5. Ability to work positively and effectively with new employees and seasoned staff.

Minimum Qualifications

1. Must have a valid Commercial Driver's License with Passenger Endorsement.
2. Minimum of five (5) years' experience in the transit industry.
3. Criminal background check authorization required.
4. Pre-employment drug screening, random drug screening, and post-accident drug and alcohol screenings are required.
5. Training experience preferred.
6. Experience in recruitment, screening, interviewing, and selection of new employees.

POSITION DESCRIPTION

Title: Permit Administrator

Department: Building Inspection / [Permitting Division](#)

Job Analysis: February 2020, June 2020, June 2021, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, ~~Deputy Building Official~~

Subordinate Staff: [Chief Permit Specialist, Permit Specialists](#) ~~Bookkeeper, Permit Technicians~~

Internal Contacts: ~~Members of the Building Inspection Department, Planning and Zoning Department, Highway Department, and various other County Departments~~ [Members of Building Inspection Department, County Employees](#)

External Contacts: ~~General Public, Property Owners, Contractors, Architects, Engineers, Surveyors, State and Federal Agencies and Licensing Boards, GIS Consulting Team, Permitting/Inspection Software Development and Support Team~~ [Building Contractors, Architects, Surveyors, General Public, Online Software Support Team](#)

Status: Classified/Exempt (~~S316~~[S318](#))

Job Summary

[The Permitting Division manages permit intake, routing, review, and issuance for multiple County departments including Building Inspection, Planning and Zoning, and Highway Department. The team serves as the public's primary point of contact, providing accurate, consistent guidance throughout the permitting process.](#)

[Under general direction, the Permit Administrator leads the Permitting Division; oversees daily operations, staffing, customer service standards, and continuous improvement of permitting services; and supervises the Chief Permit Specialist and Permit Specialists.](#)

The Permit Administrator also administers and configures the County's permitting and inspection software across departments. Responsibilities include maintaining applications, workflow routes, fee tables, forms, correspondence templates, user roles, and reports; coordinating integrations and enhancements with CIS, GIS consultants, and the software vendor; developing procedures and training for staff and public users; ensuring consistent application of County policies, adopted codes, and ordinances; monitoring quality, performance metrics, and service levels; resolving escalations; and assisting with budgeting, audits, and emergency operations. Performs other duties as assigned by the Building Official to support department operations.

~~The Permit Administrator works with software developers to create and maintain online permitting/inspection software. Additionally, this position will continually administer the permitting software, work with other departments to integrate the permitting software, train all existing and new employees on the use of the software, work with public to utilize software. Maintain inventory supplies, assist with Hazard Mitigation Coordinator duties, supervise the Bookkeeper and Permit Technicians, assistant to the Building Official.~~

Job Domain

~~A. Permitting Software~~

~~B.—~~

- ~~1. Work with permit software company on design and implementation.~~
- ~~2. Create and design all permits and inspection reports for permit software.~~
- ~~3. Create reports for Building Official as needed.~~
- ~~4. Train all personnel to utilize permit software.~~
- ~~5. Coordinate with Planning Department to integrate online Permitting and Planning Modules.~~

Managerial

~~D.A. ___~~

1. Provide operational oversight of the Permitting Division across multiple office locations, ensuring consistent workflows, procedures, and customer service.
2. Direct staffing and scheduling: plan, assign, and review daily work; manage timekeeping; approve leave; and balance coverage across offices to meet service levels.
3. Participate in hiring; lead onboarding, training, coaching, and cross-training; conduct performance reviews, provide feedback, and recommend discipline when warranted.
4. Maintain and update division resources (SOPs, desk guides, handouts, checklists, and internal references) to keep practices current and uniform.
5. Set and enforce customer service standards; handle escalations; and monitor response-time expectations for phone, email, and counter service.
6. Oversee quality control of application intake, records, and payment processing; authorize corrections and resolve exceptions.
7. Ensure staff certifications and continuing education remain current; track due dates and coordinate required training.

- ~~1. Supervise Bookkeeper in Bay Minette office and Permit Technicians in Foley and Fairhope offices.~~
- ~~2. Maintain office supply inventory.~~
- ~~3. Assist public on all office related procedures, requirements, etc.~~
- ~~4. Maintains personnel vacation calendar, approves timecards.~~
- ~~5. Schedule meetings for the Baldwin County Building Code of Appeals, Baldwin County Flood Damage Prevention Ordinance Board of Adjustment, compile the minutes for each board meeting.~~
- ~~6. Schedule meetings and appointments for Building Official.~~
- ~~7. Assist Building Official, Deputy Building Official, Hazard Mitigation Coordinator, and Building Inspectors as needed.~~
- ~~8. Prepare and figure plan review fees and building permit fees for large commercial projects.~~

B. Permitting and Permit/Inspection Software Administration

1. Administer and configure the permitting and inspection software, including applications, workflow routes, inspections, fee tables, forms, letter/email templates, reports/metrics, user roles/permissions, and website/portal content.
2. Coordinate integrations and enhancements with the software vendor, GIS, and CIS.
3. Coordinate with Building Inspection, Planning & Zoning, Highway, and other County departments to route permit work, resolve delays, and keep interdepartmental workflows aligned and current.
4. Develop and deliver staff training; provide advanced troubleshooting; resolve issues and escalate to software support as needed.
5. Monitor compliance with County policies, adopted codes and ordinances, and permit-related policies.
6. Track application timelines, review routing, and workload distribution to meet service levels.
7. Compile and present operational reports, financial summaries, and trend analyses for leadership and program needs.
8. Support audits, public records requests, and records retention.
9. Maintain permitting kiosks at each office for public use of online permit software.

Office Duties

- ~~1. Supply reports to Building Official as needed.~~
- ~~2. Supply reports for all department programs as needed (i.e. CRS, Coastal, Hazard Mitigation).~~
- ~~3. Set up and maintain permitting kiosks at all 3 office locations for public use of online Permit Software.~~

E.C. Miscellaneous

1. Must maintain all continuing education requirements.
2. Assist other County staff as needed.

~~Assist with Hazard Mitigation duties, when needed.~~

- ~~1. Issue building, plumbing, electrical and HVAC permits, when needed.~~
- ~~2. Assist public with using online permit software and general questions.~~

Knowledge, Skills, and Abilities

1. Fluency in English (written and verbal), with clear, well-modulated speech and proper grammar.
 2. Strong customer service and communication skills: able to obtain and convey information concisely and accurately in person, by phone, and by email; able to handle difficult interactions professionally.
 3. Basic math skills to calculate building valuations, permit fees, bank deposits, etc.
 4. High attention to detail and organization: review documents for accuracy, maintain orderly paper and digital records, and prioritize tasks in a fast-paced, high-volume environment.
 5. Willingness to participate in ongoing training and learn related job functions as needed.
- ~~Skills to communicate effectively at all levels with all persons involved in the building trades.~~

- ~~1. Math skills to compute cost of permits.~~
- ~~2. Fluency in the English language, both written and verbal~~
- ~~3. Ability to speak with a clear, well-modulated voice and to use proper grammar.~~
- ~~4. Ability to quickly convey concise and accurate information.~~
- ~~5. Ability to respond to difficult situations with tact and diplomacy.~~
- ~~6. Ability to complete multiple tasks simultaneously.~~
- ~~7. Comprehensive skills in all Microsoft Office products as well as coding.~~

Minimum Qualifications

1. High School Diploma or GED required. College degree preferred.
2. Minimum two (2) years' experience in clerical, administrative, or secretarial field. (Associates degree in business may substitute for one (1) year of experience.)
3. Extensive computer knowledge in Word, Excel, PowerPoint, and coding.
4. Must have International Code Council (ICC) Permit Technician certification at time of hire.
5. Must have ICC Code Specialist certification (includes Permit Specialist combo) at time of hire.
6. Must have valid driver's license and be able to travel within Baldwin County and work from alternate office locations.
- ~~1. Must be willing to work extended hours in the event of a declared disaster such as a hurricane, tornado, flood, etc.~~High School Diploma or GED required. College degree preferred.

- ~~2. Minimum two (2) years' experience in clerical, administrative, or secretarial field.
(Associates degree in business may substitute for one (1) year of experience.)~~
- ~~3. Extensive computer knowledge in Word, Excel, PowerPoint and coding.~~
- ~~4. Must be registered as a Certified Permit Technician by the International Building Code Council at time of hire, or within 12 months of hire date.~~
- ~~5.7. Work experience in government desirable.~~

POSITION DESCRIPTION

Title: Chief Permit Specialist

Department: Building Inspection / Permitting Division

Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Permit Administrator

Subordinate Staff: Permit Specialists

Internal Contacts: Members of the Building Inspection Department, Planning and Zoning Department, Highway Department, and various other County Departments

External Contacts: General Public, Property Owners, Contractors, Architects, Engineers, Surveyors, State and Federal Agencies and Licensing Boards, Permitting/Inspection Software Development and Support Team

Status: Classified/Non-Exempt (312)

Job Summary

Under general direction, the Chief Permit Specialist leads and supervises the Permit Specialists - the first point of contact for citizens, contractors, and developers - ensuring consistent, accurate application of County policies, codes, and permitting procedures. This position plans, assigns, and reviews daily work; trains and coaches staff; prepares schedules and approves leave; maintains SOPs and performance metrics; and participates in hiring, onboarding, feedback, and discipline. The role performs quality control on intakes, records, and financial transactions; resolves escalated customer issues; and coordinates with Building Inspection, Planning & Zoning, Highway, and other departments to route reviews and resolve delays. The Chief Permit Specialist may perform Permit Specialist duties as needed to meet service levels.

This position oversees the receipt, review, and processing of permit applications; verifies contractor licensing; checks supporting documents for accuracy and compliance with subdivision, planning, zoning, building, floodplain, and coastal regulations; directs research of property and permit histories; manages digital and physical records; oversees payment processing and permit issuance; and ensures timely, courteous service by phone, email, and in

person. Additional duties may include bookkeeping, code enforcement administrative support, and assisting with permitting/inspection software troubleshooting and updates. The Chief Permit Specialist also performs other duties as assigned by the Permit Administrator or Building Official to support department operations.

Job Domain

A. Managerial

1. Manage schedules and timekeeping; approve leave; plan, assign, and review daily work; balance staffing and coverage across offices to meet service levels.
2. Train, coach, and cross-train staff; maintain SOPs/desk guides; ensure consistent application of County policies, codes, and permitting procedures.
3. Oversee customer service standards; handle escalations; monitor response-time expectations for phone, email, and counter service.
4. Monitor quality control of application intake, records, and payment processing; authorize corrections and resolve exceptions.
5. Ensure staff certifications and continuing education are current; track due dates and arrange training.
6. Coordinate with Building Inspection, Planning & Zoning, Highway, and other departments to route work, resolve delays, and improve workflows.
7. Oversee records management and public-records responses; ensure retention and documentation standards are followed; assist with audits.
8. Track and report team metrics (volume, turnaround, error rates); brief leadership and use data to drive improvements.

B. Customer Service

1. Serve as the primary point of contact for permitting and development inquiries while providing exceptional customer service.
2. Provide accurate, courteous, and timely responses to the public via phone, email, and in person.
3. Assist residents, contractors, developers, and design professionals with the permitting process.
4. Clearly and accurately explain regulations related to subdivisions, planning, zoning, building codes, flood zones, coastal, etc.
5. Route technical or specialized inquiries to the appropriate department or staff.

C. Permitting

1. Intake and review permit applications and supporting documents for accuracy and completeness for all relevant departments (e.g., Building Inspection, Planning & Zoning, Highway, etc.)
2. Enter and manage data in the permitting software including applications, inspections, contractor licenses, payments, etc.

3. Verify contractors are properly licensed with appropriate state contractor boards and hold State of Alabama business licenses; provide guidance when documentation is missing or non-compliant.
4. Review building and site plans for regulatory compliance; verify plans are signed and sealed as required.
5. Ensure applications comply with applicable codes, ordinances, and regulatory requirements - including subdivision, planning, zoning, building, floodplain, coastal, etc.
6. Issue permits to qualified applicants, schedule inspections, and generate Certificates of Occupancy.

D. Accounting

1. Maintain daily records of permit and financial transactions; ensure consistency between permit reports, payment records, and supporting documentation.
2. Process payments and generate accurate receipts for permit-related fees.
3. Prepare and submit weekly bank deposits.
4. Compile monthly permit reports, payment reports, and ensure accuracy of totals.
5. Assist with reconciling discrepancies related to permitting and financial records.

E. Bookkeeping

1. Track all financial transactions related to permit issuance.
2. Prepare end-of-month financial reporting.
3. Work with administrative staff to ensure proper documentation of revenue.

F. Flood Records

1. Assist in identifying flood zones during permit intake, answer and log all general floodplain inquiries.
2. Assist customers with understanding FEMA Flood Insurance Rate Maps (FIRMs).
3. Receive and verify Elevation Certificates for completeness before forwarding to the designated reviewer.
4. Ensure all flood-related files and records meet FEMA documentation and retention requirements.

G. Code Enforcement Administration

1. Provide administrative support to code enforcement staff, including maintaining records of violations, notices, stop work orders, and unsafe/nuisance abatement cases.
2. Track and document case progress related to compliance issues.
3. Coordinate communication between enforcement staff and the public as needed.
4. Assist with the preparation of notices, reports, and related documentation.
5. Respond to all requests for public records, prepare and provide documents as needed.

H. Permitting Software Support

1. Provide support and guidance to staff and customers on the permitting software system, including basic troubleshooting, informal training, and maintaining user access in coordination with system administrators.
2. Monitor software updates, assist with testing and implementation of improvements, and coordinate with the Permit Administrator or software support center for troubleshooting and configuration.
3. Maintain internal documentation and procedures related to system use and workflows.

I. Miscellaneous

1. Must maintain all continuing education requirements.
2. Greet and assist public with general permitting questions.
3. Receive, open, and sort incoming mail.
4. Assist other departmental staff as needed.
5. Use of a two-way radio system.

Knowledge, Skills, and Abilities

1. Fluency in English (written and verbal), with clear, well-modulated speech and proper grammar.
2. Strong customer service and communication skills: able to obtain and convey information concisely and accurately in person, by phone, and by email; able to handle difficult interactions professionally.
3. Proficiency with Microsoft Office, and the ability to learn permitting and document-management software.
4. Basic math skills to calculate building valuations, permit fees, bank deposits, etc.
5. High attention to detail and organization: review documents for accuracy, maintain orderly paper and digital records, and prioritize tasks in a fast-paced, high-volume environment.
6. Willingness to participate in ongoing training and learn related job functions as needed.

Minimum Qualifications

1. High school diploma or GED required.
2. Experience in customer service or administrative/clerical roles preferred.
3. Ability to type at least 40 WPM.
4. Must have International Code Council (ICC) Permit Technician certification at time of hire.
5. Must obtain ICC Code Specialist certification (includes Permit Specialist combo) within 24 months of hire.
6. Must have valid driver's license and be able to travel within Baldwin County and occasionally work from alternate office locations.

7. Must be willing to work extended hours in the event of a declared disaster such as a hurricane, tornado, flood, etc.

POSITION DESCRIPTION

Title: Operations Support Manager / Community Rating System (CRS)
Coordinator

Department: Building Inspection

Job Analysis: September 2024, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Deputy Building Official, ~~Building Department Administrator, Hazard Mitigation Coordinator~~

Subordinate Staff: None

Internal Contacts: Members of Building Inspection Department, County Employees

External Contacts Federal Emergency Management Agency (FEMA), Insurance Services Office (ISO)/Verisk, US Army Corps of Engineers, US Fish and Wildlife Services, Alabama State Lands Division, Alabama Department of Economic and Community Affairs (ADECA)/Office of Water Resources, Contractors, Architects, Engineers, Surveyors, Realtors, Insurance Companies, Property Owners, General Public

Status: Classified/Non-Exempt (312)

Job Summary

The Community Rating System (CRS) Coordinator is responsible for managing and administering the County's participation in the National Flood Insurance Program (NFIP) Community Rating System. The CRS Coordinator will work to ensure that the County complies with all CRS requirements, aiming to reduce flood risks, improve public safety, protect property, and lower flood insurance premiums for residents through proactive community floodplain management practices. In addition to serving as the County's CRS Coordinator, this role leads day-to-day department operations, coordinates staff activities, and oversees administrative workflows to ensure efficient service delivery. The Operations Support Manager / CRS Coordinator also supports the Building Official in budgeting, policy development, contract oversight, and personnel management. This position may assume the duties of the Floodplain Administrator, Building Department Administrator, or Hazard Mitigation Coordinator as needed, and will perform other responsibilities as assigned by the supervisor or Building Official.

~~This position will also provide assistance to and assume the duties of the Floodplain Administrator, Building Department Administrator, and Hazard Mitigation Coordinator as needed; will also perform any other duties deemed necessary by the supervisor or Building Official.~~

Job Domain

A. Department Operations Management

1. Manage daily operations and activities of the Building Inspection Department.
2. Manage subordinate staff in absence of Building Official and Deputy Building Official.
3. Assist Building Official in developing and implementing department policies and procedures.
4. Assist Building Official in preparing annual budgets, fee schedules, code, and ordinance adoptions, and preparing agenda items as needed.
5. Assist Building Official with renewal of all contracts related to the department.
6. Assist Building Official with all departmental logistics.
7. Assist Building Official with all auditing requirements of the department.
8. Schedule meetings, appointments, training, and travel for the Building Official.
9. Ensure department personnel vacation calendar is maintained and timecards are submitted on time.

B. Administrative and Office Support

1. Maintain office supply inventory.
2. Assist in purchasing procedures and processing of invoices.
3. Develop reports and presentations.
4. Develop and maintain Adobe fillable forms.
5. Maintain personnel files for the department (ex. certifications, continuing education, etc.)
6. Create and maintain Standard Operating Procedures (SOPs) for this position.
7. Maintain and update Building Inspection Department website.
8. Submit work orders for Building Maintenance and support center tickets for CIS.

A-C. CRS Program Administration:

1. Manage and oversee the CRS program, ensuring compliance with all FEMA and NFIP requirements.
2. Maintain and update CRS documentation and records, including annual recertifications and cycle visits.
3. Develop and implement action plans to improve the County's CRS rating, aiming to achieve a higher CRS classification.

B-D. Floodplain Management:

1. Coordinate with various County departments to ensure effective floodplain management practices.
2. Review and suggest updates to the floodplain ordinances and zoning/subdivision regulations to align with CRS and FEMA guidelines.

3. Provide technical assistance and guidance to County staff, developers, and the public regarding floodplain management, mitigation strategies, and flood insurance requirements.

C.E. Community Outreach and Education:

1. Develop and implement public outreach programs to educate residents and businesses on flood risk, flood insurance, and floodplain management.
2. Conduct workshops, public meetings, and other educational events to promote public awareness of flood risks and CRS benefits.
3. Prepare and distribute educational materials such as brochures, newsletters, and social media content.

D.F. Data Collection and Analysis:

1. Assist in collecting, analyzing, and maintaining data related to floodplain management, including flood maps, elevation certificates, and historical flood data.
2. Monitor and report on community flood risks and trends to support planning and mitigation efforts.
3. Collaborate with GIS specialists to maintain accurate and up-to-date floodplain maps and related data.

E.G. Interagency Collaboration:

1. Work with federal, state, and local agencies, including FEMA, to ensure compliance with CRS and NFIP requirements.
2. Participate in regional floodplain management groups, workshops, and conferences to stay informed on best practices and regulatory changes.
3. Serve as the County's point of contact for CRS-related inquiries from the public, insurance agents, and real estate professionals.

F.H. Hazard Mitigation Administration:

1. Assist Floodplain Administrator and Hazard Mitigation Coordinator as needed.
2. Assume duties of Floodplain Administrator and Hazard Mitigation Coordinator in their absence.

I. Miscellaneous:

1. Assist Building Official, Deputy Building Official, Permit Administrator, Chief Building Inspector, Chief Permit Specialist, Plans Examiner, Hazard Mitigation Coordinator, Building Inspectors, and Permit Specialist when needed.

Knowledge, Skills, and Abilities

1. Skills to communicate effectively with the general public and various government agencies.
2. Fluency in the English language, both written and verbal

3. Ability to speak with a clear, well-modulated voice and to use proper grammar.
4. Ability to quickly convey concise and accurate information.
5. Reading skills to understand CRS and NFIP requirements, etc.
6. Strong knowledge of the National Flood Insurance Program (NFIP), the Community Rating System (CRS), and other related laws, resolutions, and ordinances.
7. Ability to respond to difficult situations with tact and diplomacy.
8. Ability to complete multiple tasks simultaneously.
9. Ability to establish and maintain effective working relationships with coworkers, builders, owners, contractors, and the public.
10. Strong organizational and project management skills, with the ability to manage multiple tasks and deadlines.
11. Proficiency in GIS software, Microsoft Office, and data management tools.
12. Math skills to calculate square footage, permit costs, and fee tables
13. Reading skills to understand building codes, construction reports, plans, blueprints, application requirements, etc
14. Good knowledge of all types of building construction materials and methods and stages of construction

Minimum Qualifications

1. Must have a valid driver's license and be insurable by the County's insurance standards.
2. Must be willing to travel throughout Baldwin County and on technical trips.
3. High school diploma or GED required. College degree preferred.
4. Minimum two (2) years' experience in clerical, administrative, or secretarial field. (Associate's degree in business may substitute for one (1) year of experience.)
5. Must be certified as a Certified Floodplain Management (CFM) at time of hire, or within 36 months of hire date.
6. Must maintain the CFM certification which requires continuing education

POSITION DESCRIPTION

Title: Permit Specialist

Department: Building Inspection / Permitting Division

Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Permit Administrator, Chief Permit Specialist

Subordinate Staff: None

Internal Contacts: Members of the Building Inspection Department, Planning and Zoning Department, Highway Department, and various other County Departments

External Contacts: General Public, Property Owners, Contractors, Architects, Engineers, Surveyors, State and Federal Agencies and Licensing Boards, Permitting/Inspection Software Development and Support Team

Status: Classified/Non-Exempt (310)

Job Summary

Under general supervision, the Permit Specialist serves as a key representative of Baldwin County's permitting process and is often the first point of contact for citizens, contractors, and developers. This position plays a vital role in delivering professional, accurate, and customer-focused service while guiding applicants through permitting requirements and procedures.

Working collaboratively with Building Inspection, Planning & Zoning, Highway, and other relevant County departments, the Permit Specialist is responsible for receiving, reviewing, and processing permit applications. Duties include verifying contractor licensing, reviewing supporting documents for accuracy and compliance, and ensuring applications meet applicable codes, ordinances, and regulatory requirements - including subdivision, planning, zoning, building, floodplain, coastal, etc.

This position also manages physical and digital records, researches property and permit histories, routes inquiries and applications for technical review, processes payments, issues permits, and assists internal staff and external customers via phone, email, and in person. Strong attention to

detail, the ability to interpret and clearly communicate regulatory requirements, and proficiency with permitting software (training provided) are essential.

Additional duties may include bookkeeping, code enforcement administrative support, and assisting with permitting/inspection software troubleshooting and updates. The Permit Specialist performs other duties as assigned by the Chief Permit Specialist, Permit Administrator, or Building Official to support department operations.

Job Domain

A. Customer Service

1. Serve as the primary point of contact for permitting and development inquiries while providing exceptional customer service.
2. Provide accurate, courteous, and timely responses to the public via phone, email, and in person.
3. Assist residents, contractors, developers, and design professionals with the permitting process.
4. Clearly and accurately explain regulations related to subdivisions, planning, zoning, building codes, flood zones, coastal, etc.
5. Route technical or specialized inquiries to the appropriate department or staff.

B. Permitting

1. Intake and review permit applications and supporting documents for accuracy and completeness for all relevant departments (e.g., Building Inspection, Planning & Zoning, Highway, etc.)
2. Enter and manage data in the permitting software including applications, inspections, contractor licenses, payments, etc.
3. Verify contractors are properly licensed with appropriate state contractor boards and hold State of Alabama business licenses; provide guidance when documentation is missing or non-compliant.
4. Review building and site plans for regulatory compliance; verify plans are signed and sealed as required.
5. Ensure applications comply with applicable codes, ordinances, and regulatory requirements - including subdivision, planning, zoning, building, floodplain, coastal, etc.
6. Issue permits to qualified applicants, schedule inspections, and generate Certificates of Occupancy.

C. Accounting

1. Maintain daily records of permit and financial transactions; ensure consistency between permit reports, payment records, and supporting documentation.
2. Process payments and generate accurate receipts for permit-related fees.
3. Prepare and submit weekly bank deposits.

4. Compile monthly permit reports, payment reports, and ensure accuracy of totals.
5. Assist with reconciling discrepancies related to permitting and financial records.

D. Bookkeeping

1. Track all financial transactions related to permit issuance.
2. Prepare end-of-month financial reporting.
3. Work with administrative staff to ensure proper documentation of revenue.

E. Flood Records

1. Assist in identifying flood zones during permit intake, answer and log all general floodplain inquiries.
2. Assist customers with understanding FEMA Flood Insurance Rate Maps (FIRMs).
3. Receive and verify Elevation Certificates for completeness before forwarding to the designated reviewer.
4. Ensure all flood-related files and records meet FEMA documentation and retention requirements.

F. Code Enforcement Administration

1. Provide administrative support to code enforcement staff, including maintaining records of violations, notices, stop work orders, and unsafe/nuisance abatement cases.
2. Track and document case progress related to compliance issues.
3. Coordinate communication between enforcement staff and the public as needed.
4. Assist with the preparation of notices, reports, and related documentation.
5. Respond to requests for public records, prepare and provide documents as needed.

G. Permitting Software Support

1. Provide support and guidance to staff and customers on the permitting software system, including basic troubleshooting, informal training, and maintaining user access in coordination with system administrators.
2. Monitor software updates, assist with testing and implementation of improvements, and coordinate with the Permit Administrator or software support center for troubleshooting and configuration.
3. Maintain internal documentation and procedures related to system use and workflows.

H. Miscellaneous

1. Must maintain all continuing education requirements.
2. Greet and assist public with general permitting questions.
3. Receive, open, and sort incoming mail.
4. Assist other departmental staff as needed.
5. Use of a two-way radio system.

Knowledge, Skills, and Abilities

1. Fluency in English (written and verbal), with clear, well-modulated speech and proper grammar.
2. Strong customer service and communication skills: able to obtain and convey information concisely and accurately in person, by phone, and by email; able to handle difficult interactions professionally.
3. Proficiency with Microsoft Office and the ability to learn permitting and document-management software.
4. Basic math skills to calculate building valuations, permit fees, bank deposits, etc.
5. High attention to detail and organization: review documents for accuracy, maintain orderly paper and digital records, and prioritize tasks in a fast-paced, high-volume environment.
6. Willingness to participate in ongoing training and learn related job functions as needed.

Minimum Qualifications

1. High school diploma or GED required.
2. Experience in customer service or administrative/clerical roles preferred.
3. Ability to type at least 40 WPM.
4. Must obtain International Code Council (ICC) Permit Technician certification within 12 months of hire.
5. Must obtain ICC Code Specialist certification (includes Permit Specialist combo) within 24 months of hire.
6. Must have valid driver's license and be able to travel within Baldwin County and occasionally work from alternate office locations.
7. Must be willing to work extended hours in the event of a declared disaster such as a hurricane, tornado, flood, etc.

POSITION DESCRIPTION

Title: Web Coordinator
Department: Communications & Information Systems
Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Application/Database Service Manager
Subordinate Staff: None
Internal Contacts: Commissioners, County Administrator, Department Heads, All Other County Staff
External Contacts: Vendors, Representatives from other Agencies
Status: Exempt/Classified (S315)

Job Summary

The Web Coordinator is a versatile professional responsible for overseeing the design, maintenance, and ongoing management of an organization’s website. This includes managing website content, structure, and functionality to ensure it is user-friendly, visually engaging, and consistently up-to-date. The role combines technical web skills with creative digital communication, bridging the gap between functionality and design.

Key responsibilities include maintaining responsive websites, managing digital content, and producing high-quality media and graphic design assets. The Web Coordinator often collaborates with cross-functional teams—such as marketing, communications, and IT—to ensure the website supports strategic goals and delivers a seamless, effective user experience across all digital platforms.

Job Domains

A. Website Coordination

1. Plan, schedule, and execute website updates and new features in coordination with stakeholders and design teams.
2. Conduct regular site audits to ensure accuracy, link functionality, and visual consistency.

3. Track and report website performance metrics using tools such as Google Analytics, Search Console, and Hotjar.
4. Ensure content and design meet web accessibility (WCAG) and data compliance standards.

B. Collaboration and Communication

1. Work closely with marketing, communications, IT, and content teams to align web presence with strategic goals.
2. Support marketing campaigns through landing page design, web banners, and other digital assets.
3. Provide internal support and training for teams updating web content.

C. Graphic and Media Design

1. Design branded graphics for the website, social media, email campaigns, and digital ads.
2. Create and edit visual content including infographics, promotional banners, icons, and image assets.
3. Assist with or lead the production of multimedia assets such as videos, animations, or interactive elements for use across digital platforms.
4. Maintain brand consistency across all media, adhering to style guides and tone.

D. Web Development and Maintenance

1. Design responsive, accessible websites using HTML, CSS, JavaScript, and .net frameworks.
2. Maintain and update website content and functionality using content management systems.
3. Optimize website performance (load time, mobile responsiveness, SEO, etc.) and ensure cross-browser compatibility.
4. Collaborate with back-end developers to integrate APIs and dynamic content where needed.

Knowledge, Skills, and Abilities

1. Comprehensive understanding of website design and maintenance principles, including layout, navigation, and user experience.
2. Proficiency with web content management systems (CMS) such as WordPress, Sitefinity, or similar platforms.
3. Knowledge of accessibility standards (WCAG 2.1, ADA Title II compliance) and Section 508 requirements.
4. Understanding of HTML, CSS, and basic JavaScript for creating and updating web content.
5. Familiarity with search engine optimization (SEO) strategies and analytics tools to improve visibility and measure effectiveness.

6. Awareness of cybersecurity best practices for safeguarding websites from unauthorized access or data breaches.
7. Understanding of branding, visual communication, and graphic design principles.
8. Knowledge of public records retention requirements for digital content in a government environment.
9. Ability to create, edit, and publish web content that is accurate, accessible, and engaging.
10. Skill in using design tools such as Adobe Photoshop, Illustrator, or Canva to prepare web graphics and imagery.
11. Strong proofreading, grammar, and editing skills to ensure professional and consistent content.
12. Proficiency in managing multiple projects, setting priorities, and meeting deadlines.
13. Competence in troubleshooting website errors and performance issues.
14. Effective collaboration and communication skills for working with IT staff, communications personnel, and other departments.
15. Maintain and update website content in accordance with legal, accessibility, and organizational requirements.
16. Translate technical and complex information into clear, easy-to-understand language for the public.
17. Quickly learn and adapt to new web technologies, CMS platforms, and software tools.
18. Identify and resolve outdated content, broken links, and formatting inconsistencies.
19. Uphold confidentiality and security standards in all web publishing activities.
20. Apply creative thinking to improve website usability, navigation, and overall presentation.

Minimum Qualifications

1. Bachelor's degree in communications, information technology, graphic design, or a related field; or an equivalent combination of education, training, and experience.
2. Experience maintaining websites using a content management system (CMS) such as WordPress or Sitefinity.
3. Working knowledge of HTML, CSS, and web accessibility standards (WCAG/ADA/Section 508).
4. Basic understanding of search engine optimization (SEO) practices.
5. Skill in content creation, editing, and publishing for web platforms.
6. Proficiency with web graphics tools (e.g., Adobe Photoshop, Illustrator, or Canva).
7. Ability to troubleshoot website functionality, formatting, and performance issues.
8. Strong organizational and time management skills with the ability to manage multiple projects simultaneously.
9. Ability to collaborate effectively with diverse departments and stakeholders.
10. Skill in communicating technical concepts in clear, non-technical language.
11. Strong attention to detail and accuracy in content creation and editing.
12. Commitment to maintaining security, confidentiality, and compliance standards in all web publishing activities.

POSITION DESCRIPTION

Title: General Services Manager

Department: ~~Commission Administration~~ **Community Relations**

Job Analysis: 08/2024, **09/2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: Custodial Supervisor, Library Services

Internal Contacts: Elected Officials, Directors, and Employees of the Commission

External Contacts: Municipal Library Directors, General Public, and others as assigned

Status: Classified/Exempt (S316)

Job Summary

The General Services Manager provides leadership, direction, and supervision for a group of general service functions including the custodial department and the library services department. In addition, this position assesses general services for effectiveness and efficiency and performs other assigned projects, which includes recommending potential changes to policies and/or procedures directly to the County Administrator.

Essential Functions

1. Oversees and supports the performance of technical and daily administrative duties of the Custodial Supervisor for custodial services in County Commission facilities.
2. Coordinates with Municipal Library Directors participating in the Baldwin County Public Library System agreement for a joint services program.
3. Supervises the coordinated library service program including a reciprocal borrowing system among public libraries, shared technology, and joint initiatives to improve library services to the citizens of Baldwin County.
4. Performs evaluations of general services both internally and externally for effectiveness and efficiency reporting results along with recommended potential changes to policies and/or procedures directly to the County Administrator.

5. Develops goals, objectives, and priorities to communicate and implement approved policies and/or procedures.
6. Conduct research, collect data, analyze findings and prepare reports for other assigned projects.
7. Provides assistance to other departments as assigned by the County Administrator.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Knowledge of principles and practices of public administration.
2. Knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. Knowledge of general office practices and procedures.
4. Knowledge of mathematics and statistical analysis methods.
5. *Knowledge of County Commission activities.
6. *Knowledge of public library functions.
7. *Knowledge of custodial functions.
8. Skills to communicate effectively and maintain effective working relationships with Public Officers, supervisors, co-workers and the public.
9. Skills to read, understand and compile printed reports and research assignments.
10. Ability to prepare and present reports including conclusions and recommendations.
11. Ability to identify, manage, and implement emerging technologies and resources.

Other Characteristics

1. Willing to travel for the purposes of professional development.
2. Willing to work non-standard hours to meet deadlines.
3. Work is generally light in nature. May be required to lift books that may weight up to 50 lbs.

Minimum Requirements

1. Bachelor's degree in Public Administration, Business Administration, or a related field; minimum of three (3) years' responsible administrative experience, preferably in local government; or a combination of education and experience equivalent to these requirements; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
2. Possess a valid driver's license and be insurable by the County's insurance standards.

PROPOSITION DESCRIPTION

Title: Public Information & Communications Specialist
Department: ~~Government Relations~~ **Community Relations**
Job Analysis: September 2021, April 2022, September 2024, **September 2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~Government Relations Director~~, County Administrator
Subordinate Staff: None
Internal Contacts: County Department Employees, Employees of the Commission Office, County Supervisors
External Contacts: General Public, others as assigned
Status: Classified/Non-Exempt (S313)

Job Summary

Under the Director of the Government Relations Director, the Public Information & Communications Specialist position creates and coordinates Baldwin County social media and Everbridge content creation and dissemination, assists with public outreach events and meetings, track engagement efficacy and implement strategies for ongoing improvement, tracks media mentions, and creates and distributes regular electronic and printed newsletters to Baldwin County approximately 675 employees and thousands of Baldwin County citizens.

The Public Information & Communications Specialist will assist in designing, developing, and supporting social media and event related outreach methods and activities for Baldwin County.

Efforts in outreach and engagement will focus on the history, diverse landscape, and culture of the overall County, and will highlight the unique features of each of our communities. This position will be asked to review and provide input into overall social media strategy and effectiveness and will measure the impact of Baldwin County engagement techniques on a monthly basis by tracking and reporting media mentions, social media engagement and email open rates among other methods.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Experience in maintaining social media platforms and creating and posting content to Facebook, Twitter, Instagram and Everbridge.
2. Experience in graphic design for posts and newsletters. Experience with Canva and design software preferred.
3. Experience in working on special events.
4. Familiarity with Baldwin County's geography, history and culture.
5. Demonstrated ability to communicate effectively, both verbally and in writing.
6. Able to accurately edit and write materials for publication.
7. Ability to gather relevant information to resolve vaguely defined practical problems.
8. Excellent people and communication skills.
9. Ability to handle multiple projects simultaneously.
10. Deadline driven and detail oriented.
11. A good working knowledge of general office practices and procedures.
12. Familiar with computers and software.
13. Knowledge of office machinery operations.
14. Possess the skill/ability to establish and maintain effective working relationships with office staff, coworkers, and general public.
15. Demonstrated ability and knowledge in the effective use of social media platforms to disseminate information to the public.
16. Experience with government community outreach, website and social media content, design and development, and social media analytics.

Other Characteristics

1. Willing to travel for the purposes of professional development.
2. Willing to work overtime as required.

Minimum Requirements

1. Bachelor's degree in the areas of marketing, communications, graphic design, or closely related area of study.
2. Two (2) years of practical experience in areas directly related to job description.
3. Possess a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Part-Time Library Courier
Department: ~~General Services~~ **Community Relations**
Job Analysis: October 2024, **September 2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: General Services Manager
Subordinate Staff: None
Internal Contacts: County Administrator, Library Coordinator Department Heads and their staff
External Contacts: General Public, Public Library Directors
Status: Classified/Part Time (302)

Job Summary

The Library Courier is responsible for the safe and efficient transportation of library materials between various locations. This role requires physical strength, excellent time management, and navigational skills. The Library Courier must maintain a professional demeanor while representing the County to the public and library partners.

Job Domain

1. Transport Library Materials: Safely load, transport, and unload multiple bags of library materials at each stop, including in outdoor conditions.
2. Handle Heavy Items: Lift and carry books and other materials weighing up to 50 lbs.
3. Vehicle Operation: Drive a County vehicle and ensure it is maintained in good working condition. Must be insurable under the County's vehicle insurance policy.
4. Time Management: Maintain a strict schedule to ensure timely delivery and pick-up of materials.
5. Route Coordination: Coordinate and assist with changes in driver routes, drop-off times, and days as needed.
6. Professional Representation: Exhibit a professional demeanor when interacting with the public and library partner staff.
7. Navigational Skills: Utilize basic navigational skills to efficiently plan and follow routes.

Knowledge, Skills, and Abilities

1. Strong time management and organizational skills.
2. Ability to accurately track and document the movement of library materials.
3. Experience in providing excellent customer service and resolving issues promptly.
4. Strong track record of reliability and punctuality in previous roles.
5. Basic navigational skills and familiarity with local routes.
6. Professional demeanor and excellent communication skills.
7. Ability to work independently and adapt to changing schedules and routes.
8. Working outdoors in various weather conditions.
9. Frequent lifting and carrying of heavy materials.

Other Characteristics

1. Willing to travel to attend training or to other County Functions required by supervisor.

Minimum Requirements

1. High school Diploma or equivalent (GED).
2. Valid driver's license and ability to be insured by the County's insurance standards.
3. Physical ability to lift and carry up to 50 lbs.
4. Ability to drive for extended periods of time.

POSITION DESCRIPTION

Title: Part Time Library Services Coordinator
Department: ~~General Services~~ **Community Relations**
Job Analysis: October 2024, **September 2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: General Services Manager
Subordinate Staff: None
Internal Contacts: County Administrator, Library Courier, Department Heads and their staff
External Contacts: Vendors, General Public, Public Library Directors
Status: Classified/Part Time (312)

Job Summary

The Library Coordinator will assist public libraries with various technology systems, including eBooks, catalogues, borrowing systems, and other software related to library functions. This role also involves managing a hotspot lending program, coordinating library courier services among Baldwin County partner libraries, and supporting administrative, financial, and collection development processes to ensure compliance with Baldwin County library partnership agreements. The coordinator will assist with outreach program coordination as needed.

Job Domain

1. Provide training and support to library staff on the use of technology systems and software when requested.
2. Monitor and troubleshoot technical issues related to library systems and coordinate with IT support as needed.
3. Assist with development and implement best practices for digital resource management and access.
4. Collaborate with library staff to enhance user experience with digital and physical collections.
5. Conduct regular assessments of library technology needs and recommend upgrades or improvements based on recommendations of partner libraries.

6. Maintain accurate records and documentation related to library technology and services.
7. Manage and support library technology systems, including eBooks, catalogues, borrowing systems, and related software.
8. Facilitate the management and operation of a hotspot lending program.
9. Facilitate communication and coordination of library courier services between Baldwin County partner libraries.
10. Assist libraries with administrative, financial, and collection development processes to ensure adherence to Baldwin County library partnership agreements.
11. Coordinate and support outreach programs as needed.

Knowledge, Skills and Abilities

1. Familiarity with eBook management systems and library cataloguing software.
2. Experience in managing lending programs and coordinating courier services.
3. Ability to communicate effectively with coworkers and vendors.
4. Math skills to perform basic mathematical operations.
5. Skills to neatly and clearly complete records, reports, letters. etc.
6. Reading skills to understand various documents.
7. Ability to set up and maintain an effective and efficient filing system.
8. Knowledge of general office procedures.
9. Ability to prepare effective correspondence on routine matters and to perform routine office management.
10. Strong time management and organizational skills.

Other Characteristics

1. Willing to travel to attend training or to other County Functions required by supervisor.

Minimum Requirements

1. Bachelor's degree in library science or related field
2. Four (4) years Library experience preferred.
3. Experience with computerized library cataloging and management systems.

POSITION DESCRIPTION

Title: Assistant Council on Aging Director~~Administrative Support Specialist IV~~

Department: Council on Aging

Date: October 2019, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Council on Aging ~~Coordinator~~Director

Subordinate Staff: *Case Manager, Center Manager Supervisor, Center Manager, OAI, Senior AIDES, Case Worker, Program Support Specialist, Mature Staffing * In the temporary absence of, or as directed by, the Council on Aging Coordinator, the ~~Administrative Support Specialist IV~~Assistant Council on Aging Director shall supervise all staff.

Internal Contacts: Council on Aging- ~~Director~~Coordinator, Center Manager Supervisor, Center Managers, Volunteers, Senior Aides, Case Managers, Case Workers

External Contacts: A.A.A. Staff and other agencies and resources relating to the senior population.

Status: Classified/Non-Exempt (3154)

Job Summary

Duties include secretarial, bookkeeping, reporting, and supervising staff. The Assistant Council on Aging Director will provide information and referrals as needed for general inquiries, advocate, promote services, and ensure staff have the appropriate tools, supplies, and equipment needed for activities and/or special events. Prepares bank deposits, assists with annual budget reports. Applies for Title III grant to secure funding for COA programs and staff. Prepares monthly reports of expenditures and request for payment to South Alabama Regional Planning Commission. Creates reports and correspondence as needed. Prepares agenda items and performs follow up tasks as required. Assist with outreach preparation and budget items as needed. Maintain Council on Aging website information. Provide public educational and outreach items for social media. Maintain Council on Aging organizational chart and job descriptions. Attend Safety meetings and coordinate/distribute safety materials as needed.

~~Prepare COA Staff meeting agenda/minutes as needed. Assist with staff timecards in absence of Coordinator. Additionally the Assistant Council on Aging Director will coordinate the Older American Americans Day events picnic and all other special events as needed. Seeks donations to fund special events. Responsible for maintaining office supplies, maintenance of vehicles. Coordinate repairs and maintenance of S.A.I.L. Center. Provide support at S.A.I.L. Center as needed. Submits work orders for maintenance/CIS repairs and projects. Coordinate use of legal/conference room. Works with AARP, coordinating use of office during tax season. Compiles units of service data for all staff and logs information with the Alabama Information Management System (AIMS) on a monthly basis. Coordinates Indigent Cremation/Burial application process, meets with families and gather supporting documentation for the program. Coordinates pickup of body and receipt of cremains with Coroner's Office. Process payment request for indigent services. Responsible for petty cash funds and monthly reporting. Aides in distribution of Senior Christmas gifts and food bags. Order craft/ceramic supplies maintain purchase orders and requisition files. Report time and attendance records for Senior AIDE staff. Oversees donation and distribution of donated medical equipment and supplies. Provides support to COA Coordinator as needed. Provide Notary services for items prepared by State Legal Service provider. Support staff and oversee training requirements. Help to ensure staff work and promote good working standards. Attend meetings when required.~~

*In the temporary absence of, or as directed by, the Council on Aging ~~Coordinator~~Director, the ~~Assistant Council on Aging Director, Administrative Support Specialist IV~~ shall supervise all staff.

Job Domains

A. Record Keeping

- ~~1.~~ 1. Organizes and maintains office supplies.
- ~~2.~~ 2. Records and documents petty cash funds, as well as makes bank deposits.
- ~~3.~~ 3. Seek donations for special programs and record deposits.
- ~~4.~~ 4. Prepares monthly reports of expenditures and requests for payment to the South Alabama Regional Planning Commission.
- ~~5.~~ 5. Compiles data to create various reports and presentations as needed.
- ~~6.~~ 6. Maintains all COA organizational charts and job descriptions.
- ~~7.~~ 7. Assist with staff timecards as requested or in the absence of the COA Director.
- ~~8.~~ 8. Report time and attendance records for Senior AIDE staff.
- ~~9.~~ 9. Compiles units of service data for all staff and logs information with the Alabama Information Management System (AIMS) on a monthly basis.
- ~~10.~~ 10. Processes payment requests for indigent services.
- ~~11.~~ 11. Order craft/ceramic supplies and maintain purchase orders and requisition files.
- ~~3-12.~~ 12. Provide notary services for items prepared by the State Legal Service provider.

B. Reception and Referral

- ~~1.~~ 1. Answers telephone, providing general information and referral assistance.
- ~~2.~~ 2. Greets visitors, provide assistance and information relating to the elderly.

3. Maintains COA website information and ensures information is up to date and published.
4. Provide public educational and outreach items for social media.
5. Coordinates the use of the legal/conference room and serves as the point of contact for booking requests.
6. Works with tax preparers, coordinating office use during tax seasons.

C. General Duties

1. Assists with annual budget reports and budget items as needed.
2. Applies for Title III grants to secure funding for COA programs and staff.
3. Prepares and submits agenda items on behalf of COA.
4. Attend safety meetings and coordinate the creation and distribution of materials.
5. Prepare COA staff meeting agendas.
6. Ensure all COA fleet vehicles are properly maintained and are up to date on all routine maintenance services.
7. Coordinate any repairs or maintenance needed on all S.A.I.L. centers.
8. Provides support and serves as the liaison between COA administration and S.A.I.L. centers.
9. Serves as the point of contact for CIS maintenance, repairs, orders, and projects.
10. Coordinates Indigent Cremation/Burial application process, meets with families, and gathers supporting documentation for the program.
11. Aid in the distribution of Senior Christmas gifts and food bags.
12. Oversee the donation and distribution of donated medical equipment and supplies.
13. Provides support to the COA Director as needed.
14. Support staff and oversee training requirements and tracking.
15. Help ensure staff work and promote good working standards.

Knowledge, Skills, and Abilities

1. Knowledge of principles and procedures of record keeping.
2. Knowledge of current office procedures, methods, and computer equipment.
3. Ability to learn departmental programs, policies, and procedures.
4. Ability to maintain accurate records and meet deadlines.
5. Ability to deal with the elderly and general public in a courteous and polite manner.
6. Ability to follow written and oral instructions.
7. Establish and maintain cooperative working relationships with those in course of work.
8. Knowledge and ability to operate office machinery, computer, and general software.

Other Requirements

1. Must have own transportation.
2. Be willing and available to attend training related to job.
3. Attend meetings as required.
4. Be responsible for keeping accurate time sheets.
5. Help coordinate new programs.

Minimum Requirements

1. Must possess and maintain a valid driver's license and be insurable by the County's insurance standards.
2. Two-year degree or five-year work-related experience or a combination of both.

POSITION DESCRIPTION

Title: Case Manager

Department: Council on Aging

Job Analysis: November 1, 2011; September 18, 2014; October 2019; Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Council on Aging Director, in the absence of COA Director staff reports to the Assistant COA Director~~Coordinator~~

Subordinate Staff: None

Internal Contacts: ~~Administrative Support Specialist IV~~ Assistant Council on Aging Director, Center Manager Supervisor, Center Managers, Case Workers, Program Support Specialists, Volunteers, Senior Aides, Office Assistant

External Contacts: Alabama Department of Senior Services, Social services and other agencies and resources relating to the senior population.

Status: Classified/Non-Exempt (3110)

Job Summary

Nature of Work: Responsible, professional case management, administering to the needs of elderly individuals. Providing scheduling, training and monitoring quality of work of subordinate staff. Coordinate emergency service with other service agencies. Promote Council on Aging programs. Maintain productive professional networking relationships.

Serve as first point of contact for new clients and develop case plans. Assess needs and delivery of services through available resources. Provide information and referrals. Create and maintain client files. Make in-home case management visits as needed. Address legal/financial/abuse/neglect issues and coordinate services with DHR, County Conservator and other professionals needed to secure assistance. Serves as client advocate, provide assistance from governmental and private agencies. Responsible for locating available known resources within family, community and other service agencies. Provide insurance assessments and benefit checkups. Provide work schedules, training, and monitors quality of support subordinate staff's work. Manage and evaluate clients for the Frozen Meal, S.A.I.N.T.S. and Telephone

Reassurance Programs. Initiate contact of case services needed and secure services. Represent, COA on committees, serving as COA representative to the local V.O.A.D. program, seeking to secure aid for the elderly. In the event of a disaster, Case Managers serves as a Long-Term Recovery case manager, evaluating seniors needs and coordinating with local agencies and volunteers to meet those needs. Evaluates and coordinates frozen meals delivery for Baldwin County. Coordinates Medicaid Waiver referrals. Actively involved with the Ozanam Charitable Pharmacy program and evaluates clients in need of prescription assistance not available through the pharmaceutical companies. Assists Seniors in sorting through Medicare Part D providers and provides information on the various options available. Assists with Medicare enrollment if necessary. Train and assist Supervise COA Case Workers, reviewing cases, keeping information updated on new programs, and changes to existing programs. Coordinates emergency services with other agencies. Provide community outreach, distribute, and promote program information. Holds public education events for local civic groups and organizations; health fairs, presentations upon request. Educate area medical professionals on COA programs possibly benefiting their patients. Case Managers works under the direction and supervision of Baldwin County Council on Aging ~~Coordinator~~ Director and/or Assistant Director, and ~~is~~ are evaluated through periodic reviews of case records and reports.

Job Domain

A. Case Management

1. Identifies possible clients through referrals and various means of communication.
- ~~1.2.~~ Conducts in-home visits independently to assess needs and assist in developing care plans, as well as provide social interaction through conversation and activities.
- ~~2.3.~~ Determines financial eligibility for government, private and community resources.
- ~~3.4.~~ Develops a care plan designed to satisfy clients' needs.
- ~~4.5.~~ Monitors services delivered to clients to assure appropriateness and adequacy of service.
- ~~5.6.~~ Maintains files and complete records and detailed work schedule.
- ~~6.7.~~ Plans, organizes, and coordinates volunteers, provides training and placement with compatible clients or positions.
- ~~7.8.~~ Evaluates progress toward the achievement of goals established by the care plan and makes necessary adjustments.
- ~~8.9.~~
- ~~9.10.~~ Performs other duties as assigned.
- ~~10.11.~~ Refers clients to other agencies, coordinates service with public, private and community agencies.
- ~~11.12.~~ Ability to differentiate between basic client needs and those of a more serious nature. Work closely with DHR, to resolve legal/financial/abuse issues.

Knowledge, Skills, and Abilities

1. Knowledge of principles and procedures of record keeping.
2. Knowledge of current office procedures, methods, and computer equipment.
3. Ability to learn departmental programs, policies, and procedures.

- 3.4. Working knowledge of state and federal agencies such as Social Security, Medicare, Medicaid Insurance, and programs that would help support the needs of the elderly population.
- 4.5. Ability to maintain accurate records and meet program deadlines.
- 6. Ability to plan, organize and prioritize case loads.
- 7. Ability to work with frequent interruptions and be able to move from one activity or task to another.
- 5.8. Ability to exercise independent judgment.
- 6.9. Ability to communicate clearly and effectively ~~orally~~ with staff and clients, both orally and in writing.
- 7.10. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Other Characteristics

- 1. Must have own transportation.
- 2. Be willing and available to attend training related to job.
- 3. Be responsible for keeping accurate time sheets.
- 4. Willing to assist in training Case Workers.
- 3.5. Willing to attend relevant seminars, training, or certification programs to maintain and increase knowledge of elder service programs and companion care best practices, as requested by the COA Director and/or Assistant Director.

Minimum Qualifications

- 1. Must possess and maintain a ~~V~~valid ~~Alabama~~ driver's license and be insurable by County insurance standards.
- 2. Five (5) years active employment with any combination of training and experience in community service or a closely related field preferred.

POSITION DESCRIPTION

Title: Case Worker
Department: Council on Aging
Job Analysis: October 2019, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Council on Aging Director, in absence of the COA Director staff reports to the Assistant COA Director~~Coordinator~~
Subordinate Staff: None
Internal Contacts: Chief Administrative Assistant, Case Manager, Office staff
External Contacts: A.A.A. Staff and other agencies and resources relating to the senior population. Doctors and their staff, Pharmaceutical Representatives
Status: Classified/Non-Exempt (3109)

Job Summary

Create and update client files. Document contact with client, caretakers, doctor's offices, and pharmaceutical companies, and charitable pharmacy. Obtain necessary documentation for filing of prescription assistance applications. Reorder medications as requested. Follow up with clients to maintain current client information. Provide Insurance counseling, assessments, and benefit checkups. Provide clients with referrals and resource information. Locate resources within family, community, and service agencies. Provide assistance with government and private programs. —Keep current on new Medicare/Social Security information as it becomes available. Attend training sessions. Provide Community outreach, distribute and promote program information. -Serves as back up to Case Manager for new and existing clients. Assist with special events.

Job Domains

A. Case Work

1. Organize and maintain client files.
2. Document client contacts, insurance counseling, and benefit checkups.

3. Provides Insurance assessments.
4. Conduct Benefit Checkups
5. Refer clients to other agencies, coordinates service with public, private, and community agencies.
6. Follow up with clients.

Knowledge, Skills, and Abilities

1. Knowledge of principles and procedures of record keeping.
- ~~2.~~ Knowledge of current office procedures, methods, and computer equipment.
- ~~2.3.~~ Develop a working knowledge of state and federal agencies such as Social Security, Medicare, Medicaid Insurance, and programs that would help support the needs of the elderly population.
- ~~3.4.~~ Ability to learn departmental programs, policies, and procedures.
- ~~4.5.~~ Ability to maintain accurate records and meet deadlines.
- ~~5.6.~~ Ability to deal with the elderly and general public in a courteous and polite manner.
- ~~6.7.~~ Ability to follow written and oral instructions.
- ~~7.8.~~ Establish and maintain cooperative working relationships with those in course of work.

Other Characteristics

1. Must have own transportation.
2. Be willing and available to attend training related to job.
3. Be responsible for keeping accurate time sheets.
- ~~3.4.~~ Be willing to attend relevant seminars or training programs to maintain knowledge of elder service programs as requested by the COA Director and/or Assistant Director.

Minimum Qualifications

1. Must possess and maintain a valid driver's license and be insurable by County insurance standards.
- ~~1.2.~~ Experience in a relevant field handling Medicaid, Social Security, Insurance, or senior care, preferred.

POSITION DESCRIPTION

Title: Center Manager

Department: Council on Aging

Job Analysis: November 2011, March 2014, September 2014, September 2024, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Center Manager Supervisor and Council on Aging Coordinator
Director, in absence of COA Director staff reports to the Assistant COA Director

Subordinate Staff: Center Assistant
None

Internal Contacts: Council on Aging staff

External Contacts: A.A.A. Staff, Health Department Officials, Food Contractor, General Public

Status: Classified/Non-Exempt (303)

Job Summary

Conduct day to day operations at the Senior Nutrition/S.A.I.L Center. Operations include but are not limited to: Follow proper food handling procedures and oversee staff on these procedures. Ensure regulations and procedures of the State and Health departments are adhered to. Order center supplies and maintains the cleanliness of the center. Interact with seniors and provide referral and information of programs available for assistance. Provide reassurance calls to clients. Provide nutritional information and maintain bulletin boards. Prepare bank deposits and make deposits. Complete weekly and monthly reports of participation and donations received. Log units of service and enroll clients into the Alabama Information Management System (AIMS) and provide monthly reports to the Area Agency on Aging. Assist staff with special events as needed.

Job Domain

A. Planner and Organizer

1. Plan daily programs and recreation activities.

2. Organize special occasions/trips if allowed.
3. Coordinate receipt, storage and serving of meals.
4. Plan educational activities.

B. Transportation

1. Coordinate transportation with local agency.
2. Assist in unloading and loading passengers at center.

C. Manager

1. Ensure proper food procedures are followed.
2. Educate and train volunteers and staff.
3. Order supplies for food service and maintain center needs.
4. Maintain, clean, and organize center.
5. Maintain client files, updating as required.

D. Reception and Referral

1. Answer telephone and provide information.
2. Greet visitors; provide assistance and/or information on programs for seniors.

E. Outreach

1. Telephone reassurance as needed.
2. Run errands as needed.
3. Provide educational presentations in center.
4. Advertise center activities in community.

Knowledge, Skills, and Abilities

1. Knowledge of principles and procedures of record keeping.
2. Knowledge of current office procedures, methods, and computer equipment.
3. Ability to learn departmental and State programs, policies, and procedures.
4. Ability to maintain accurate records and meet deadlines.
5. Ability to address the elderly and general public in a courteous and polite manner.
6. Ability to follow written and oral instructions.
7. Establish and maintain cooperative working relationships with those in course of work.

Other Characteristics

1. Must have own transportation.
2. Be willing and available to attend training/meetings related to job.
3. Be responsible for keeping accurate records.

Minimum Requirements

1. Must possess and maintain valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Center Manager Supervisor
Department: Council on Aging
Job Analysis: September 2024, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Council on Aging ~~Coordinator~~Director, in absence of COA Director staff reports to Assistant COA Director
Subordinate Staff: Center Managers, Center Assistants, Homebound Meal Drivers
Internal Contacts: Council on Aging staff
External Contacts: A.A.A. Staff, Health Department Officials, Food Contractor, General Public
Status: Classified/Non-Exempt (3096)

Job Summary

Conduct day to day operations at the Senior Nutrition/S.A.I.L. Centers. Operations include but are not limited to: Follow proper food handling procedures and oversee staff on these procedures. Ensure regulations and procedures of the State and Health departments are adhered to. Serve as Center Manager in other County centers filling in as needed. Supervise staff, conduct center employee evaluations and report to Council on Aging ~~Coordinator~~Director. Order center supplies and maintains the cleanliness of the center. Screen clients for unmet needs, provides assistance and referrals to the Council on Aging if necessary. Conduct in-home assessments with all homebound meal clients. Coordinate routes for the homebound meal program. Maintain wait lists for routes. Provide reassurance calls to clients. Provide nutritional information and update bulletin boards. Prepare bank deposits from meal donations and make deposits. Complete weekly and monthly reports of participation and donations received. Log units of service and enroll clients into the Alabama Information Management System (AIMS) and provide monthly reports to the Area Agency on Aging. Coordinate educational presentations for center participants, hold special events, seek donations.

Job Domain

A. Planner and Organizer

1. Plan daily programs, recreation activities and educational opportunities.
2. Organize special occasions/trips if allowed.
3. Coordinate receipt, storage, delivery, and distribution of meals.
4. Conduct in-home assessments of clients for homebound meal program.
5. Maintain waiting lists for homebound program.
6. Maintain client files.
7. Document donations and make timely deposits.

B. Transportation

1. Coordinate transportation with local agency.
2. Assist in unloading and loading passengers at the center.

C. Supervisor

1. Ensure proper food procedures are followed.
2. Educate and train volunteers and staff.
3. Order supplies for food service and maintain center needs.
4. Maintain, clean, and organize the center.
5. Complete staff evaluations.
- 5.6. Assist in and/or make recommendations for disciplinary actions.
- 6.7. Maintain client files, updating as required.
- 7.8. Serve at other County centers as needed.

D. Reception and Referral

1. Answer the telephone and provide information.
2. Greet visitors and provides assistance and/or information on programs for seniors.

E. Outreach

1. Telephone reassurance as needed.
2. Run errands as needed.
3. Provide educational presentations in the center.
4. Advertise center activities in community.

Knowledge, Skills, and Abilities

1. Knowledge of principles and procedures of record keeping.
2. Knowledge of current office procedures, methods, and computer equipment.
3. Ability to learn departmental and State programs, policies, and procedures.
- 3.4. Ability to differentiate between basic client needs and those of a more serious nature.
- 4.5. Ability to maintain accurate records and meet deadlines.
- 5.6. Ability to address the elderly and general public in a courteous and polite manner.
- 6.7. Ability to follow written and oral instructions.

8. Establish and maintain cooperative working relationships with those in the course of work.
- ~~7.9.~~ Ability to work with frequent interruptions and be able to move from one activity or task to another.

Other Characteristics

1. Must have own transportation.
2. Be willing and available to attend training/meetings related to job.
3. Be responsible for keeping accurate records.
4. Willing to attend relevant seminars, training, and or certification programs to maintain and increase knowledge of elder service programs and companion care best practices, as requested by the COA Director and/or Assistant Director.
- ~~3.5.~~ Work in close collaboration with Case Workers and Case Managers to provide the best care plan possible for clients.

Minimum Qualifications

1. Must possess and maintain a valid driver's license and be insurable by the County's insurance standards.
2. Experience in Senior Nutrition/S.A.I.L. Centers, preferred.

POSITION DESCRIPTION

Title: Council on Aging- ~~Director~~Coordinator

Department: Council on Aging

Job Analysis: March 2012, Sept 2014, Sept 2018, Oct 2019, Sept 2022, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: ~~Administrative Support Specialist IV~~Assistant Council on Aging Director, Case Managers, Case Workers, Center Manager Supervisor, Center Manager/Activities Coordinator, Office Assistant IV, Homebound Meals Driver, Program Support Specialist, Volunteers, Senior Aides,

Internal Contacts: Council on Aging staff, County Employees

External Contacts: South Alabama Regional Planning Commission, State Department of Senior Services, Current contracted food service vendor Auburn University Social Services and other resources related to the senior population.

Status: Classified/Exempt (S317)

Job Summary

The COA ~~Director~~ Coordinator shall be responsible for providing guidance, development, direction, cooperation, and supervision of activities related to the implementation and operation of programs for older persons in Baldwin County. The COA ~~Director~~ Coordinator will promote senior programs, services, information and referral, outreach, advocacy, technical assistance, and coordinate community resources for seniors. The COA ~~Director~~ Coordinator will network with other agencies and departments to meet the needs of the elderly. The ~~Coordinator~~ Director supervises nutritional center managers, senior aides, office ~~assistant~~assistants, case ~~manager~~managers, mature staffers, and volunteers. The ~~D~~irector will assist the State Department of Senior Services and South Alabama Regional Planning Commission/Area Agency on Aging with special projects as needed.

Job Domains

A. Support & Development

1. Supervise and coordinate agency procedures, programs and services.
2. Create and implement service programs
3. Monitor subordinate staff.
4. Monitor services delivered to clients to assure appropriateness and adequacy of service.
5. Plans, organizes, and coordinates staff, assigning new programs/tasks as needs arise.
6. Develop programs and modification of existing programs, locate funding.
7. Provide good community relations through membership in professional organizations, interagency collaborations and councils related to aging.
8. Performs other duties as assigned.
9. Conduct educational presentation to increase public awareness of the Council on Aging's programs.

Knowledge, Skills, and Abilities

1. Knowledge of issues affecting Senior Citizens.
2. Become knowledgeable and implement departmental programs, policies, and procedures.
3. Ability to maintain accurate records and meet program deadlines.
4. Ability to plan, organize and prioritize the needs of seniors.
5. Ability to communicate clearly and effectively orally with staff and clients, orally and in writing.
6. Ability to establish and maintain cooperative working relationships with Federal, State and Local agencies.

Minimum Requirements

1. Valid driver's license or ability to obtain suitable alternate transportation.
2. Five (5) years active employment with any combination of training and experience in community service, Senior related field or a closely related field preferred.

POSITION DESCRIPTION

Title: Homebound Meals Driver (Part-Time)

Department: Council on Aging

Date: February 2007, October 2014, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Center Manager Supervisor and Council on Aging Director/Coordinator, in the absence of COA Director staff reports to the Assistant COA Director

Subordinate Staff: None

Internal Contacts: Council on Aging Staff

External Contacts: Citizens, Center Volunteers

Job Summary

Assist center manager with interviewing and qualifying clients for homebound program. Follow proper food procedures in packaging and delivering of meals. Assist center manager in serving congregate meals, record keeping and planned activities. Package and deliver homebound meals. Ensure meals are properly stored during delivery. Collect donations for meals and report donations to Center Manager. Act as a relief person for center manager when he/she is out. Assist in planned activities. Greet and assist participants on and off bus/van. Answer telephone and provide information as needed.

Job Domain

- A. Preparation of Meals
1. Follow proper food procedures.
 2. Follow proper packaging procedure.
 3. Ensure meals are delivered in timely manner.
 4. Assist distribution of congregate meals.
- B. Assist Center Manager
1. Assist and coordinate activities for participants.

2. Assist with reports and record keeping.
3. Greet and assist participants.
4. Deliver homebound meals.

C. Information, Assistance and Outreach

- a. Provide information to participants.
- b. Help identify sources of assistance for participants needing services.
- c. Seek out and identify hard to reach persons and assist them in gaining access to needed services.

Knowledge, Skills and Abilities

1. Knowledge of proper food handling procedures.
2. Knowledge of principles and procedures of record keeping.
3. Ability and willingness to learn departmental programs, policies and procedures.
4. Ability to deal with the elderly and general public in a courteous and polite manner.
5. Ability to follow written and oral instructions.
6. Establish and maintain cooperative working relationships with those in course of work.

Other Characteristics

1. Be willing and available to attend training related to the position.
2. Be responsible for keeping accurate time sheets.

Minimum Requirements

1. Must possess and maintain valid driver's license and be insurable by the County's insurance standards.
2. Must maintain a good driving record.
3. Must maintain personal liability insurance.
4. Must have own transportation.

POSITION DESCRIPTION

Title: Office Assistant IV
Department: Council on Aging
Job Analysis: April 2012, September 2014, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Council on Aging Director~~Coordinator~~, in the absence of COA Director staff reports to the Assistant COA Director
Subordinate Staff: None
Internal Contacts: ~~COA~~ Director~~Coordinator~~, ~~Chief Administrative~~-Assistant COA Director, Office Staff
External Contacts: COA Staff, General Public
Status: Classified/Non-Exempt (305)

Job Summary

Greet public and provide information. Answer telephones; provide resources and information as required. Organizes Senior Treasures merchandise, record sales and deposits regularly. Enrolls consignors and maintains accounts for the Senior Treasures gift shop and payment of consignments. Maintains monthly bulletin boards and updates educational materials in lobby. Provides support to office staff with special projects and programs. Coordinates legal appointments and insurance counseling appointments as needed. Provides units of service data entry into the Alabama Information Management System for State reporting purposes.

Job Domain

A. Record Keeping

1. Organize and maintain sales records and deposits.
2. Record and document all incoming calls.
3. Data Entry

B. Reception and Referral

1. Greet and assist public.
2. Answer telephone, provide information and referral assistance.
3. Provide outreach material.

Knowledge, Skills, and Abilities

1. Knowledge of principles and procedures of record keeping.
2. Ability and willingness to learn departmental programs, policies and procedures.
3. Ability to deal with the elderly and general public in a courteous and polite manner.
4. Ability to follow written and oral instructions.
5. Establish and maintain cooperative working relationships with those in course of work.

Other Requirements

1. Must have own transportation.
2. Be willing and available to attend training related to job.
3. Be responsible for keeping accurate time sheets.

Minimum Requirements

1. Must possess and maintain valid driver's license.

POSITION DESCRIPTION

Title: Program Support Specialist (~~Part Time~~)

Department: Council on Aging

Date: September 2018, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~Director of~~ Council on Aging Director, in the absence of COA
Director staff reports to the ~~Chief Administrative~~ Assistant COA
Director

Subordinate Staff: None

Internal Contacts: Council on Aging Staff

External Contacts:

Status: Classified/Non-Exempt (3052)

Job Summary

Assist case manager with interviewing and qualifying clients for S.A.I.N.T.S program. Provide clients with one on one assistance in grocery shopping, doctors office visits, etc. Provide resource information for clients and continue outreach as needed. Assist with special events, programs and provide administrative staff support as needed. Maintaining S.E.E.K. program, updating files, conducting client intakes and maintaining current contact information. Provide support at S.A.I.L. Centers as needed, following food service procedures, assisting with meal prep, service and delivery, daily reporting, collecting/recording donations and maintain cleanliness of Center. Provide support for COA senior classes, assist clients with selecting projects, materials needed, provide guidance, pour items and insure project pieces are available as needed. Assist with telephone reassurance calls as needed.

Job Domain

A. Information, Assistance and Outreach

1. Greet, assist and provide information to public.
2. Assess/interview clients periodically for changes in needs.
3. Assist with COA outreach activities.

B. Record Keeping

1. Maintain schedule of clients served.
2. Update and maintain SEEK files.
3. Record donations as received.
4. Prepare meal reports.

Knowledge, Skills, and Abilities

1. Knowledge of principles and procedures of record keeping and food service.
2. Ability and willingness to learn departmental programs, policies and procedures.
3. Ability to deal with the elderly and general public in a courteous and polite manner.
4. Ability to follow written and oral instructions.
5. Establish and maintain cooperative working relationships with those in course of work.

Other Characteristics

1. Be willing and available to attend training related to the position.
2. Be responsible for keeping accurate time sheets.

Minimum Qualifications

1. Must have own transportation.
2. Must possess and maintain a valid driver's license and be insurable by the County's insurance standards.
3. Must maintain a good driving record.
4. Must maintain personal liability insurance.
- ~~5. Be willing and available to attend training related to job.~~
- ~~6. Be responsible for keeping accurate time sheets.~~

POSITION DESCRIPTION

Title: Center Assistant (Part-Time)

Department: Council on Aging

Date: June 2022, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Center Manager Supervisor, Council on Aging
Director~~Coordinator~~, in the absence of the COA Director staff reports to the Assistant COA Director~~Center Manager~~

Subordinate Staff: None

Internal Contacts: Center Volunteers

External Contacts: Citizens

Status: Classified/Non-Exempt (302)

Job Summary

Assist center manager with interviewing and qualifying clients for homebound and congregate program. Follow proper food procedures in packaging and delivering of meals. Assist center manager in serving congregate meals, record keeping and planned activities. Act as a relief person for center manager when he/she is absent. Provide driver support for homebound meal program. Attend meetings as needed. Answer telephone and provide information as needed. Provide support in the daily operations of the Center.

Job Domain

A. Preparation of Meals

1. Follow proper food procedures.
2. Follow proper packaging procedure.
3. Ensure meals are delivered in timely manner.
4. Assist distribution of congregate meals.

B. Assist Center Manager

1. Assist and coordinate activities for participants.
2. Assist with reports and record keeping.
3. Greet and assist participants.
4. Deliver Homebound meals.

C. Information, Assistance and Outreach

1. Provide information to participants.
2. Help identify sources of assistance for participants needing services.
3. Seek out and identify hard to reach persons and assist them in gaining access to needed services.

Knowledge, Skills, and Abilities

1. Knowledge of proper food handling procedures.
2. Knowledge of principles and procedures of record keeping.
3. Ability and willingness to learn departmental programs, policies and procedures.
4. Ability to deal with the elderly and general public in a courteous and polite manner.
5. Ability to follow written and oral instructions.
6. Establish and maintain cooperative working relationships with those in course of work.

Other Characteristics

1. Be willing and available to attend training related to the position.
2. Be responsible for keeping accurate time sheets.

Minimum Qualifications

1. Must have own transportation.
2. Must possess and maintain valid driver's license and be insurable by the County's insurance standards.
3. Must maintain a good driving record.
4. Must maintain personal liability insurance.
- ~~5. Be willing and available to attend training related to job.~~
- ~~6. Be responsible for keeping accurate time sheets.~~

POSITION DESCRIPTION

Title: ~~Public Information & Communications Specialist~~ Community Engagement Coordinator

Department: Baldwin County Emergency Management Agency

Job Analysis: September 2021, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: EMA Director

Subordinate Staff: None

Internal Contacts: EMA Staff, other County employees

External Contacts: Emergency Managers and public information officers from municipalities, local, state, and federal governmental agencies, and non-governmental organizations and/or agencies, local media, and the General Public

Status: Classified/Exempt (~~S313~~S315)

Job Summary

Under general direction of Baldwin County EMA Director and/or Deputy Director, the Emergency Management Public Affairs Manager ~~Public Information & Communications Specialist~~ is responsible for supporting the ~~Lead Public Information Officer~~, Deputy Director, and Director in the areas of communications, public relations, reputation management, education outreach, and media coordination and relation strategies. Additionally, the Public Affairs Manager is responsible for providing strategic counsel to the EMA Director and/or Deputy Director and may serve as a proxy for the Director and/or Deputy Director at events and meetings, ensuring EMA's mission and vision are widely communicated to the various partner agencies and the community. Job duties will include promotional and informational work for the Emergency Management Department. This may include the preparation of publicity materials and content, as well as development of educational programs designed to improve awareness of services, programs, plans and projects. The position entails the development and implementation of public information campaigns and programs that are related to the mission of the EMA such as marketing, customer service, and education outreach. The ~~Public Information & Communication Specialist~~ Emergency Management Public Affairs Manager may work to coordinate with the media, scheduling interviews, coordinating messages and engaging with

partners and stakeholders. Work involves responsibilities related to the development, maintenance, and enhancement of comprehensive informational programs for all areas of interface between the agency and the public. Responsible for support, coordination, and maintenance of the Joint Information System (JIS) which provides the mechanism to organize, integrate, and coordinate information across multiple jurisdictions ensuring assimilation and dissemination of critical information and public affairs activities. During times of emergency, the Emergency Management Public Affairs Manager is expected to serve in and support the Emergency Operations Center/Joint Information Center.

Job Domains

1. Proactive media and community relations, through writing, reviewing and editing of news releases, newsletters, emails, articles, postings, publications and scripts.
2. Serves on community boards and organizations to enhance EMA's position and to provide a voice for the agency within partnering agencies.
- ~~1-3.~~3. Arrange executive meetings and develops meeting objectives as needed and/or requested.
- ~~2-4.~~4. Facilitates news conferences and prepares materials as needed, as well as providing meeting preparation materials to the EMA Director and/or Deputy Director.
- ~~3-5.~~5. Develops, implements, and maintains an effective public information program and coordinate public relations activities for the EMA department staff.
- ~~4-6.~~6. Plans in the implementation as well as development of media campaigns and programs meant to keep the public informed of the preparation, response recovery and mitigation efforts of the agency. Providing updates for progress in mission efforts and accomplishments.
7. Studies objectives, researches best practices, policies, and mandates to promote the services, goals, and mission of the agency.
- ~~5-8.~~8. Identifies and regularly evaluates EMA's position within the community and areas of focus and concern that must be addressed.
- ~~6-9.~~9. Makes oral and written presentations while communicating clearly.
- ~~7-10.~~10. Establishes various methodologies for research and uses various methods for gathering data such as questionnaires, surveys and even opinion polls.
- ~~8-11.~~11. Creates reports, graphic drawings, social media content, illustrations, photography & videography.
- ~~9-12.~~12. Maintains website content, manages social media platforms and applications, and mass-notification software. Strive to increase engagement, grow following, and recruit registration and use for the mass notification system, applications, and social media.
- ~~10-13.~~13. Assists in emergency notification and warning to the public.
- ~~11-14.~~14. Creates and gives out public information announcements, new releases and fact sheets to the general public and media representatives.
- ~~12-15.~~15. Monitor media coverage and responds to media inquiries timely with accurate information.
16. Actively monitor media coverage on all media outlets and provide periodic reports accordingly.
17. Assists in coordinating activities, communication, and team-building functions that help boost departmental morale to create an inclusive, dynamic, and high-functioning department to serve partner agencies and citizens in the best and most productive way as a team.
- 13-18. Manage local Public Alert & Warning Notification System to include FEMA Integrated

Public Alert & Warning System (IPAWS).

Knowledge, Skills, and Abilities

1. Excellent interpersonal, written and verbal communication and problem-solving skills.
2. Gives presentations to various large and small organizations and groups.
3. Able to prioritize multiple requests and meet multiple deadlines.
4. Flexibility to respond to changing assignments and agency priorities.
5. Able to prioritize, organize tasks and time, and follow up.
6. Knowledge of methods, principles and practices of journalistic writing and editing as applied to public relations and promotion of agency activities, including:
 - a. Publication design, layout, and preparation of materials for print
 - b. Photography and photo editing
 - c. Media relations (including support for emergency operations)
 - d. Video production and editing
 - e. Website maintenance
 - f. Social media platforms and strategies
 - g. Marketing campaign development
 - f.h. Public Alert and Warning System
7. Ability to work efficiently with a variety of groups and individuals. Able to work well in a team environment and as part of a team and maintain a positive attitude.
8. Policy and procedure creation including, but not limited to, communications, risk communications and crisis communications policy.
9. Ability to communicate clearly, concisely, and accurately, orally and in writing.
10. Must be able to collect and analyze significant data and draw conclusions from the information.
11. Must know how to independently work or in harmony with other co-workers.
12. Ability to establish and maintain effective working relationships as necessitated by the work and collaborate effectively with external partners.
13. Must be able to create written letters, correspondences, projects, and reports.
14. Ability to compile and create statistical reports. Proficient in computer skills, i.e. Microsoft Office Suite, Adobe Suite, Internet usage, and email.
15. Desktop publishing, graphic design, social media content production.
16. Must know how to establish and adjust work priorities utilizing good time management skills.
17. Ability to read, understand, and apply company procedures, policies and related regulations and laws.
18. Ability to apply principles of marketing and branding to agency communication functions.
19. Project Management tasks that require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Other Characteristics

1. Willing to travel to state and regional conferences.

- 2. Willing to work non-standard hours to provide 24-hour emergency coverage.
- 3. Willing to travel in and out of state for an undefined time during an emergency activation.
- ~~2.~~ Foster and enhance cross-departmental relationships to help enhance services and information provided to partner agencies and citizens.
- ~~3.4.~~

Minimum Requirements

- 1. Bachelor's degree from an accredited college in Emergency Management, Marketing, Communications or any closely related area of studies, or a combination of education and progressively responsible experience related to the duties above.
- 2. Minimum of 2 years' eExperience working with local, state and/or federal Agencies – preferred.
- 3. ~~Two-Four (42)~~ years' experience in Communications/ Marketing/ Public Relations / Public Information — or a combination of equivalent knowledge and experience. preferred.
- 4. Possess a valid driver's license and be insurable by the County's insurance standards.
- 5. Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work operational periods. Position also requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.
- 6. Graduate of FEMA Basic Academy and FEMA Advanced Public Information Officer course.
- ~~5.7.~~ Professional Emergency Management Certification (Basic Level) awarded by Alabama Association of Emergency Managers.

POSITION DESCRIPTION

Title: Administrative Support Specialist II
Department: Baldwin County Emergency Management Agency
Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: EMA Director, Deputy EMA Director
Subordinate Staff: N/A
Internal Contacts: EMA Staff, other County employees
External Contacts: Emergency Managers from municipalities, local, state, and federal governmental agencies, and non-governmental organizations, local vendors, local industry and the general public
Status: Classified/Non-Exempt (307)

Job Summary

The Administrative Support Specialist for the Emergency Management Agency serves to accomplish a myriad of clerical administrative duties to assist the Director and staff of the Baldwin County EMA. Incumbent provides all administrative and clerical duties as assigned. Incumbent must have excellent communication and creative writing skills, maintain records, prepare for staff meetings, maintain the agency calendar, and manage communications and correspondence for the Director and Deputy Director.

Job Domains

A. Essential Job Functions

1. Oversees and coordinates general day-to-day office operations with kindness, professionalism, tact, and an emphasis on responsiveness.
2. Answers incoming calls to the office and relays detailed information/messages accurately to the appropriate person/department.
3. Provides information to general inquiries.
4. Maintains office supplies inventory and prepares requisitions for the same.
5. Performs various clerical and administrative duties as requested.
6. Scans, copies, uploads, archives, and files documents, maintaining a proper documentation filing system.

7. Maintains a filing system and properly disseminates, files, and archives all incoming/outgoing correspondence and other documentation related to the daily operations of the office.
8. Schedules meetings, coordinates travel reservations, training course registrations as requested and maintains multiple calendars, including scheduling requested staff absences.
9. Maintains EMA contact lists across several internal platforms.
10. Assists with Education Outreach events as required.
11. Assists with uploading and publishing documents to various internal/external document libraries with emphasis on timelines, organization, and proper reporting.
12. Assists with billing/invoices of various vendors and maintains proper vendor files and information with emphasis on organization and accuracy.
13. Assists with monthly preparation of Emergency Management Performance Grant submission.
14. Maintains annual LEPC Tier II Reports and files accordingly.
15. Accomplishes research as directed.
16. Other duties as assigned by senior EMA staff.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
2. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. A good working knowledge of general office practices, procedures, equipment, and software (Microsoft Office, Adobe).
4. Ability to communicate effectively and handle multiple assignments.
5. Ability to maintain effective and positive working relationships with public officers, supervisors, co-workers, and public.
6. Skills to read, understand and compile printed reports and research assignments.
7. Knowledge of filing procedures.
8. Knowledge and ability to operate office machinery, computers, and general software.
9. Ability to work under stress of recurring deadlines.

Other Characteristics

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.
3. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Minimum of five (5) years of experience in administrative related work.
2. Experience in bookkeeping is a plus.
3. Have a valid driver's license.
4. High school diploma or equivalent.

POSITION DESCRIPTION

Title: Director of Facilities and Maintenance
Department: ~~Building Maintenance~~ Facilities Management
Job Analysis: November 2024, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator
Subordinate Staff: Building Maintenance employees
Internal Contacts: County Employees, Elected Officials
External Contacts: Architects, Contractors, Building Material Suppliers, Insurance Representatives, Alabama Department of Environmental Management, Alabama Department of Public Health, General Public
Status: Classified/Exempt (S320)

Job Domains

Future Facility Planning

- Lead future facility planning and development initiatives by evaluating current infrastructure and forecasting future needs.
- Develop long-term strategic plans for facility expansion, modernization, and resource optimization to meet future operational requirements.
- Contribute to strategic facility development by researching and integrating innovative technologies and energy-efficient systems to optimize future performance and sustainability.
- Identify opportunities for facility consolidation to optimize space utilization and reduce operational costs.
- Engage with stakeholders and community members to gather input and ensure that facility plans align with their needs and expectations.

Project Management and Coordination

- Manage large-scale construction projects, including planning, risk management, budgeting, and performance tracking.

- Review bids for accuracy and appropriateness and recommend the lowest responsive and responsible bidder for Commission approval.

Facility Maintenance and Compliance

- Plan, design, and oversee maintenance, alteration, and reconfiguration of facilities.
- Ensure that construction and installation meet quality standards and comply with OSHA, and local and state health department regulations.

Preventative Maintenance Programs

- Implement and supervise preventative maintenance programs for building systems such as HVAC, electrical, plumbing, and safety/security systems.
- Ensure compliance with regulatory standards.

Contractor Oversight and Staff Supervision

- Oversee external contractors for specialized tasks (electricians, plumbers, landscapers, etc.).
- Supervise staff involved in maintenance and construction, ensuring they receive adequate training and professional development.

Budget Development and Monitoring

- Develop and monitor the department budget.

Project Data Management

- Maintain project data up to date and accurately for all projects.

Knowledge, Skills, and Abilities

1. Knowledge of construction and maintenance standards, building codes, OSHA regulations, and environmental safety requirements.
2. Expertise in project management, future facility planning, and budget administration.
3. Ability to train, supervise, and develop staff across multiple facilities.
4. Strong skills in technical problem-solving, facilities planning, and management of preventive maintenance programs.
5. Proficiency with Microsoft Office (Word, Excel, Project, PowerPoint) and facility management software.
6. Ability to interpret blueprints, plans, and technical specifications for facility projects.
7. Ability to perform light work that involves lifting, carrying, and mobility tasks.

Other Characteristics

1. Ability to work collaboratively with staff.

2. Effective oral and written communication skills for interacting with staff, supervisors, and elected officials.

Minimum Requirements

1. Bachelor's degree in engineering, architecture, building trades, or a related field. However, the aforesaid educational requirements may be satisfied with the individual possessing a combination of education, training and experience.
2. Five (5) or more years of experience in facility management and project management, with at least three (3) years of supervisory experience, or an equivalent combination of education and experience.
3. Licensed Professional Engineer in the State of Alabama, preferred.
4. Demonstrated expertise in operational and strategic planning, budget development, project management, and long-term facility planning.
5. Possess a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Administrative Support Specialist III

Department: ~~Building Maintenance~~ Facilities Management

Job Analysis: September 2021, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Facilities Maintenance Coordinator, County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Elected Officials, General Public

Status: Classified/Non-Exempt (309)

Job Summary

This position consists of a myriad of clerical duties for the Baldwin County Building Maintenance Department including but not limited to answering the phones, creating and maintaining spreadsheets, and utilizing County software systems.

Job Domains

1. Assist the Facilities Maintenance Coordinator with running the office operations, under the direction of the Facilities Maintenance Coordinator and the Building Maintenance Supervisors.
2. Maintains a filing system, properly files and archive all incoming/outgoing correspondence, and other documentation of daily operations of the office.
3. Reviews records, compiles reports, and gives technical assistance to employees, as needed.
4. Assists with scanning, copying, uploading, and filing of documents.
5. Assists with research and proofreading of documents, as directed.
6. Types and/or prepares correspondence, agenda items, and various documents as requested.
7. Types and/or prepares various documents using County software applications, Microsoft Office applications and Adobe Acrobat.
8. Assists with ordering office supplies, cleaning supplies, maintaining requisitions, and general office organization.

9. Schedules meetings, training course registrations as requested and maintain multiple calendars.
10. Assist with scheduling and monitoring vehicle maintenance and upkeep.
11. Assist the Building Maintenance employees with the work orders and requisition process.
12. Performs a wide variety of administrative and clerical tasks.
13. Assist Building Maintenance staff as necessary with clerical tasks.
14. Other duties/tasks as assigned by the Facilities Maintenance Coordinator.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of clerical functions involved in accounting, record keeping, filing and general clerical work.
3. A good working knowledge English grammar, composition, and spelling.
4. Ability to communicate professionally, both orally and in writing.
5. Knowledge of departmental policies and procedures.
6. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
7. Hear well enough to respond to verbal communication and to use the telephone.
8. Body movement to bend, stoop and move about.
9. Manual dexterity to write and type.
10. Ability to operate computers and basic software programs.
11. Ability to work in a fast-paced environment.
12. Knowledge of Business Oriented Software Solutions software. (BOSS).

Other Characteristics

1. Willingness to work non-standard hours, as required.
2. Willingness to travel to various offices around the County.
3. Be willing and available to attend training related to job.

Minimum Requirements

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent required.
3. Five (5) years of experience in administrative/secretarial related work.

POSITION DESCRIPTION

Title: Building Maintenance Engineer I
Department: ~~Building Maintenance~~ Facilities Management
Job Analysis: September 2022, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Building Maintenance Supervisors, Facilities Maintenance Coordinator
Subordinate Staff: None
Internal Contacts: All County Departments
External Contacts: Building Material Suppliers
Status: Classified/Non-Exempt (308)

Job Summary

Under the direction of the Building Maintenance Supervisors, assist in repairs on plumbing, heating, cooling, and electrical systems. Performs carpentry work as required. Be responsible for house cleaning shop and storage areas.

Job Domains

A. Equipment Maintenance

1. Assist in repairs and maintenance of plumbing, electrical, and HVAC systems.
2. Assist in carpentry and welding projects.
3. Perform other maintenance as required.

Knowledge, Skills, and Abilities

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Some knowledge of plumbing, heating, air conditioning and electrical systems.
5. Knowledge of maintenance materials.

6. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Qualifications

1. Have a valid state driver's license and be insurable by the County's insurance standards.
2. Have a minimum of two (2) years' experience in building maintenance field.

POSITION DESCRIPTION

Title: Building Maintenance Engineer II

Department: ~~Building Maintenance~~ Facilities Management

Job Analysis: Feb 2001, Sept 2011, Sept 2014, Sept 2017, Oct 2019, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)

Subordinate Staff: None

Internal Contacts: All County Departments

External Contacts: Contractors, Building Material Suppliers

Status: Classified/Non-Exempt (310)

Job Summary

Under the direction of Building Maintenance Supervisor; makes repairs on plumbing, heating, cooling and electrical systems. Performs carpentry work when requested. Performs emergency mechanical repairs as needed. Orders supplies required by building maintenance. Inspects environmental systems.

Job Domains

A. Equipment Maintenance

1. Make repairs on the plumbing systems in all county buildings.
2. Make repairs to the electrical systems in all county buildings.
3. Maintain air condition systems, water coolers, refrigerators, and freezers in all county buildings.
4. Maintain heating systems and water heaters in county buildings.
5. Perform carpentry work for various projects as necessary.
6. Perform welding repairs on equipment as necessary.
7. Inspect plumbing, heating, cooling and electrical systems.
8. Perform other maintenance as required.

B. Operations Management

1. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
8. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of three (3) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Building Maintenance Engineer III
Department: ~~Building Maintenance~~ Facilities Management
Job Analysis: 02/2001, 09/2011, 09/2014, 10/2019, 09/2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included

Relationships

Reports To: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)
Subordinate Staff: None
Internal Contacts: All County Departments
External Contacts: Contractors, Building Material Suppliers, General Public
Status: Classified/Non-Exempt (311)

Job Summary

Under the direction of the Building Maintenance Supervisor, maintain and repair on plumbing, heating, cooling, electrical systems and carpentry work as required. Performs emergency mechanical repairs as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems.

Job Domains

A. Equipment Maintenance

1. Responsible for repairs on the plumbing systems in all county buildings.
2. Repairs to the electrical systems in all county buildings.
3. Maintain air condition systems, water coolers, refrigerators, and freezers in all county buildings.
4. Maintain heating systems and water heaters in county buildings.
5. Supervise and perform carpentry work for various projects as necessary.
6. Perform welding repairs on equipment as necessary.
7. Inspect plumbing, heating, cooling and electrical systems.
8. Perform other maintenance as required.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.
5. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Building Maintenance Engineer IV
Department: ~~Building Maintenance~~ Facilities Management
Job Analysis: Oct 2019, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included

Relationships

Reports To: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)
Subordinate Staff: None
Internal Contacts: All County Departments
External Contacts: Contractors, Building Material Suppliers, General Public
Status: Classified/Non-Exempt (313)

Job Summary

Under the direction of the Building Maintenance Supervisor, supervises and directs repairs on plumbing, heating, cooling and electrical systems. Supervises carpentry work as required. Inspects work done by subcontractors. Performs emergency mechanical repairs as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems. Supervises, directs and inspects all repairs and installations as directed.

Job Domains

A. Equipment Maintenance

1. Responsible for repairs on the plumbing systems in all county buildings.
2. Repairs to the electrical systems in all county buildings.
3. Maintain air condition systems, water coolers, refrigerators, and freezers in all county buildings.
4. Maintain heating systems and water heaters in county buildings.
5. Supervise and perform carpentry work for various projects as necessary.
6. Perform welding repairs on equipment as necessary.
7. Inspect plumbing, heating, cooling and electrical systems.

8. Perform other maintenance as required.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.
5. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Building Maintenance Supervisor

Department: ~~Building Maintenance~~ Facilities Management

Job Analysis: 02/2001, 05/2006, 08/2011, 09/ 2014, 10/2019, 09/2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included

Relationships

Reports To: Facilities Maintenance Coordinator

Subordinate Staff: Maintenance Engineer II, III, IV, HVAC Preventative Maintenance, Plumbing Technician

Internal Contacts: County Employees, Elected Officials

External Contacts: Architects, Contractors, Building Material Suppliers, Insurance Representatives, Alabama Department of Environmental Management, General Public

Status: Classified/Non-Exempt (315)

Job Summary

Supervise and direct installation and repairs on plumbing, heating, cooling and electrical systems. Supervise construction work as required. Inspect work done by contractors and subcontractors. Perform emergency mechanical repairs as needed. Order supplies as needed. Schedule repairs and construction to be done within budget constraints. Inspect environmental systems. Supervise, direct and inspect all repairs and installations as directed. Review work orders, set priorities, assign work to subordinate staff and report to Director.

Job Domains

A. Equipment Maintenance

1. Responsible for installation and repairs on plumbing, electrical, HVAC, and refrigeration.
2. Supervise construction work for various projects as necessary.
3. Perform or supervise welding repairs on equipment as necessary.
4. Inspect plumbing, heating, cooling, and electrical systems.
5. Inspect fire protection equipment as necessary.

B. Management

1. Coordinate the work done by subcontractors and staff.
2. Order supplies required for building maintenance.
3. Schedule repairs to be completed on a daily basis within budget constraints.

C. Supervision

1. Plan, direct and supervise maintenance staff.
2. Provide technical assistance to contractors and purchasing as directed.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
8. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years' experience in building maintenance field.
3. Must possess a HVAC Certification.

POSITION DESCRIPTION

Title: HVAC Preventive Maintenance Technician
Department: ~~Building Maintenance~~ Facilities Management
Job Analysis: October 2019, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)
Subordinate Staff: None
Internal Contacts: All County Departments
External Contacts: Contractors, Building Material Suppliers, General Public
Status: Classified/Non-Exempt (313)

Job Summary

Under the direction of the Building Maintenance Supervisor, operate, maintain and repair all equipment used for heating, ventilation and air conditioning of county building equipment. Supervises HVAC work as required. Inspects work done by subcontractors. Performs emergency HVAC repairs, as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems. Supervises, directs and inspects all repairs and installations as directed.

Job Domains

A. Equipment Maintenance

1. Responsible for repairs on the heating, cooling, and refrigeration systems in all county buildings.
2. Maintain and repair all HVAC equipment and components to manufactures recommendation, i.e. valves, motors, belts, bearings, filter, and lubrications etc.
3. Maintain heating systems and water heaters in county buildings.
4. Perform emergency repairs to air condition systems, water coolers, refrigerators, and freezers, as necessary.
5. Inspect plumbing, heating, cooling and electrical systems.
6. Perform other building maintenance as required.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.
5. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Plumbing Technician

Department: ~~Building Maintenance~~ Facilities Management

Job Analysis: October 2019, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included

Relationships

Reports To: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)

Subordinate Staff: None

Internal Contacts: All County Departments

External Contacts: Contractors, Building Material Suppliers, General Public

Status: Classified/Non-Exempt (313)

Job Summary

Under the direction of the Building Maintenance Supervisor, maintain, repair and/or replace damaged dish washer, broken pipes, clogged drains, sinks, toilets, tubs, and any pipe work as needed. Inspects work done by subcontractors. Performs emergency plumbing repairs, as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems. Supervises, directs and inspects all repairs and installations as directed.

Job Domains

A. Equipment Maintenance

1. Responsible for repairs and installation on the plumbing systems such as sinks, toilets, tubs, and also install supports and hangers for plumbing fixtures and pipes in all county buildings.
2. Maintain plumbing systems in all county buildings.
3. Perform emergency repairs to plumbing systems, as necessary.
4. Inspect plumbing systems.
5. Perform other building maintenance as required.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.
5. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of all plumbing and piping systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Director of Finance
Department: Finance & Accounting
Job Analysis: October 2024, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator
Subordinate Staff: Chief Compliance Officer, [Grants Director](#), Accounting Managers
Internal Contacts: County Employees, Department Heads, County Commission, and other Elected Officials
External Contacts: Local, State and Federal agencies, Attorneys, Bankers, Bond Underwriters, Rating Agencies, Actuaries, Auditors, Consultants, Vendors, and the General Public
Status: Classified/Exempt ([S322S324](#))

Job Summary

The Director of Finance has direct responsibility for all financial and accounting matters of the County relating to all funds administered by the Baldwin County Commission. This position directs the day-to-day operations of the Finance and Accounting Department, provides financial basis and structure to participate in the County budget process, per [Alabama Code](#) for Recommended Accounting Procedures, and is responsible for annual audit conducted by the State Examiners.

Job Domains

A. Accounting and Financial

- [1. Oversees and directs all accounting, payroll, and financial procedures for the County to ensure best practices and compliance with applicable rules, regulations, laws, Generally Accepted Accounting Principles \(GAAP\), Governmental Accounting Standards Board \(GASB\) and County policies.](#)
- [2. Oversees all aspects of local, state, federal, grants for the Baldwin County Commission. Ensures coordination and support through the Grants Department with](#)

identification, development, and management of grants; managing the full grant cycle from application to closeout while ensuring compliance requirements are met.

- ~~1.3.~~ Direct and conduct reviews to promote accuracy and reliability in accounting and operating data with the objective to safeguard county resources against waste, fraud, and inefficiency.
- ~~2.4.~~ Supervision of principles and practices of employees, including selection, work planning, organization, performance review and evaluation, employee training, and discipline.
- ~~3.5.~~ Conducts the necessary research and provides support materials to aid the County Commission in making financial decisions.
- ~~4.6.~~ Prepares annual reports for the Commission and other Departments.
- ~~5.7.~~ Primary contact for State Examiner audits assisting the State Examiners during annual audit with requested documentation and implementation of audit recommendations.
- ~~6.8.~~ Develop and implement improved internal controls and financial reporting procedures as necessary.
- ~~7.9.~~ Provides technical leadership in fiscal management for day-to-day accounting and financial operations.
- ~~8.10.~~ Directs the preparation of the annual financial statement, audit reports, notes, and all required schedules in accordance with GASB pronouncements and GAAP.
- ~~9.11.~~ Ensure all invoices are handled and paid in a prescribed, timely, and legal manner.
- ~~10.12.~~ Monitors accounts receivable for timely collection of monies owed the County.
- ~~11.13.~~ Periodically reports the status of County finances as scheduled by County Commission.
- ~~12.14.~~ Responsible for accounting for all receipts and disbursements regarding County funds.
- ~~13.15.~~ Create, maintain, and update County policies and procedures related to Finance and Accounting by the direction of the County Commission.
- ~~14.16.~~ Work directly with local, state, and federal agencies before, during, and after natural disasters.
- ~~15.17.~~ Assists coordinating the operation of debt management and bond sales; including review and monitor debt service requirements and coordinate the bond rating and disclosure and compliance requirements under the Securities Exchange Commission.
- ~~16.18.~~ Responds to public inquiries and provides conflict resolution, leadership, and implements a service focused culture amongst the various operating units.
- ~~17.19.~~ Attends Commission meetings and other official functions as needed.

B. Reports

1. Prepare a variety of reports required by state and federal offices.
2. Responsible for the annual SEFA report.
3. Prepares various reports as directed by the County Commission.
4. Generate reports requested by the State Examiners.

C. Miscellaneous

1. Approves reports and/or processes claims for indigent care program.
2. Sign vehicle and equipment titles when sold.

3. Prepares and implements all special projects as assigned by the County Commission.
4. Maintain all correspondence and records related to accounting in an orderly and accessible manner.

Knowledge, Skills, and Abilities

1. Knowledge of laws, rules, regulations of county government.
2. Skills to utilize fiscal systems and various technology-based applications including various software packages to achieve financial requirements.
3. Skills to communicate effectively and interact with all levels of government and public.
4. Knowledge of the Alabama Code, County policies, County contracts, and resolutions.
5. Fundamental knowledge of accounting principles and standards (fund and accrual accounting) as recommended by federal/state/county agencies.
6. Fundamental knowledge of internal controls and processes for both operational and compliance actions.
7. Skills in interpersonal relationship building and employee coaching/development skills.
8. Demonstrated ability to lead and develop a department and department staff members.
9. Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.
10. Skills to understand written instructions, manuals, and correspondence.
11. Knowledge of general office procedures.

Other Characteristics

1. Willing to travel to attend meetings, conferences, workshops, training, and seminars.
2. Willing to work non-standard hours to meet deadlines.

Minimum Qualifications

1. Bachelor's degree in accounting from an accredited college or university.
2. Ten (10) years of progressive, comprehensive accounting experience with a minimum of eight (8) years in a leadership role.
3. Governmental accounting preferred, but not required.
4. This position requires a financial credit background check for the ability to acquire a \$100,000 Public Official Bond.

POSITION DESCRIPTION

Title: Administrative Support Specialist III
Department: Finance & Accounting
Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Accounting Manager
Subordinate Staff: N/A
Internal Contacts: General Public, Public Officers, and Co-workers
Status: Classified/Non-Exempt (309)

Job Summary

The Administrative Support Specialist III for the Commission Finance & Accounting Department serves to accomplish a myriad of clerical and administrative duties to assist Finance & Accounting staff as assigned by the Department's senior staff. At any given time, this position may be required to perform other duties as assigned, cross train, or take on additional responsibilities as they gain knowledge and experience.

Job Domains

1. Oversees and coordinates general day-to-day office operations with kindness, professionalism, tact, and an emphasis on responsiveness.
2. Answers incoming calls to the office and relays detailed information/messages accurately to the appropriate person/department.
3. Provides information to general inquiries.
4. Assist senior level staff with financial tasks.
5. Performs various clerical, administrative and accounting duties as requested.
6. Prepares agenda items, correspondence, reports, contracts, resolutions, and other documents as requested.
7. Scans, copies, uploads, archives, and files documents, maintaining a proper documentation filing system.
8. Maintains a filing system and properly disseminates, files, and archives all incoming/outgoing correspondence and other documentation related to the daily operations of the office.
9. Orders and maintains a proper inventory of office supplies and other supplies as directed, maintaining proper purchasing and requisition files, with emphasis on organization, accuracy, and timeliness.

10. Schedules meetings, coordinates travel reservations, training course registrations as requested and maintains multiple calendars.
11. Enters work orders and maintains files for various building maintenance requests.
12. Assists with uploading and publishing documents to various internal/external document libraries with emphasis on timelines, organization, and proper reporting.
13. Assists with billing/invoices of various vendors and maintains proper vendor files and information with emphasis on organization and accuracy.
14. Assists with preparation of the year end audit process.
15. Ensure that files are kept up to date and purged on a yearly basis according to the Records Disposition Schedule.
16. Accomplishes research as directed.
17. Assists with asset management, reimbursement, deposits and other financial duties as assigned.
18. Assists in tracking grant expenditures, reimbursement timelines, and compliance documentation for emergencies or special funding.
19. Develops and maintains quick-reference guides or checklists for recurring tasks, supporting staff training and operational continuity.
20. Participates in cross-training and may assist in onboarding new staff or temporary personnel.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
2. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. A good working knowledge of general office practices, procedures, equipment, and software (Microsoft Office, Adobe).
4. Ability to communicate effectively and handle multiple assignments.
5. Ability to maintain effective and positive working relationships with public officers, supervisors, co-workers, and public.
6. Skills to read, understand and compile printed reports and research assignments.
7. Knowledge of filing procedures.
8. Knowledge and ability to operate office machinery, computers, and general software.
9. Ability to format and publish documents to internal/external platforms with attention to version control, accessibility, and audit trail integrity.
10. Ability to support data validation and reconciliation tasks in financial systems.
11. Ability to work under stress of recurring deadlines.

Other Characteristics

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.
3. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Minimum of five (5) years of experience in administrative related work.
2. Experience in bookkeeping and/or accounting is a plus.
3. Proficiency in Microsoft Office Applications
4. Have a valid driver's license.
5. High school diploma or equivalent. Degree or some accounting courses preferred.

POSITION DESCRIPTION

Title: Grants Director
Department: Grants
Job Analysis: January 2023, **September 2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~County Administrator~~ **Director of Finance**
Subordinates: Grants Administrator
Internal Contacts: County Commission Staff, County Employees
External Contacts: Local, State, and Federal Agencies, Vendors, General Public
Status: Classified/Exempt (S320)

Job Summary

The Grants Director is responsible for directing and managing all aspects of local, state, federal, grants for Baldwin County. This position coordinates and provides guidance and support to Baldwin County Commission Departments in identification, development, and management of grants; managing the full grant cycle from application to closeout while ensuring compliance requirements are met. This position also manages and directs the staff of the Grants Department.

Job Domains

A. Grants Management

1. Administers and monitors all grant programs, compliance, and projects.
2. Coordinates the planning and preparation of grant proposals for one or more Baldwin County Commission departments, provides guidance and assistance in interpretation of funding agency regulations and requirements.
3. Oversees all grant submissions, ensuring the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
4. Develops procedures, schedules, and objectives to verify all grant expenditures are in compliance with procurement laws and with the terms and conditions of the awarding instruments.
5. Ensures eligible administrative costs are recovered or funded.

6. Advises and assists in preparation of grant documentation, including grant writing.
7. Creates standard and special reports, summaries, analyses, as required/needed by the Baldwin County Commission.
8. Maintains specialized database and system used for recording and tracking grant proposals, awards, and additional information.
9. Develops and maintains a library of reference documentation, including such information as funding agency requirements, forms, and other pertinent material.
10. Monitors and coordinates the administration of post award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
11. Actively pursues new grants.
12. Assists Finance and Accounting staff in preparing and maintaining a list and supporting documentation of all County grants for the Auditors (SEFA Report).
13. Prepares all grant and compliance reports as required.
14. Works with auditors to ensure that all Baldwin County grants are in full compliance with state and federal audit requirements.
15. Works closely with Purchasing Director in writing Requests for Proposals (RFP) and procurement administration.
16. Evaluate and monitor program achievement against target goals, recommending modifications as necessary.
17. Participate in meetings as required with staff to assist in identifying and supporting any outstanding compliance issues.
18. Prepares and/or supplies data for local, state, and federal, grant reports or reimbursement requests and assists with the year-end audit process.
19. Works with finance and budget to assign proper account codes to revenues and expenditures by fund and line item including funding and expense strings within the Grants/Project module.
20. Verifies that County grant accounting records are correct and balanced monthly.
21. Perform additional responsibilities as designated by the Administrator and/or County Commission.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Excellent verbal and written communication skills.
2. Skilled in the use of computers and software related to job (word processing, spreadsheets).
3. Ability to prepare grant applications, reports, and correspondence.
4. Ability to analyze complex grant applications and interpret financial data.
5. Exceptional research skills.
6. Organizational and project management skills.
7. Ability to manage multiple simultaneous projects and meet deadlines.
8. Ability to work independently with excellent time management skills.
9. Ability to be discreet with personal information that may be needed.
10. Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the public.

Other Characteristics

1. Willing to work nonstandard hours, as necessary and travel out of County as needed.
2. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. Require a minimum of five (5) to seven (7) years of experience in grant solicitation and management with a thorough understanding of local, state, and federal funding sources.
2. Bachelor's degree in a related field is preferred.
3. Knowledge in preparing budget and financial reports is preferred.

POSITION DESCRIPTION

Title: Administrative Support ~~Specialist IV~~Coordinator

Department: Highway Department – Administration Section

Job Analysis: ~~September 2018~~September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Assistant County Engineer

Subordinate Staff: ~~N/A~~Operations Support Specialist I

Internal Contacts: Co-workers, County Departmental Staff

External Contacts: ———General Public, Local/State/Federal Governmental Staff, Private Companies, Civic Organizations

Status: Classified/Non-Exempt (~~J~~313)

Job Summary

The Administrative Support ~~Specialist IV~~Coordinator for Highway Department Administration serves to accomplish a myriad of administrative duties to assist the Assistant County Engineer and other Highway Department Personnel.

Job Domains

1. Final reviewer of Highway Department Agenda items before they are submitted.
2. Maintain all scheduling, filing, and communication for Assistant County Engineer.
3. Provide whatever information is available to general inquiries.
4. Type and/or prepare correspondence, agenda items, public notices and releases and various documents as requested.
5. Greet visitors to the office; refer them to whom they need to see and make them comfortable if they must wait.
6. Answer incoming calls when necessary and transfer them to the proper office.
7. Maintain Highway organizational chart and job descriptions.
8. Agenda package preparation and presentations for work session and Commission meetings.
9. Attend work session and Commission meetings and follow up on action taken, when needed.
10. Road and Bridge meeting agenda preparation and advertising.
11. Staff meeting agendas and minutes.

12. Serves as liaison to the Personnel Department.
13. Process Highway employee evaluations and submit to Personnel.
14. Assist with building maintenance and CIS work orders, as needed.
15. Assists with preparation of legal documents, technical papers, and formal presentations.
16. Assists with scheduling of training for Highway Department including hotel accommodations and airline reservations.
- 14.17. Aids Assistant County Engineer as needed with personnel matters.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. Knowledge of general office practices and procedures.
4. Skills to communicate effectively and maintain effective working relationships with supervisors, co-workers, and the the general public, outside governmental agencies, and civic organizations.
5. Skills to read, understand and compile printed reports and research assignments.
6. Knowledge of filing procedures.
7. Knowledge and ability to operate office machinery, computers and general software.
8. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. Two-Four (24) years of experience in secretarial related work.
2. Have a valid driver's license.
3. Willing to work non-standard hours when necessary.
4. Be willing to attend educational courses for advanced training.

POSITION DESCRIPTION

Title: Bridge Inspector (~~Part-Time~~)

Department: Highway Department (Construction Section)

Job Analysis: March 2015, September 2017, January 2021, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Bridge Manager, Bridge/Project Coordinator/Manager, Construction Manager/Engineer, Operations Manager, Assistant County Engineer

Subordinate Staff: None

Internal Contacts: Area Supervisors, Traffic Operations Supervisor, Engineering Crews, Survey Crew, Design Section, Utility Inspectors, Office Assistant and other County Employees

External Contacts: General Public, Alabama Department of Transportation Bridge Inspection Team, Alabama Department of Transportation Personnel and other state and local officials, ADEM personnel, contractors and vendors.

Status: Classified/Non-Exempt (~~312314~~)

Job Summary

This position is responsible for Bridge Safety Inspections of County maintained bridges, including assimilating and maintaining all state and federal records related to Bridge Safety Inspections and will also help ensure compliance with the ALDOT BrM system. ~~This position may serve as project inspector to enforce the Alabama Department of Transportation Standard Specifications for Highway Construction and Baldwin County specifications on various types of complex construction projects including, but not limited to: bridge construction projects, box-culvert construction projects, grade, drain, base and paving projects, transportation enhancement projects and other projects which may require a contractor's work to be monitored. This position will also be primarily responsible for ensuring that all ADEM environmental guidelines and regulations are met on construction projects. This position may assist Construction personnel in bridge construction projects.~~

Job Domains

1. Obtain, organize and record detailed project data and records in accordance with Alabama Department of Transportation and Baldwin County procedures for bridge inspections.
2. Responsible for bridge safety inspections for all County maintained bridges and responsible for assimilating all state and federal records related to bridge safety inspections.
- ~~3. Primarily responsible for ensuring that ADEM requirements are followed and met regarding construction projects.~~
- 4.3. Ensure that contractors construct projects in accordance with plans and specifications.

Knowledge, Skills, and Abilities

1. Verbal communication skills to effectively meet the public, correspond with supervisors, ask for information and instructions, and communicate by radio or phone.
2. Math skills to calculate areas and quantities for the ALDOT BrM Bridge System.
3. Writing skills to take field notes, write inspection reports, inventories, estimates and formal transcripts.
4. Reading skills to understand and interpret Alabama Department of Transportation and FHWA bridge inspection standards.
5. Knowledge of Baldwin County road and bridge system.
6. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
7. Ability to operate a computer, various basic computer programs, level, calculator and drawing tools.
8. Ability to exercise independent judgment and initiative in planning, interpreting and implementing work.
9. Knowledge of rules and regulations regarding safety.
10. Ability to establish and maintain effective working relationships with associates, supervisors, developers and contractors.
11. Ability to understand and follow complex written and verbal instructions.
12. Ability to prepare formal letters and documents.
13. Skills to perform storm water monitoring and recording per ADEM regulations as required.
14. Ability to maintain an effective working atmosphere and complete tasks in a timely manner.
15. Ability to schedule projects and bridge inspections to ensure BrM is kept up to date and projects are completed within substantial compliance to plans and specifications.
16. Ability to file and keep organized records.
17. Ability to see well enough to operate engineering instruments, keep notes in field books and project diaries, read construction plans and specifications, operate motor vehicles; corrective lens acceptable.
18. Ability to hear well enough to perform bridge inspections on active roadways, perform construction inspections on active roadways, understand oral instructions, carry on conversation with contractors, the public and other workers; hearing aid acceptable.
19. Ability to speak well enough to meet and converse with contractors, other entities and the public, convey instructions to others and communicate by telephone and two-way radio.

20. Body movement or mobility to properly inspect bridges, make field surveys, operate motor vehicles, handle signs and hand tools and take samples.
21. Strength to make field surveys, lift objects, use hand tools and operate a motor vehicle.
22. Have endurance to withstand field conditions for entire workday as required.
- [23.](#) Strength to lift fifty (50) lbs unassisted.
- [23.24.](#) [Knowledge of ArcGIS and ArcMap.](#)

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to assist in coordinating disaster recovery.
3. Willing to assist in roadway asset data collection for GIS databases.

Minimum Qualifications

1. Must have a valid driver's license.
2. High school diploma or equivalent or any combination of training and experience equivalent to graduation from a standard senior high school including courses in mathematics and science.
- ~~3. Minimum of fifteen (15) years experience in road and bridge construction preferred.~~
- ~~4. Certified Traffic Control Inspector, required.~~
- ~~5. Certified Concrete Technician, required.~~
- ~~6. Certified Roadway Technician, required.~~
- ~~7. Qualified Credentialed Inspector (QCI), required.~~
- ~~8.3.~~ Certified Bridge Inspector, required.

POSITION DESCRIPTION

Title: Bridge Manager

Department: Highway Department (Construction Section)

Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Bridge/Project Manager, Construction Engineer, Operations Manager, Assistant County Engineer

Subordinate Staff: Bridge Inspector

Internal Contacts: Area Supervisors, Traffic Operations Supervisor, Engineering Crews, Survey Crew, Pre-Construction Section, Construction Section, Utility Inspectors, Office Assistant and other County Employees

External Contacts: General Public, Alabama Department of Transportation Bridge Inspection Team, Alabama Department of Transportation Personnel and other state and local officials, ADEM personnel, contractors and vendors.

Status: Classified/Exempt (S315)

Job Summary

This position is responsible for oversight of the Bridge Inspection program for the County including performing Bridge Safety Inspections of County maintained bridges, assimilating and maintaining all state and federal records related to Bridge Safety Inspections, ensuring that bridge inspections are completed within the regulated timeframe, and upkeeping the ALDOT BrM system to maintain compliance. This position may assist Construction personnel in bridge construction projects.

Job Domains

1. Obtain, organize and record detailed project data and records in accordance with Alabama Department of Transportation and Baldwin County procedures for bridge inspections.
2. Responsible for bridge safety inspections for all County maintained bridges and responsible for assimilating all state and federal records related to bridge safety inspections.

3. Responsible for ensuring that all County bridges are inspected within the required deadlines and that the ALDOT BrM system is kept up to date with the appropriate data from the bridge inspections.
4. Ensure that contractors construct projects in accordance with plans and specifications.

Knowledge, Skills, and Abilities

1. Verbal communication skills to effectively meet the public, correspond with supervisors, ask for information and instructions, and communicate by radio or phone.
2. Math skills to calculate areas and quantities for the ALDOT BrM Bridge System.
3. Writing skills to take field notes, write inspection reports, inventories, estimates and formal transcripts.
4. Reading skills to understand and interpret Alabama Department of Transportation and FHWA bridge inspection standards.
5. Knowledge of Baldwin County road and bridge system.
6. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
7. Ability to operate a computer, various basic computer programs, level, calculator and drawing tools.
8. Ability to exercise independent judgment and initiative in planning, interpreting and implementing work.
9. Knowledge of rules and regulations regarding safety.
10. Ability to establish and maintain effective working relationships with associates, supervisors, developers and contractors.
11. Ability to understand and follow complex written and verbal instructions.
12. Ability to prepare formal letters and documents.
13. Skills to perform storm water monitoring and recording per ADEM regulations as required.
14. Ability to maintain an effective working atmosphere and complete tasks in a timely manner.
15. Ability to schedule projects and bridge inspections to ensure BrM is kept up to date and projects are completed with substantial compliance.
16. Ability to file and keep organized records.
17. Ability to see well enough to operate engineering instruments, keep notes in field books and project diaries, read construction plans and specifications, operate motor vehicles; corrective lens are acceptable.
18. Ability to hear well enough to perform bridge inspections on active roadways, perform construction inspections on active roadways, understand oral instructions, carry on conversation with contractors, the public and other workers; hearing aid acceptable.
19. Ability to speak well enough to meet and converse with contractors, other entities and the public, convey instructions to others and communicate by telephone and two-way radio.
20. Body movement or mobility to properly inspect bridges, make field surveys, operate motor vehicles, handle signs and hand tools and take samples.
21. Strength to make field surveys, lift objects, use hand tools and operate a motor vehicle.
22. Have endurance to withstand field conditions for entire workday as required.
23. Strength to lift fifty (50) lbs unassisted.
24. Knowledge of ArcGIS and ArcMap.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to assist in coordinating disaster recovery.
3. Willing to assist in roadway asset data collection for GIS databases.

Minimum Qualifications

1. Must have a valid driver's license.
2. High school diploma or equivalent or any combination of training and experience equivalent to graduation from a standard senior high school including courses in mathematics and science.
3. Minimum of five (5) years of experience in road and bridge construction preferred.
4. Certified Bridge Inspector required.

POSITION DESCRIPTION

Title: [Engineering Technician I \(Construction Option\) Construction Inspector I](#)

Department: Highway Department – Construction Engineering

Job Analysis: September 2017, September 2018, February 2020, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [Construction Manager](#), Bridge/Project ~~Coordinator~~[Manager](#), Construction ~~Manager~~[Engineer](#), [Operations Manager](#), [Assistant County Engineer](#)

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Alabama Department of Transportation Personnel, ADEM, Contractors, Suppliers, Vendors, Emergency Responders, General Public, etc...

Status: Classified/Non-Exempt (~~H~~[312](#))

Job Summary

To successfully complete any job/duty deemed necessary by ~~the~~ supervisor or his/her Designee.

Job Domains

1. Ensure that contractors construct projects in accordance with plans and specifications.
2. Obtain, organize and record detailed project data and records in accordance with Alabama Department of Transportation and Baldwin County procedures.
3. May take elevations and measurements needed to calculate quantities of excavation and embankment.
4. May calculate and prepare monthly estimates and final documentation for various construction projects.
5. May assist with the Bridge Safety Inspection Program.
6. May perform paved and dirt road inspections.
7. Ensure ADEM regulations are met on projects.
- ~~8. May operate herbicide spraying unit.~~
- ~~9.8.~~ Utilize GPS, GIS, and other programs as deemed necessary by Supervisor.
- ~~10. Collect traffic counts and data.~~

~~11. Analyze traffic data and make recommendations for roadway feature improvements or modifications.~~

~~12.9.~~ May perform material testing for projects.

~~10.~~ May create and enter project schedules in CIMS or other database.

~~13.11.~~ May assist in bridge safety inspections.

Knowledge, Skills, and Abilities

~~1. Knowledge of MicroStation~~

~~2.1.~~ Knowledge of ~~ARCrc~~GIS and ~~ARCMAP~~ArcMap.

~~3.2.~~ Knowledge of ~~ARCrc~~GIS database manipulation.

~~4. Knowledge of CIMS or equivalent database.~~

3. Knowledge of Munis or equivalent database.

~~5.4.~~ Knowledge of Microsoft Powerpoint to put together presentations.

~~6.5.~~ Knowledge of civil engineering practices and their applications to road maintenance.

~~7.6.~~ Knowledge of deed research and county software that is applicable.

Physical Characteristics

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisors, co-workers and the general public.
4. Body movement to bend, stoop and move about in an outdoor environment. May require walking around and under bridges over rip rap and other materials and have the potential of encountering wildlife, such as snakes, dogs, etc.
5. Manual dexterity to write and type.
6. Must be able to lift up to 50 ~~pounds~~lbs.
7. Ability to stand and work outdoors all day at all times of year.
8. Ability and awareness to work within live traffic.

Other Characteristics

1. Willing to travel to training sessions, meetings and seminars on public works.
2. Willing to work non-standard hours as required.
- ~~3. A valid Alabama commercial driver's license (CDL Class B) with Tanker Endorsement preferred but not required.~~
- 4.3. Required to wear uniforms as directed by Assistant County Engineer.

Minimum Qualifications

(Items listed below may be required as deemed necessary by Supervisor)

1. Must have a valid driver's license and be insurable by the County's insurance standards.
2. Any combination of training and experience equivalent to graduation from a standard senior high school including courses in mathematics and science.
3. Experience in construction project inspection and Alabama Department of Transportation procedures preferred.

4. Certified Traffic Control Inspector preferred.
5. Certified Concrete Technician preferred.
6. Certified Roadway Technician preferred.
7. Qualified Credentialed Inspector (QCI) preferred.
8. ~~Receive Herbicide Applicators License preferred. Acquire additional certifications as needed preferred~~

POSITION DESCRIPTION

Title: [Engineering Technician II \(Construction Option\) Construction Inspector II](#)

Department: Highway Department – Construction Engineering

Job Analysis: September 2017, September 2018, March 2023, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [Construction Manager](#), Bridge/Project ~~Coordinator~~ [Manager](#), [Construction Manager](#), [Engineer](#), [Operations Manager](#), [Assistant County Engineer](#)

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Alabama Department of Transportation Personnel, ADEM, Contractors, Suppliers, Vendors, Emergency Responders, General Public, etc...

Status: Classified/Non-Exempt (~~344~~[313](#))

Job Summary

To successfully complete any job/duty deemed necessary by ~~the~~ supervisor or his/her Designee.

Job Domains

1. May perform GIS drawings.
2. Assist with Highway Management plan as directed.
3. May perform traffic counts and run reports.
4. May approve routes for overweight and oversized vehicles traveling thru Baldwin County ensuring the safety of the County Road and Bridge System.
5. Communicate with contractors regarding Highway Department Projects.
6. Performs typing and filing of correspondence and records.
7. Perform basic surveying skills such as operating levels and level rods, chains, and tapes.
8. May perform road inspections.
9. Serve as “Project Inspector” or “Project Engineer” for construction projects.
- ~~10. Perform Bridge Safety Inspections~~

~~11.10.~~ May calculate and prepare monthly estimates and final documentation for various construction projects.

~~12.11.~~ Ensure ADEM regulations are met on projects.

12. Perform material testing for projects.

13. May assist in bridge safety inspections.

Knowledge, Skills, and Abilities

~~1.~~ Knowledge of MicroStation

~~2.1.~~ Knowledge of ARCrcGIS and ARCrcMAPap.

~~3.2.~~ Knowledge of ARCrcGIS database manipulation.

~~4.3.~~ Knowledge of Munis or equivalent database.

~~5.4.~~ Knowledge of Microsoft PowerPoint to put together presentations.

~~6.5.~~ Knowledge of civil engineering practices and their applications to road maintenance.

~~7.6.~~ Knowledge of deed research and county software that is applicable.

Physical Characteristics

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisors, co-workers, and the general public.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Must be able to lift up to 50 poundslbs.
7. Ability to stand all day and work outdoors all day at all times of year.
8. Ability and awareness to work within live traffic.

Other Characteristics

1. Willingness to work overtime and non-standard hours as required.
2. Required to wear uniforms as directed by Assistant County Engineer.

Minimum Qualifications

1. Five (5) years' experience in civil field of engineering preferred.
2. Valid driver's license and be insurable by the County's insurance standards.
3. Certified Traffic Control Inspector, ~~required~~ preferred.
4. Certified Concrete Technician, ~~required.~~
5. Certified Roadway Technician, ~~required.~~
6. Qualified Credentialed Inspector (QCI) preferred.
7. Certified Level 1 Asphalt Technician preferred.
8. Certified Bridge Inspector preferred.
- 8.9. Traffic Signal Inspector preferred.
- 9.10. Acquire additional certifications as needed.

POSITION DESCRIPTION

Title: [Engineering Technician III \(Construction Option\) Construction Inspector III](#)

Department: Highway Department – Construction Engineering

Job Analysis: September 2017, September 2018, February 2023, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [Construction Manager](#), Bridge/Project ~~Coordinator~~ [Manager](#), Construction ~~Manager~~ [Engineer, Operations Manager, Assistant County Engineer](#)

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Alabama Department of Transportation Personnel, ADEM, Contractors, Suppliers, Vendors, Emergency Responders, General Public, etc...

Status: Classified/Non-Exempt (~~312314~~ [312314](#))

Job Summary

To successfully complete any job/duty deemed necessary by supervisor or his/her Designee.

Job Domains

- ~~1. May perform GIS drawings.~~
1. Assist with Highway Management plan as directed.
 - ~~2. May perform traffic counts and run reports.~~
 - ~~3.2.~~ 3.2. May approve routes for overweight and oversized vehicles traveling thru Baldwin County ensuring the safety of the County Road and Bridge System.
 - ~~4.3.~~ 4.3. Communicate with contractors regarding Highway Department Projects.
 - ~~5.4.~~ 5.4. Performs typing and filing of correspondence and records.
 - ~~6.5.~~ 6.5. Perform basic surveying skills such as operating levels and level rods, chains and tapes.
 - ~~7.6.~~ 7.6. May perform road inspections.
 - ~~8.7.~~ 8.7. Serve as “Project Inspector” or “Project Engineer” for construction projects.

- ~~9.8.~~ Perform Bridge Safety Inspections and manage program elements as needed. May assist in bridge safety inspections.
- ~~10.9.~~ May calculate and prepare monthly estimates and final documentation for various construction projects.
- ~~11.10.~~ Ensure ADEM regulations are met on projects.
- ~~12.11.~~ Perform material testing for projects.
- ~~13.~~ Assist with management of Bridge Safety Inspection Program
- ~~14.12.~~ Assist with management of Asphalt Placement and Pavement Preservation Programs, as needed.
- ~~15.13.~~ May assist with personnel management, as needed.
- ~~16.14.~~ Perform material testing.

Knowledge, Skills, and Abilities

- ~~1.~~ Knowledge of MicroStation
- ~~2.1.~~ Knowledge of ~~ARCrc~~GIS and ~~ARCMAP~~ArcMap.
- ~~3.2.~~ Knowledge of ~~ARCrc~~GIS database manipulation.
- ~~4.3.~~ Knowledge of Munis or equivalent database.
- ~~5.4.~~ Knowledge of Microsoft PowerPoint to put together presentations.
- ~~6.5.~~ Knowledge of civil engineering practices and their applications to road maintenance.
- ~~7.6.~~ Knowledge of deed research and county software that is applicable.

Physical Characteristics

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisors, co-workers, and the general public.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Must be able to lift up to 50 ~~pounds~~lbs.
7. Ability to stand all day and work outdoors all day at all times of year.
8. Ability and awareness to work within live traffic.

Other Characteristics

1. Willingness to work overtime and non-standard hours as required.
2. Required to wear uniforms as directed by Assistant County Engineer.

Minimum Qualifications

1. Five (5) years' experience in civil field of engineering, ~~preferred~~ required.
2. Valid driver's license and be insurable by the County's insurance standards.
3. Certified Traffic Control Inspector, ~~required~~ preferred.
4. Certified Concrete Technician, ~~required~~.
5. Certified Roadway Technician, ~~required~~.
6. Qualified Credentialed Inspector (QCI), ~~required~~.

7. Certified Level 1 Asphalt Technician, ~~required~~ preferred.
8. Certified Bridge Inspector preferred, ~~required~~.
- ~~8.9.~~ Traffic Signal Inspector preferred.
- ~~9.10.~~ Acquire additional certifications as needed.

POSITION DESCRIPTION

Title: Construction Manager

Department: Highway Department – Construction Section

Job Analysis: September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Bridge/Project Manager, Construction Engineer, Operations Manager, Assistant County Engineer

Subordinate Staff: Construction Inspector I, Construction Inspector II, Construction Inspector III

Internal Contacts: Area Supervisors, Engineering Crews, Survey Crew, Design Section, Utility Inspectors, Office Assistant, and other County Employees

External Contacts: General Public, Alabama Department of Transportation Bridge Inspection Team, Alabama Department of Transportation Personnel and other state and local officials, ADEM personnel, contractors, and vendors.

Status: Classified/Exempt (S315)

Job Summary

The Construction Manager is responsible for the oversight of all highway department construction within the county. This position will enforce the Alabama Department of Transportation Standard Specifications for Highway Construction and Baldwin County Specifications on various types of complex construction projects including, but not limited to, bridge construction projects; box culvert construction projects; grade, drain, base, and paving projects; transportation enhancement projects; and other projects which may require a contractor's work to be monitored. Employee will also be primarily responsible for ensuring that all ADEM environmental guidelines and regulations are met on construction projects. Employee will supervise and direct the activities of Construction Inspector I, Construction Inspector II, and Construction Inspector III positions and utilize these positions to achieve the overall management of highway department construction.

Job Domains

1. Ensure that contractors construct projects in accordance with plans and specifications.
2. Obtain, organize, and record detailed project data and records in accordance with Alabama Department of Transportation and Baldwin County procedures.
3. Oversee the calculation and preparation of monthly estimates and final documentation of various construction projects.
4. Supervise the work of project inspectors and ensure the prosecution of work by contractors or consultants.
5. Primarily responsible for ensuring that ADEM requirements are followed and met regarding construction projects.
6. May assist in bridge safety inspections.

Knowledge, Skills, and Abilities

1. Verbal communication skills to effectively meet the public, direct, and supervise subordinates, correspond with supervisors, ask for information and instructions, communicate by radio or phone.
2. Math skills to prepare timely pay estimates, calculate areas and volume of roadway features, earthwork, base, pavement and utilities, knowledge of math formulas, and basic geometry.
3. Writing skills to take field notes, write inspection reports, inventories, estimates, formal transcripts, and employee evaluation forms.
4. Reading skills to understand and interpret Alabama Department of Transportation Standard Specifications memoranda, blueprints, plats, construction plans and property descriptions.
5. Knowledge of county road and bridge system and Baldwin County Subdivision Regulations.
6. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
7. Ability to operate computer, various basic computer programs, level, calculator, and drawing tools.
8. Ability to exercise independent judgment and initiative in planning, interpreting, and implementing work.
9. Knowledge of rules and regulations regarding safety.
10. Ability to establish and maintain effective working relationships with associates, supervisors, subordinates, developers, and contractors.
11. Ability to understand and follow complex written and verbal instructions.
12. Ability to prepare formal letters and documents.
13. Ability and knowledge to follow state bid laws when purchasing supplies.
14. Perform storm water monitoring and recording per ADEM regulations as required.
15. Ability to supervise employees to maintain an effective working atmosphere and complete task in a timely manner.
16. Knowledge and ability to schedule and perform paved and dirt road inspections.
17. Ability to schedule and ensure projects are completed within substantial compliance to plans and specifications.
18. Ability to file and keep organized records.

19. See well enough to operate engineering instruments, keep notes in field books and project diaries, read construction plans and specifications, operate motor vehicles, corrective lens acceptable.
20. Hear well enough to perform bridge inspections on active roadways, perform construction inspections on active roadways, understand oral instructions, carry on conversations with contractors, the public, and other workers, with or without accommodation.
21. Speak well enough to meet and converse with contractors, other entities, and the public, convey instructions to others, communicate by telephone.
22. Body movement or mobility to properly inspect bridges, make field surveys, operate motor vehicles, handle signs and hand tools, take samples.
23. Strength to make field surveys, lift objects, use hand tools, operate motor vehicle.
24. Have endurance to withstand field conditions for entire workday as required.
25. Strength to lift 50 lbs unassisted.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Assist in coordinating disaster recovery.
3. Willing to travel to training sessions, meetings, and seminars on public works.

Minimum Requirements

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. Any combination of training and experience equivalent to graduation from a standard senior high school including courses in mathematics and science.
3. Minimum of eight (8) years experience in road and bridge construction preferred.
4. Certified Traffic Control Inspector preferred.
5. Certified Concrete Technician required.
6. Certified Roadway Technician required.
7. Qualified Credentialed Inspector (QCI) required.
8. Certified Bridge Inspector preferred.
9. Certified Level I Asphalt Technician required.
10. Traffic Signal Inspector preferred.

POSITION DESCRIPTION

Title: Operations Support Manager (Accounting Option)

Department: Highway Department – Administration Section

Job Analysis: ~~August 2013, September 2022~~ September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Chief Accountant/Highway, Assistant County Engineer

Subordinate Staff: ~~Custodians~~ None

Internal Contacts: Finance & Accounting Department, Budget Director, Purchasing Department, Highway Supervisors, Grants Coordinator, Parks Department, ~~Solid Waste Department~~, and other County Employees

External Contacts: Vendors, Representatives from other Agencies

Status: Classified/Non-Exempt ~~(312)~~ (313)

Job Summary

This individual provides general operations and accounting support for the County's Highway Department and directly supports the Highway Department's Chief Accountant. This individual also provides specific support to the Fleet Manager, Highway Area Maintenance Supervisors and Highway Operations Support Specialists ~~Office Managers~~.

Job Domains

A. Accounting Department

1. Contact vendors concerning any discrepancies.
2. Assist Chief Accountant with statistical reports, financial analyses, and project recaps.
3. Assist in yearly budget preparation and new fiscal year project setup.
4. Monitor all Highway monthly budget reports for accuracy and ~~assists~~assist Chief Accountant with various reports reflecting current department figures.
- 4.5.Supports Highway staff ~~Operations Support Specialist Managers~~ with management of operational budgets and makes necessary adjustments by preparing and processing related journal entries.

- ~~5-6.~~ Assist the Chief Accountant with the year-end closing process.
- ~~6-7.~~ Prepare quarterly RRR and Sales Tax reports and deliver to the Chief Compliance Officer.
- 8. Review all Baldwin County Commission meeting agendas for Highway related items, (new employee hires, promotions and transfers, material bids, projects, and contracts) and ensure that all necessary follow-up actions are performed by Highway staff.
- 9. Provide support and guidance for all Highway staff as related to their necessary functions within the Munis Project and Work Order management systems.
- 10. Oversee and provide support to the Highway Operations Support Specialist III in financial audits of all Highway projects.
- 7.11. Assist Fleet Manager with accounting support for the County's vehicles and equipment.

B. Purchasing

- 1. Support all purchasing activities for the Highway Department.
- ~~2. Maintain and provide follow up on Highway purchase orders.~~
- ~~2. Review and approval of Highway invoices.~~
- 3. Assist Highway ~~Supervisors concerning the purchasing of equipment and supplies.~~ Staff in resolution of requisition and purchase order issues.

C. Administrative & Record Keeping

- 1. Maintain county-wide Munis EAM Equipment asset database and electronic records of all equipment and vehicles for the County Highway Department. Assist Equipment Fleet Manager with yearly equipment inventory.
- 2. ~~Maintain vendor invoice files~~ Update Munis system codes (Asset Type, Asset Rates, Asset Groups).
- 3. Monitor Executime payroll system for parity with Munis Work Order management system. Prepare reports to assist management with payroll related queries.
- ~~4. Manage and direct custodial staff as needed.~~

D. Project/Work Order Management System

- 1. Oversee and maintain the Munis Project management system database and create reports as needed.
- 2. Maintain Munis EAM Labor/Job Codes with current employees and position rates.
- 3. Administer the Project Initiation process including verifying all new project data, creating the electronic file, and establishing project in Munis Project management system.
- 4. ~~Manage~~ Assist in management of all user permissions and security levels for the Munis project management system.
- 5. Maintain Munis EAM Item material database with annual bid pricing.
- 6. Assist the Chief Accountant with the maintenance and preparation of the Highway Management Plan.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff and general public.
2. Math skills to perform accounting and bookkeeping operations.
3. Writing skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
4. Ability to process and interpret data to make informed decisions.
5. Reading skills to read and understand written instructions, manuals and correspondence.
6. Listening skills to understand verbal communications with coworkers and public.
7. Ability to operate office machines such as calculator, computer terminal and copy machine.
8. Thorough knowledge of basic bookkeeping and accounting principles and procedures.
9. Knowledge of general office procedures.
10. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
11. Thorough knowledge of Microsoft Word and Excel.
- ~~12. Thorough knowledge of Crystal Reports.~~

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate to the public in a polite and effective manner.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and nonstandard hours to meet deadlines.

Minimum Qualifications

1. High school diploma or equivalent; accounting and bookkeeping experience of ~~two (2)~~five (5) years.
2. Have a valid driver's license.

POSITION DESCRIPTION

Title: ~~Operator Technician IV (Paving)~~ Paving Supervisor
Department: Highway Department – Traffic Operations
Job Analysis: September 2017, September 2018, June 2025, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: ~~Designated Crew Chief~~, Assistant Traffic Operations Manager, Traffic Operations Manager, Maintenance Manager, ~~Construction Operations~~ Manager, ~~Assistant~~ County Engineer
Subordinate Staff: ~~Crew assigned by Supervisor~~ Paving Crew Personnel
Internal Contacts: ~~Members of work group~~ Other Area Supervisors, and Engineering Personnel and other County Employees
External Contacts: General Public, Material Suppliers, Equipment Vendors, Emergency Responders, Other Government Employees
Status: Classified/Non-Exempt ~~(311)~~ (3143)

Job Summary

Responsible for assisting with direction and management of activities of Paving Crew. Work includes supervision of several types of heavy equipment operations as well as journeyman and unskilled labor activities. Must be able to competently operate a minimum of eleven (11) pieces of the following equipment: dump truck, tractor, bush hog, tiller, excavator, motor grader, chip spreader, tractor trailer/low boy, front end loader, roller, asphalt spreader, tack distributor, paint truck, boom mower, skid steer, power broom, road widener bucket truck with aerial, or other special skill. Perform detailed planning of paving projects including construction sequences and procedures, required material including quantity and sources. Assist with bridge maintenance activities including cleaning bridge decks, around guardrails and bridge approaches. Assist with other Traffic Operations crews as needed including Sign, Stripe and Signal crews.

~~Operates various types of heavy equipment or has demonstrated unique skills in the performance of complex and difficult construction and maintenance activities. Performs maintenance inspection on assigned equipment, notifies Supervisor/Assistant Supervisor of equipment failures and may assist with repairs. May assist with bridge maintenance. Occasionally performs routine manual labor. Assists in overseeing performance and training of equipment Operators I, II, and~~

~~HH in use of various road equipment. Must be able to work without close supervision and be able to serve as crew leader for operations as directed. Work also involves performing complex traffic control operations and assisting the sign, stripe and signal crews as needed.~~

Job Domains

A. Supervision

1. Supervises daily work routines of paving crew including equipment operators.
2. Monitor work-in-progress and makes on the spot corrections when necessary.
3. Inspect finished work for compliance with specifications.
4. Make sure all construction materials are up to standard.
5. Coordinates ordering of asphalt materials from vendors.
6. Assists with employee evaluations and coordination of employee training within paving crew.

B. Planning & Coordinating

1. Assist with planning and scheduling of paving crew.
2. Assign work to subordinates.
3. Plan and schedule work to ensure traffic control devices are in place before projects start.
4. Plans for necessary maintenance and repairs for equipment.

C. Equipment Operation

1. Minimum of five (5) years' experience or more in following:
 - i. Perform complex and difficult operations using one or more of the following equipment: dump truck, tractor trailer/low boy, asphalt spreader, roller, tack distributor, skid steer, power broom, road widener, or other special equipment.
2. Loads and hauls various heavy equipment and machinery on low boy truck and trailer.
3. Train other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities.
4. May advise operators on capabilities and best utilization of various types of heavy equipment.
5. Install raised pavement markers (RPM's) correctly as directed and properly clean the equipment after each use.

D. Equipment Maintenance

1. Prior to operation of equipment, perform safety and maintenance inspections of assigned equipment.
2. While equipment is being operated, continuously monitor gauges and other indicators for non-standard conditions.

3. Perform light maintenance and servicing in connection with equipment operated.
4. Notifies Traffic Operations Supervisor/ Assistant Supervisor of mechanical or safety problems.
5. May assist mechanic or other repairmen with mechanical repairs.

Equipment Operation

Minimum of four (4) (5) years' experience in one or more of the following:

1. ~~Performs complex and difficult operations using one or more of the following equipment:~~
2. ~~Performs the full range of operation with front end loader, roller, tractor trailer, power shovel, asphalt paver, power broom, paint truck, skid steer and other types of heavy equipment.~~
 - a. ~~Loads and hauls various heavy equipment and machinery on low-boy truck and trailer.~~
- 3.1. ~~May operate other equipment such as dump truck, tractor, paint truck and bucket truck with aerial lift.~~
- 4.2. ~~Trains other employees on all types of heavy equipment with emphasis on difficult and/or complex operations to fully use equipment capabilities. May supervise and direct the work of other personnel in complex construction and maintenance projects.~~
- 5.3. ~~May advise foreman on capabilities and best utilization of various types of heavy equipment. Operate paving equipment as needed.~~
- 6.4. ~~Install raised pavement markers (RPM's) correctly as directed and properly clean the equipment after each use.~~
- ~~Complete routine bridge maintenance activities as directed.~~
7. Required to wear uniforms as directed by the County Engineer.
 - Supervise daily work routines in asphalt paving.
8. ~~Monitor work progress and make on the spot corrections when necessary.~~
9. ~~Inspect finished work for compliance with specifications.~~
10. ~~Coordinate ordering of asphalt materials from vendors as needed.~~
11. ~~Assist with employee evaluations and coordination of employee training.~~
12. ~~Assist with other operations as needed when paving is not ongoing.~~
- 13.5. ~~Attend formal training to improve job knowledge and skills for immediate and long term applications.~~

Equipment Maintenance

A.

~~Prior to operation equipment, performs safety and maintenance inspection of assigned equipment.~~

1. ~~While equipment is being operated, continuously monitors gauge and other indicators for non-standard conditions.~~
2. ~~Performs light maintenance and servicing in connection with equipment operated.~~
3. ~~Notifies Supervisor/Assistant Supervisor of mechanical or safety problems.~~
- 4.1. ~~May assist mechanic or other repairmen with mechanical repairs.~~

B. Manual Labor

C.—

Uses chain saw to cut trees from right-of-way in emergency situations.

~~1. Uses ax, bush ax, banjo blade to clear brush.~~

~~2. Patches holes for the Paved Road~~

~~3.1. Shovel asphalt.~~

~~Perform bridge cleaning including around guardrail on bridge approaches.~~

~~Performs related manual labor as required.~~

~~Install traffic signs for public safety.~~

Knowledge, Skills, and Abilities

1. Verbal skills to explain procedure and work methods, counsel with subordinates and make oral reports to county personnel.

~~2.~~ Skills to communicate information to supervisors and co-workers.

3. Skills to complete routine forms and records.

~~2.4.~~ Reading skills to understand maps, blueprints, manuals, etc.

~~3.5.~~ Skills to understand operator manuals, directives, procedures and instructions.

6. Skills in basic math to use measuring instruments and to read equipment gauges.

~~4.7.~~ Ability to complete cost estimates as needed.

~~5.8.~~ Skills to follow instructions and counsel with crew members.

~~6.9.~~ Substantial knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.

~~7.10.~~ Very high skill level in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.

~~8.11.~~ Ability to instruct and direct other employees.

~~9.12.~~ Knowledge of traffic regulations.

~~10.13.~~ Defensive driving skills.

14. Knowledge of safety rules, including accident causes and prevention.

Physical Characteristics

1. See well enough to operate equipment, read blueprints and construction orders, corrective lens acceptable.

2. Hear well enough to understand oral instructions, carry on conversation with public and workers, hearing aid acceptable.

~~1.3.~~ Speak well enough to meet and converse with the public, convey instructions to others, communicate by telephone and two-way radio.

~~2.4.~~ Must be able to stand all day.

5. Must be able to lift 50 lbs, unassisted.

3.6. Body mobility to climb on top of and crawl under various types of equipment.

4.7. Knowledge of county policies, procedures, and rules.

~~5.8.~~ Knowledge of The Manual of Uniform Traffic Control Devices and how to apply the manual to real world applications.

~~Must have the ability to complete cost estimates as needed.~~

Other Characteristics

1. Willing to work overtime and weekends when necessary. in emergencies or when required.
2. ~~Considerable experience in asphalt operations operating heavy equipment or possess unique skills.~~ Willing to travel for schools and training.
3. Willing to travel to pick up material out of area.
4. Willing to respond to callouts when deemed necessary by the Traffic Operations Supervisors.
- 4.5. Required to wear uniforms as directed by Assistant County Engineer.

Minimum Qualifications

1. Valid Commercial Driver's License (CDL – Class A) and be insurable by the County's insurance standards.
2. Considerable experience in operating heavy equipment or possess unique skills.
3. Experience managing personnel, preferred.
- 2.4. Minimum of five (5) years' experience in asphalt paving operations preferred.
- 3.5. Minimum of (5) years of experience in asphalt paving operations preferred.

POSITION DESCRIPTION

Title: [Engineering Technician II \(Permits Option\) Utility Inspector II](#)

Department: Highway Department – [Subdivision Section](#) [Permit Section](#)

Job Analysis: August 2013, September 2017, September 2018, April 2021, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [Engineering Tech III, Permit/Subdivision Manager, Utility Manager, Bridge/Project Manager, Construction Manager, Engineer, Operations Manager, Assistant County Engineer](#)
[County Engineer](#)

Subordinate Staff: None

Internal Contacts: Employees of Highway Department, Other County Employees

External Contacts: Suppliers, General Public, Municipal Officials, Utility Companies, Alabama Department of Transportation; Contractors; Baldwin County Health Department, ADEM, U.S. Army Corps of Engineer

Status: Classified/Non-Exempt (311)

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on the installation of public utilities on County rights-of-way. Furthermore, individual will ~~coordinate and perform benchmark inspections of subdivision developments in Baldwin County in accordance with the approved construction plans and coordinate and~~ perform inspections of other work being conducted on County right-of-ways under other permits or agreements. A person in this position must be able to travel to construction sites throughout the County and must have a good understanding of the County's Highway network.

This individual shall also successfully complete any job/duty deemed necessary by the [Construction Utility](#) Manager or his/her Designee.

Job Domains

A. Permitting

1. Update and maintain applications for various permits in the County rights-of-ways.
2. Create GIS drawings and enter projects into [ARCGIS](#) database.
3. Process applications to determine if the appropriate regulations are met.
4. Correspond with applicant and other County employees.
- ~~5.~~ [5.](#) Create agenda items for License Agreements.

B. Inspections

1. Inspects workmanship and materials of the construction of subdivision developments, utility, and R.O.W. work to ensure compliance with approved plans. This includes site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to ensure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.
- ~~5.~~ [5.](#) Inspect construction projects to ensure Baldwin County and Alabama Department of Transportation (ALDOT) standards and specifications are followed.
- ~~5-6.~~ [5-6.](#) May assist in bridge safety inspections.

C. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare weekly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.
5. Maintain database of all permitted projects.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff, general public, utility departments and County Commission, ask for information and instructions, and communicate by email or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals, and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer, and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.

8. Knowledge of standard utility installation techniques.
9. Ability to address deficiencies of new utility installations.
10. Ability to coordinate construction activities and utility activities to avoid conflicts.
11. Ability to successfully balance workloads.
12. Knowledge of Microsoft Excel and other software to successfully maintain databases.
13. Knowledge of county road and bridge systems and Baldwin County Subdivision Regulations.
14. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
15. Ability to use level, calculator, drawing tools, chain and plumb bob.
16. Ability to exercise independent judgment and initiative in planning and implementing work.
17. Knowledge of rules and regulations regarding safety.
18. Ability to establish and maintain effective working relationships with associates, supervisors, developers and contractors in this work.
19. Ability to understand and follow complex written and verbal instructions.
20. Knowledge of [ARCGIS](#) and [ARCMAP/ArcMap](#).
21. Knowledge of Microsoft Outlook and how manage/compose emails.
22. Knowledge of Microsoft Powerpoint to put together presentations.
23. Knowledge of deed research and county software that is applicable.
- ~~23.~~24. [Knowledge of rules and regulations of the current Baldwin County Highway Utility Manual.](#)

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisor, co-workers, and the public in a polite and effective manner.
4. Body movement to bend, stoop and move about in an outdoor environment with live traffic.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

- ~~2. [Minimum of one \(1\) year of experience in utility installation/construction within county rights-of-way preferred but not required. High school diploma or equivalent and two \(2\)-years' experience preferred, but not required.](#)~~
1. [Minimum of one \(1\) year of experience in utility installation/construction within county rights-of-way preferred but not required.](#)
2. Have a valid driver's license and be insurable by the County's insurance standards.
- ~~1.~~3. [Qualified Credential Inspector \(QCI\) preferred but not required.](#)

POSITION DESCRIPTION

Title: [Engineering Technician III \(Permits Option\) Utility Inspector III](#)

Department: Highway Department – [Subdivision Permit](#) Section

Job Analysis: September 2017, September 2018, March 2021, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [Permit/Subdivision Manager](#)[Utility Manager](#), [Bridge/Project Manager](#), [Construction Manager](#), [Engineer](#), [Operations Manager](#), [Assistant County Engineer](#), ~~County Engineer~~

Subordinate Staff: [Engineering Technician I \(Permits\)](#), [Engineering Technician II \(Permits\)](#)[None](#)

Other Internal Contacts: Employees of Highway Department, Other County Employees

External Contacts: Suppliers, General Public, Municipal Officials, Utility Companies, Alabama Department of Transportation; Contractors; Baldwin County Health Department, ADEM, U.S. Army Corps of Engineer

Status: Classified/Non-Exempt (312)

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on the installation of public utilities on County rights-of-way. ~~Furthermore, individual will coordinate and perform benchmark inspections of subdivision developments in Baldwin County in accordance with the approved construction plans and coordinate~~ and performing inspections of other work being conducted on County rights-of-way under other permits or agreements. A person in this position must be able to travel to construction sites throughout the County and must have a good understanding of the County's Highway network. ~~This individual is responsible for assisting with the review of subdivision applications to ensure the Baldwin County Subdivision Regulations are met.~~

This individual shall also successfully complete any job/duty deemed necessary by the [Construction Utility](#) Manager or his/her Designee.

Job Domains

A. Permitting

1. Update and maintain applications for various permits in the County rights-of-way.
2. Create GIS drawings and enter projects into ArcGIS database.
3. Process applications to determine if the appropriate regulations are met.
4. Correspond with applicants and other County employees.
5. Create agenda items for License Agreements.
- ~~6. Review subdivision applications and create staff reports for public hearings.~~
6. May assist in bridge safety inspections.

B. Inspections

1. Inspects workmanship and materials of the construction of ~~subdivision developments,~~ utility, and R.O.W. work to ensure compliance with approved plans. This includes site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to ensure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.
5. -Inspect construction projects to ensure Baldwin County and Alabama Department of Transportation (ALDOT) standards and specifications are followed.

C. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare weekly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.
5. Maintain database of all permitted projects.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff, general public, utility departments and County Commission, ask for information and instructions, and communicate by email or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer, and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
8. Knowledge of standard utility installation techniques.

9. Ability to address deficiencies of new utility installations.
10. Ability to coordinate construction activities and utility activities to avoid conflicts.
11. Ability to successfully balance workloads.
12. Knowledge of Microsoft Excel and other software to successfully maintain databases.
13. Knowledge of county road and bridge systems, ~~and Baldwin County Subdivision Regulations.~~
14. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
15. Ability to use level, calculator, drawing tools, chain and plumb bob.
16. Ability to exercise independent judgment and initiative in planning and implementing work.
17. Knowledge of rules and regulations regarding safety.
18. Ability to establish and maintain effective working relationships with associates, supervisors, developers and contractors in this work.
19. Ability to understand and follow complex written and verbal instructions.
20. Knowledge of ~~ARCGIS~~ ArcGIS and ~~ARCMAP~~ ArcMAP.
21. Knowledge of Microsoft Outlook and how manage/compose emails.
22. Knowledge of Microsoft Powerpoint to put together presentations.
23. Knowledge of deed research and county software that is applicable.
- ~~23,24.~~ Knowledge of rules and regulations of the current Baldwin County Highway Utility Manual.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisor, co-workers, and the public in a polite and effective manner.
4. Body movement to bend, stoop and move about in an outdoor environment near live traffic.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

1. ~~High school diploma or equivalent and five (5) years' of experience preferred, but not required.~~ Minimum of three (3) years' of experience in utility installation/construction within county rights-of-way preferred but not required.
2. ~~Have a valid driver's license and be insurable by the County's insurance standards.~~
2. ~~Minimum of one (1) year of experience in utility installation/construction within county rights-of-way preferred but not required.~~
3. Qualified Credential Inspector (QCI) required.

| [3.4. Certified Roadway Technician preferred but not required.](#)

POSITION DESCRIPTION

Title: [Engineering Technician III \(Permits Option\) Utility Manager](#)

Department: Highway Department – [Subdivision Permit](#) Section

Job Analysis: September 2017, September 2018, March 2021, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [Permit/Subdivision Manager](#), [Bridge/Project Manager](#),
Construction [Manager](#), [Engineer](#), [Operations Manager](#), [Assistant
County Engineer](#), [County Engineer](#)

Subordinate Staff: [Engineering Technician I \(Permits\)](#), [Engineering Technician II
\(Permits\)](#), [Utility Inspector II](#), [Utility Inspector III](#)

Other Internal Contacts: Employees of Highway Department, Other County Employees

External Contacts: Suppliers, General Public, Municipal Officials, Utility Companies, Alabama Department of Transportation; Contractors; Baldwin County – Health Department, ADEM, U.S. Army Corps of Engineer

Status: Classified/ ~~Non~~-Exempt ([312S315](#))

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on the installation of public utilities on County rights-of-way. ~~Furthermore, individual will coordinate and perform benchmark inspections of subdivision developments in Baldwin County in accordance with the approved construction plans and coordinate~~ and performing [inspections](#) of other work being conducted on County rights-of-way under other permits or agreements. A person in this position must be able to travel to construction sites throughout the County and must have a good understanding of the County's Highway network. ~~This individual is responsible for assisting with the review of subdivision applications to ensure the Baldwin County Subdivision Regulations are met.~~

This individual shall also successfully complete any job/duty deemed necessary by the [Construction Manager](#) [Bridge/Project Manager](#) or his/her Designee.

Job Domains

A. Permitting

1. Update and maintain applications for various permits in the County rights-of-way.
2. Create GIS drawings and enter projects into ARCGIS database.
3. Process applications to determine if the appropriate regulations are met.
4. Correspond with applicant any other County employees.
5. Create agenda items for License Agreements.
- ~~6. Review subdivision applications and create staff reports for public hearings.~~
6. May assist in bridge safety inspections.

B. Inspections

1. Inspects workmanship and materials of the construction of ~~subdivision developments,~~ utility, and R.O.W. work to ensure compliance with approved plans. This includes site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to ensure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.
5. ~~Inspect~~ construction projects to ensure Baldwin County and Alabama Department of Transportation (ALDOT) standards and specifications are followed.

C. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare weekly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.
5. Maintain database of all permitted projects.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff, general public, utility departments and County Commission, ask for information and instructions, and communicate by email or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer, and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
8. Knowledge of standard utility installation techniques.
9. Ability to address deficiencies of new utility installations.

10. Ability to coordinate construction activities and utility activities to avoid conflicts.
11. Ability to successfully balance workloads.
12. Knowledge of Microsoft Excel and other software to successfully maintain databases.
13. Knowledge of county road and bridge systems ~~and Baldwin County Subdivision Regulations.~~
14. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
15. Ability to use level, calculator, drawing tools, chain and plumb bob.
16. Ability to exercise independent judgment and initiative in planning and implementing work.
17. Knowledge of rules and regulations regarding safety.
18. Ability to establish and maintain effective working relationships with associates, supervisors, developers and contractors in this work.
19. Ability to understand and follow complex written and verbal instructions.
20. Knowledge of ARCGIS and ARCMAP.
21. Knowledge of Microsoft Outlook and how manage/compose emails.
22. Knowledge of Microsoft Powerpoint to put together presentations.
23. Knowledge of deed research and county software that is applicable.
- 23-24. Knowledge of rules and regulations of the current Baldwin County Highway Utility Manual.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisor, co-workers, and the public in a polite and effective manner.
4. Body movement to bend, stoop and move about in an outdoor environment near live traffic.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

1. Minimum of five (5) years' ~~of~~ experience in utility installation/construction with county rights-of-way required.
- ~~1. High school diploma or equivalent and five (5) years' of experience preferred, but not required.~~
2. Have a valid driver's license and be insurable by the County's insurance standards.
~~— Minimum of 5 years of experience in utility installation/construction with county rights of way required.~~
3. Qualified Credential Inspector (QCI) required.
- 2-4. Certified Roadway Technician required.

POSITION DESCRIPTION

Title: Assistant JDC Director ~~Detention Coordinator~~

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: June 2015, Sept 2016, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: JDC Director

Subordinate Staff: Detention Workers ~~s-I~~, Detention Coordinators ~~Worker-H~~, Detention Supervisors ~~Technician and the Nurse (in the absence of the RN and Director)~~

Internal Contacts: Co-workers and juveniles

External Contacts: General Public, Law Enforcement Personnel, Juvenile Probation Officers, Juvenile Court Officers and Juvenile Judge

Status: Classified/Exempt (S3194)

Job Summary

The ~~Detention Coordinator~~ Assistant JDC Director of the BCRJDC will develop, implement, coordinate and manage the overall operations of the Detention Center. The Assistant JDC Director ~~Detention Coordinator~~ is highly responsible for supervision of all subordinate personnel in the safety, security and operations of this facility and is responsible for the safety, care, custody and control of juvenile population. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to, intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines. The Assistant JDC Director ~~Detention Coordinator~~ works ~~with the Compliance Officer~~ to ensure that all employees comply with all applicable Baldwin County, PREA and DYS regulations and standards.

Job Domains

Detention Coordinator Duties

1. Ensure that all shifts are adequately staffed with personnel that are balanced with gender and experience.
2. Responsible for the evaluation of staff, promoting their accountability and development.
3. Ensures and supports ~~with the c~~Compliance ~~Officer with complying~~ with all federal, state and local regulatory requirements, with focus on PREA, DYS, School Lunch and ACA standards.
4. Responsible for ensuring all staff are properly trained to carry out their responsibilities to maintain discipline, training and education in all aspects of the program.
5. Manages and coordinates proper documentation to include the staffing of and the treatment of the youth.
6. Be willing to work direct-care shifts and weekends to ensure consistency and support.
7. Ensure all necessary data and correspondence is submitted to all agencies timely and with a high level of craftsmanship.
8. Investigate all incidents and grievances and report findings to the Director immediately.
9. Work with the Director to communicate and facilitate all progressive discipline and development needs of staff.
10. Responsible for the continual staff development and implementation of programmatic changes.
11. Responsible for the security of youth at all times. This involves safety in all areas, i.e. from abuse, the elements and escape from the facility.
12. Liaison with the community, Probation Officers and Juvenile Court.
13. Awareness and understanding of expenses and purchasing policies and implementation of sound fiscal practices as directed by the Baldwin County Commission.
14. Responsible for the safe and secure transportation of all youth to and from court ordered appointments.
15. Ensure the culture, facility and youth are being cared for with craftsmanship and transparency.
16. Notify, as soon as possible, the Director of any actions or deviations that affect the program.
17. In the absence of the Director, serve as the authority for all the operations of the Juvenile Detention Center.
18. Rotate on-call responsibilities.
19. Any other assigned duties.

Knowledge, Skills and Abilities

1. Knowledge of management skills, organization and training.
2. Knowledge and skills of quality improvement initiatives.
3. Working knowledge of general office practices and procedures.
4. Skills in use of routine office equipment, specifically with Microsoft Office.
5. Knowledge and experience with development of policy and procedures.
6. Skills and knowledge in management and leadership, including budgeting, purchasing and fiscal management.

Other Characteristics

1. Willing and able to work directly with violent, physically handicapped, mentally, physically and emotionally ill juveniles, caring for their basic needs.
2. Have excellent verbal, written and people skills with the ability to effectively communicate with others.
3. Be an excellent role model for staff and residents.
4. Be available to work flexible hours, including weekends, nights and on call.
5. Willing to obtain training needed and any other assigned duties.

Physical Requirements

1. Ability to administer emergency medical aid and CPR.
2. At a minimum, ability to walk 1.5 miles in thirty (30) minutes or less.
3. At a minimum, stand for four (4) consecutive hours in order to observe the juveniles in any setting.
4. Drag, lift and pull a minimum of fifty (50) pounds for twenty (20) feet or more, unassisted.
5. Ability to rapidly respond, which may include: sprinting, jogging and running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed.
- ~~7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to thirty (30) minutes at a time.~~
- ~~8.7.~~ 8.7. Vision that can adequately supervise juveniles in a variety of light settings.
- ~~9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.~~
- ~~10.8.~~ 8. Hear disturbances, alarms, voice tones and warnings from a variety of distances.

Minimum Qualifications

1. Must have a Bachelor's degree in human services or related field or an Associate's degree in Criminal Justice and 10 years' experience in a Detention Center.
2. Possess a strong working knowledge of Juvenile Detention Center Operations.
3. Must have a valid driver's license and be insurable by the County's insurance guidelines.
4. Successful applicants must submit and pass annual background checks to include Department of Public Safety, criminal and DHR central registry.

POSITION DESCRIPTION

Title: Detention ~~Supervisor~~Worker II

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: ~~—~~October 2001, March 2009, May 2011, Sept 2016, Oct 2019, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: ~~Detention Coordinator and~~ JDC Director, Assistant JDC Director

Subordinate Staff: Detention Workers I and Detention ~~Technician~~Coordinators

Internal Contacts: Co-workers and juveniles

External Contacts: General Public, Law Enforcement Personnel, Juvenile Probation Officers

Status: Classified/Non-Exempt (3131)

Job Summary

This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

Job Domains

A. Supervision

1. It is imperative that the ~~Detention Supervisor~~W II possess and maintain a high level of integrity, be a 100% team player, and possess and maintain a highly positive attitude.
2. Converse with juveniles, parents or guardians, staff and other agencies and departments.
3. Aid ~~in the JDC nurse with the~~ transportation of youth to doctor, aid in ensuring supervision in the classroom.

4. Administer medications, when needed
5. Supervision of detention workers.
6. Maintain a positive healthy environment in which to work.
7. ~~In the absence of the Detention Coordinator Supervisor and the JDC Director~~ are, become senior supervisors on staff and are responsible for the integrity of programs, safety, and security of residents and staff.
8. Supervise juvenile visitation and ensure compliance with JDC regulations.
9. One on one counseling with juveniles, when needed
10. Help the Director maintain ACA standards that are audited once a year by the State.
11. Investigate all incidents involving staff and/or juveniles and make reports to the Detention Coordinator.
12. Notify the Assistant JDC Director ~~Detention Coordinator~~ if a major incident occurs and make necessary reports.
13. Ensure documentation is done on current shift and done accurately.
14. Monitor all disciplinary actions taken by staff toward residents to ensure proper and appropriate discipline for the offense.
15. To keep the Assistant JDC Director ~~Detention Coordinator~~ informed about matters involving personnel.
- 15.16. Assist with the employee appraisal process and provide input to the Assistant JDC Director as requested.
- 16.17. To monitor and check the building to ensure there is no security issues.
- 17.18. Ensure the shifts are covered with the proper staff to resident ratio and appropriate gender staffs are on duty when an employee calls in sick.
- 18.19. Ensure that all ~~Detention Worker and Detention Supervisor~~ DW-I positions are filled before leaving assigned shift. Either require a DW-I to work over or call in a substitute to cover the position.
- 19.20. When calling in sick or any other reason, a substitute must be acquired and, if possible, in place before leave will be granted. Leave will be granted on a case by case basis.
- 20.21. Maintain clear and positive communications with staff under their supervision to ensure that they understand their job tasks.
- 21.22. To complete all assigned duties given by ~~the Detention Coordinator and/or~~ the Assistant JDC Director.

Knowledge, Skills and Abilities

1. Must possess and demonstrate appropriate counseling and organizational skills.
2. Skills in use of routine office equipment.
3. Writing skills to clearly and neatly complete reports, forms and log book entries.

Other Characteristics

1. Possess, maintain and display integrity, team work, and positive attitude at all times.
2. Willing and able to work any and all shift hours.

3. Undergo a 40-hour initial training of various topics, i.e. First aid and CPR, policies and procedures, BMS, master control, PIT, Crisis Prevention Intervention, suicide prevention.
4. Willing to work overtime, weekends and holidays. Participate in the "On Call" procedure to ensure meeting required staff ratios.
5. Willing to work directly with some times violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs.
6. Willing to be on call.
7. Ensure that all DW-I positions are filled before leaving assigned shift. Either require a DW-I to work over or call in a substitute to cover the vacant position.
8. Submit background checks to include Department of Public Safety, criminal and DHR central registry.
9. Willing and able to work a variety of shifts up to and including overtime
10. Willing and able to work directly with sometimes violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs are met.

Physical Characteristics

1. Administer emergency medical aid and CPR
2. Be able to walk (at a minimum) 1.5 miles in 30 minutes or less
3. At a minimum, Stand for four consecutive hours in order to observe the juveniles in any setting
4. Drag, Lift and pull a minimum of 50lbs for 20 feet or more.
5. Must be able to rapidly respond, which may include sprinting, jogging, running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed
- ~~7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to 30 minutes at a time.~~
- ~~8.7.~~ Good Vision that can adequately supervise juveniles in a variety of light settings
- ~~9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.~~
- ~~10.8.~~ Can hear disturbances, alarms, voice tones and warnings from a variety of distances.

Minimum Requirements

1. High School Diploma or equivalent and a minimum of an Associate's degree from a recognized College or University in Social Sciences, Business Administration, or a related field, preferably supplemented by a Bachelor's degree, and a minimum of one years' experience at the level of Juvenile Detention Coordinator; or a combination of education and experience equivalent to these requirements~~Preference given to a 4-year college degree in related field.~~
- ~~2. Must have a minimum of two (2) years' experience working with adolescents.~~

3.2. Must have a valid driver's license and be insurable by the County's insurance guidelines.

POSITION DESCRIPTION

Title: Detention ~~Coordinator~~Worker II

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: ~~—~~October 2001, March 2009, May 2011, Sept 2016, Oct 2019, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: ~~Detention Coordinator and Detention Supervisor,~~ JDC Director, Assistant JDC Director

Subordinate Staff: ~~None~~Detention Worker I and Detention Technician

Internal Contacts: Co-workers and juveniles

External Contacts: General Public, Law Enforcement Personnel, Juvenile Probation Officers

Status: Classified/Non-Exempt (311)

Job Summary

This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

Job Domains

A. Supervision

1. It is imperative that the ~~Detention Coordinator~~W II possess and maintain a high level of integrity, be a 100% team player, and possess and maintain a highly positive attitude.
2. Converse with juveniles, parents or guardians, staff and other agencies and departments.

3. Aid ~~in the JDC nurse with the~~ transportation of youth to doctor, aid in ensuring supervision in the classroom.
4. Administer medications, when needed
5. Supervision of detention workers.
6. Maintain a positive healthy environment in which to work.
7. In the absence of the Detention ~~Coordinator Supervisor and the JDC Director,~~ -Detention Coordinators become senior supervisor and are responsible for integrity of program, safety, and security of residents and staff.
8. Supervise juvenile visitation and ensure compliance with JDC regulations.
9. One on one counseling with juveniles, when needed
10. Help the Director maintain ACA standards that are audited once a year by the State.
- ~~11. Investigate all incidents involving staff and/or juveniles and make reports to the Detention Coordinator.~~
- ~~12.11.~~ 11. Notify the Assistant JDC Director and Detention Supervisors Coordinator if a major incident occurs and make necessary reports.
- ~~13.12.~~ 12. Ensure documentation is done on current shift and done accurately.
- ~~14.13.~~ 13. Monitor all disciplinary actions taken by staff toward residents to ensure proper and appropriate discipline for the offense.
- ~~15.14.~~ 14. To keep the Assistant JDC Director Detention Coordinator informed about matters involving personnel.
- ~~16.15.~~ 15. To monitor and check the building to ensure there is no security issues.
- ~~17.16.~~ 16. Ensure the shifts are covered with the proper staff to resident ratio and appropriate gender staffs are on duty when an employee calls in sick.
- ~~18.17.~~ 17. Ensure that all DW ~~I~~ positions are filled before leaving assigned shift. Either require a DW ~~I~~ to work over or call in a substitute to cover the position.
- ~~19.18.~~ 18. When calling in sick or any other reason, a substitute must be acquired and, if possible, in place before leave will be granted. Leave will be granted on a case by case basis.
- ~~20.19.~~ 19. Maintain clear and positive communications with staff under their supervision to ensure that they understand their job tasks.
- ~~21.20.~~ 20. To complete all assigned duties given by the Detention Supervisor Coordinator and/or the Assistant JDC Director.

Knowledge, Skills and Abilities

1. Must possess and demonstrate appropriate counseling and organizational skills.
2. Skills in use of routine office equipment.
3. Writing skills to clearly and neatly complete reports, forms and log book entries.

Other Characteristics

1. Possess, maintain and display integrity, team work, and positive attitude at all times.
2. Willing and able to work any and all shift hours.

3. Undergo a 40-hour initial training of various topics, i.e. First aid and CPR, policies and procedures, BMS, master control, PIT, Crisis Prevention Intervention, suicide prevention.
4. Willing to work overtime, weekends and holidays. Participate in the "On Call" procedure to ensure meeting required staff ratios.
5. Willing to work directly with some times violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs.
6. Willing to be on call.
7. Ensure that all DW I positions are filled before leaving assigned shift. Either require a DW I to work over or call in a substitute to cover the vacant position.
8. Submit background checks to include Department of Public Safety, criminal and DHR central registry.
9. Willing and able to work a variety of shifts up to and including overtime
10. Willing and able to work directly with sometimes violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs are met.

Physical Characteristics

1. Administer emergency medical aid and CPR
2. Be able to walk (at a minimum) 1.5 miles in 30 minutes or less
3. At a minimum, Stand for four consecutive hours in order to observe the juveniles in any setting
4. Drag, Lift and pull a minimum of 50lbs for 20 feet or more.
5. Must be able to rapidly respond, which may include sprinting, jogging, running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed
- ~~7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to 30 minutes at a time.~~
- ~~8.7. Good Vision that can adequately supervise juveniles in a variety of light settings~~
- ~~9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.~~
- ~~10.8. Can hear disturbances, alarms, voice tones and warnings from a variety of distances.~~

Minimum Requirements

1. High School Diploma or equivalent, preference given to applicants with a 4-year college degree in related field; or applicants with completion of college-level coursework in the social sciences or management area.
2. Must have a minimum of ~~onetwo~~ (12) years² experience as a Detention Worker; or a combination of education and experience equivalent to these requirements working with adolescents.
3. Must have a valid driver's license and be insurable by the County's insurance guidelines.

POSITION DESCRIPTION

Title: Detention Worker-I
Department: Baldwin County Regional Juvenile Detention Center
Job Analysis: October 2004, October 2005, Sept 2016, Oct 2019, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: JDC Director, Assistant JDC Director, Detention Supervisor
~~Worker-II~~
Subordinate Staff: None
Internal Contacts: Co-workers and juveniles, Detention Coordinator and Director
External Contacts: General Public, Law Enforcement Personnel, Juvenile Probation Officers
Status: Classified/Non-Exempt (3098)

Job Summary

This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

Job Domains

1. Follow the chain of command.
2. Supervision of juveniles:
 - a. Maximum supervision - eye to eye, arms distance away, must be prepared to intervene if the situation requires it to ensure the safety of all.
 - b. Close supervision - seeing them at all times, hearing them at all times, able to talk to them.

- c. Medium supervision—being able to hear the residents at all times and be able to reach them within 5 seconds.
 - d. Minimum supervision—knowing where the residents are at all times, be able to reach them within 10 – 15 seconds.
- 3. Ensuring that all the rules of the facility are followed at all times, this includes, but is not limited to, intervening in altercations to ensure the safety of both the juvenile and fellow staff members. Keeping up with the BMS point, escorting a resident to his/her room for rule violation, documentation, and informing supervisors of any and all situations.
- 4. Keeping the facility clean: Clothes for juveniles, room area, dayroom area, kitchen, classrooms, hall, all restrooms and all of the Administration, taking out trash, any other areas or directives given by supervisor(s).
- 5. Admissions: Files, showers, issuing clothes, assigning rooms, going over rules of the facility, search of youth on admission, documentation of resident’s possessions.
- 6. Discharge: Make sure resident receives all personal property, check to see if resident turns in all issued clothing, check to see if room/cell meets security check, prepare to transfer of resident for discharge to legal guardian.
- 7. Meals (pick-up and feeding): Driving vehicle, receiving and transporting food, serving meals, cleaning up kitchen, monitor meal and refrigerator temperatures.
- 8. Showers: Giving personal effects, observing and supervising showers, washing, folding, and storing clothes in proper place.
- 9. Administer medications, when needed
- 10. To monitor and check the building to ensure there is no security issues.
- 11. All employees should comply with all applicable DYS regulations and standards.
- 12. Miscellaneous:
 - a. Bed checks every 15 minutes.
 - b. Isolation rooms check every 5 minutes.
 - c. Checking doors for security.
 - d. Filling out proper logs and forms.
 - e. Answering phones.
 - f. Aiding the JDC nurse with transportation of youth to doctor.
 - g. Supervision in classroom.
- 13. Any other duties assigned by the supervisor and/or Director.

Knowledge, Skills and Abilities

- 1. Must be able to follow instructions and given attention to detail.
- 2. Must be able to complete tasks correctly and on time.
- 3. Skills in use of routine office equipment.
- 4. Writing skills to clearly and neatly complete reports, forms and log book entries.

Other Characteristics

- 1. Willing- and able to work a variety of shifts up to and including overtime

2. Willing and able to work directly with some-times violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs are met.
3. Undergo a 40-hour initial training of various topics, i.e. First Aid and CPR, policies and procedures, BMS, master control, Crisis Prevention Intervention, suicide prevention.

Physical Characteristics

1. Ability to administer emergency medical aid and CPR.
2. At a minimum, ability to walk 1.5 miles in thirty (30) minutes or less.
3. At a minimum, stand for four (4) consecutive hours in order to observe the juveniles in any setting.
4. Drag, lift and pull a minimum of fifty (50) pounds for twenty (20) feet or more, unassisted.
5. Ability to rapidly respond, which may include: sprinting, jogging and running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed.
- ~~7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to thirty (30) minutes at a time.~~
- ~~8.7.~~ Vision that can adequately supervise juveniles in a variety of light settings.
- ~~9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.~~
- ~~10.8.~~ Hear disturbances, alarms, voice tones and warnings from a variety of distances.

Minimum Qualifications

1. Must have a high school diploma or GED, preference will be given to applicants with a college degree.
2. Must have a valid driver's license and be insurable by the County's insurance guidelines.
3. Submit background checks to include Department of Public Safety, criminal and DHR central registry.

POSITION DESCRIPTION

Title: Director of Parks and Recreation
Department: Parks and Recreation Department
Job Analysis: 01/2013, 08/2015, 10/2019, 03/2022, 09/2023, 05/2025, 09/2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Engineer
Subordinate staff: Deputy Director of Parks and Recreation, Parks Personnel
Internal contacts: Other Department Heads, County Employees
External Contacts: Courthouse Personnel, General Public, State Highway Department and other state and local officials, attorneys, vendors, utility boards, and developers
Status: Classified/Exempt (S318)

Job Summary

Provide professional level expertise and leadership in planning, coordinating, implementing, and maintaining, and managing all elements of the Baldwin County Parks System. Provide professional maintenance to county facility grounds, lawns, and shrubs.

Essential Job Functions

A. Future Facility Planning

1. Lead future planning and development initiatives by evaluating the current Parks and facility grounds system and forecasting future needs.
2. Develop long-term strategic plans for Parks facility expansion, modernization, and resource optimization to meet future operational needs.
3. Engage with stakeholders and community members to gather input and ensure that facility plans align with their needs and expectations.

B. Facility Maintenance, Management and Compliance

1. Manage improvement projects, including planning, budgeting, construction oversight and performance tracking.
2. Assist with the development of bids and specifications relating to the Parks and Recreation Department, including equipment.
3. Plan, design, and oversee maintenance, alteration, and reconfiguration of facilities.
4. Ensure that construction and installation of Parks facilities meet quality standards and local, state, and federal requirements.
5. Implement maintenance management programs along with performance metrics to ensure proper maintenance of Parks facilities.
6. Provide professional expertise and leadership in planning, coordinating, and implementing any project deemed necessary involving trees, shrubs, lawns, or other plants as directed.

C. Contractor Oversight and Staff Supervision

1. Oversee external contractors for various specialized tasks and projects and ensure compliance with specifications.
2. Responsible for all aspects of staff supervision and management within the Parks and Recreation department, including ensuring they receive adequate training and professional development.

D. Budget Development and Recordkeeping

1. Develop, monitor and work within the department or project budget.
2. Maintain and document daily department activity work records using applicable technology tools and database.
3. Maintain project data up to date and accurately for all projects.

Knowledge, Skills, and Abilities

1. Knowledge of professional planning, implementation and maintenance for various lawns, shrubs, trees, and landscaping projects.
2. Ability to train, supervise, and develop staff across multiple facilities.
3. Ability and knowledge to properly water, prune and otherwise maintain trees, shrubs, lawns, and plants.
4. Ability and knowledge to properly select and plant trees, shrubs and other plants required in landscaping.
5. Ability to walk, stoop and bend.
6. Ability to lift fifty (50) pounds, unassisted.
7. Ability to work in adverse weather conditions.
8. Proficiency with Microsoft Office (Word, Excel, Project, PowerPoint) and management software.
9. Ability to interpret blueprints, plans, and technical specifications.
10. Ability to perform light work that involves lifting, carrying, and mobility tasks.
11. Ability to use shovel, pruning saw, shears, loppers, rake, hoe, watering devices, ladders, etc.

Other Characteristics

1. Ability to work collaboratively with staff.
2. Effective oral and written communication skills for interacting with staff, supervisors, general public, vendors and elected officials.
3. Willing to work non-standard hours as necessary.
4. Willing to attend meetings, seminars, training events, or other work-related activities, including travel outside the county if needed.

Minimum Qualifications

1. College degree in landscaping, horticulture, or similar area of concentration.
2. Five (5) or more years of experience in grounds facility management and project management, with at least three (3) years of supervisory experience, or an equivalent combination of education and experience.
3. Demonstrated expertise in operational and strategic planning, budget development, project management, and long-term facility planning.
4. Possess a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Deputy Director of Parks and Recreation
Department: Parks and Recreation Department
Job Analysis: January 2013, October 2019, June 2025, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director of Parks and Recreation, County Administrator
Subordinate staff: Parks Personnel
Internal contacts: Area Supervisors and County Employees
External contacts: General Public, Suppliers, State and Federal Officials
Status: Classified/Exempt (S313)

Job Summary

Responsible for directing the activities of the Parks crew. Work involves supervision of several types of heavy equipment operation as well as journeyman and unskilled labor activities. Perform detailed planning of projects including construction sequences and procedures, required material, quantity and sources, and operating costs. Helps oversee maintenance of all county parks and facilities.

Job Domains

A. Supervision

1. Supervise daily work routines of park crews; monitor work-in progress; make the spot corrections when necessary.
2. Inspect finished work for compliance with specifications.
3. Make sure all construction/parks materials are up to standard.
4. Record material used, progress achieved, and total costs.

B. Planning and Coordinating

1. Plan and schedule projects and other objectives to be accomplished.
2. Develop a budget.

3. Assign work to subordinates.
4. Plan for necessary maintenance and repairs for equipment; orders parts, supplies, fuel, etc., as required.
5. Projects cost of projects.

C. Miscellaneous

1. Perform various duties including operation of equipment and manual labor as required in emergencies or other critical situations.

Knowledge, Skills, and Abilities

1. Verbal skills to explain procedure and work methods, counsel with subordinates, and make oral reports to county personnel.
2. Skills to perform basic arithmetic functions.
3. Writing skills to fill out data reports and write various construction plans and procedures.
4. Reading skills to understand maps, blueprints, manuals, etc.
5. Skills in planning and scheduling.
6. Knowledge of occupational safety and health requirements.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work activities.
3. Willing to attend training seminars.

Minimum Requirements

1. Possess a valid driver's license with CDL, and be insurable by the County's insurance standards.
2. Five (5) years experience in related field.

POSITION DESCRIPTION

Title: Parks Crew Leader

Department: Parks and Recreation Department

Job Analysis: March 2022, October 2022, September 2023, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Deputy Director of Parks and Recreation, Director of Parks and Recreation ~~Parks Supervisor, Parks Director, CIS Director~~

Subordinate staff: Crew assigned by Supervisor

Internal contacts: County Employees

External contacts: General Public

Status: Classified/Non-Exempt (312)

Job Summary

Under direction, provides supervision to assigned work crews. Plans, schedules, and supervises the work of crews engaged in the maintenance of County-owned areas including turf, irrigation, ground cover and shrubs, and tree maintenance. Coordinates, monitors, and inspects the work of Landscape Technician I and Landscape Technician II engaged in the construction and maintenance of County-owned landscaped areas, and performs related duties as assigned. Operates various types of heavy equipment and demonstrates unique skills in the performance of complex and difficult constructions and maintenance activities.

This position is distinguished from other positions within the Parks Department by the level of responsibility assumed and the complexity of duties assigned, including providing lead supervision to assigned work crews. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility and carry a CDL (Class B) to operate machinery.

Job Domains

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, schedules, coordinates, supervises, and evaluates the work of crews engaged in construction, maintenance, and repair of gardens, street medians, trees, and other County-owned landscaped areas.
2. Provides technical assistance to staff as necessary.
3. Provides staff training and development; trains assigned employees in their areas of work including landscape maintenance methods, procedures, and techniques.
4. Supervises the use, care, and operation of landscape equipment; assists in maintaining equipment and vehicles for proper working order.
5. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
6. Ensures adherence to safe work practices and procedures.
7. Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the section; research new operational techniques, methods, and equipment and recommends their application.
8. Participates in long-term planning to assess future needs.
9. Coordinates, monitors, and inspects the landscape maintenance and construction work being performed through contracts with private parties; ensures work is performed in accordance with contractual agreements and County standards; inspects completed landscape construction projects to ensure work has been performed in accordance with plans, specifications, and contracts.
10. Assists in the development of plans, specifications, and contracts for landscape maintenance and construction problems.
11. Inspects work in progress and upon completion; detects and corrects inefficient utilization of workers and equipment; ensures that work conforms to specifications and is in accordance with County policies and operating procedures and practices.
12. Supervises and participates in the work of crews engaged in the installation, repair, and maintenance of all work assigned.
13. Performs after-hours emergency work and on-call duties on a rotating basis.
14. Performs assigned duties as required.

Knowledge, Skills, and Abilities

1. Knowledge of operations, services, and activities of a Parks Department maintenance program.
2. Knowledge of principles of lead supervision and training including work evaluation.
3. Knowledge of advanced methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground covers, plants, shrubs, hedges and trees.
4. Knowledge of advanced installation, maintenance, and repair of irrigation systems.
5. Knowledge of principles, methods and equipment used in landscape cultivation and maintenance.
6. Knowledge of turf management methods, practices and techniques, codes, ordinances, and regulations pertaining to trees.
7. Knowledge of office procedures, methods, and equipment including computers and applicable software applications.

8. Knowledge of occupational hazards and standard safety practices.
9. Ability to plan, organize, supervise, assign, inspect and evaluate the work of others.
10. Ability to motivate and evaluate staff and provide for their training and development.
11. Ability to analyze complex landscaping problems, evaluate alternatives and recommend or adopt effective courses of action.
12. Ability to recognize common plants, plant diseases and insect pests.
13. Ability to read and interpret plans, blueprints, specifications, and manuals.
14. Ability to exercise independent judgment and initiative within established guidelines.
15. Ability to operate office equipment including computers and supporting software applications.
16. Ability to maintain records.
17. Ability to communicate clearly and concisely, both orally and in writing.
18. Ability to establish and maintain effective working relationships with those contacted in the course of work.
19. Ability to respond and perform assigned duties in the event of a County declared emergency.

Tools and Equipment Used

Pick up truck; lawn and landscaping equipment including tractors, mowers, aerifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, and irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, and dusting equipment.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear, and type on computers.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is occasionally loud in this field.

Minimum Qualifications

1. Have a valid driver's license and be insurable by the County's insurance standards.
2. Obtain Class A CDL with air brakes and passenger endorsement for passengers, required.
3. Four (4) years' experience as Landscape Technician II or equivalent experience preferred.

POSITION DESCRIPTION

Title: Mechanic II
Department: Parks and Recreation Department
Job Analysis: July 2021, September 2022, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Deputy Director of Parks and Recreation, Director of Parks and Recreation ~~Parks Supervisor, Horticulturist, County Administrator~~
Subordinate Staff: Shop help assigned by Supervisor
Internal Contacts: Operation Support Specialist II, County Purchasing Officer
External Contacts: Equipment Suppliers, Parts Suppliers, General Public
Status: Classified/Non-Exempt (312)

Job Summary

Performs skilled tasks in mechanical repair and maintenance of gasoline and diesel-powered small engines, automotive and heavy equipment using standard practices and equipment of the automotive trade. Operates some heavy equipment.

Job Domains

A. Automotive Repair and Maintenance

1. Tunes engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, and replacement of coil, condenser, and breaker points.
2. Removes and disassembles major units such as engine, transmission, differential; inspects parts for wear, and reassembles.
3. Repairs and replaces parts such as pistons, rods, gears, and bearings.
4. Overhauls and replaces carburetors, generators, radiators, alternators, starters, distributors and pumps.
5. Rewires ignition system, lights and instrument panel.
6. Realigns and adjusts brakes, repairs or replaces shock absorbers.
7. Replaces and adjusts headlights, and installs or repairs accessories such as radios, heaters, mirrors, and windshield wipers.

8. Performs additional repairs as needed.
9. Performs routine maintenance and repairs on bucket trucks as needed.

B. Heavy and Light Equipment Repair and Maintenance

1. Analyzes malfunctions, and repairs, rebuilds, and maintains heavy/light construction equipment such as tractors, bat wings, lawn mowers, weed eaters, pressure washers, small engines, etc.
2. Replaces defective engines and subassemblies.
3. Replaces or repairs major components, attachments or implements such as blades, tracks, compressors, etc.

C. Miscellaneous

1. Welds to repair broken or cracked frames, bars, plates, and other metal objects on machinery. Fills holes and builds up metal parts.
2. Replaces batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repairs or replaces tires.
4. Performs related mechanic duties as required.
5. Performs various duties including operation of equipment and some manual labor as needed.
6. Tests repaired equipment to ensure operating efficiency.
7. Makes recommendations to supervisor concerning specification requirements for bidding and purchasing of new equipment.
8. Ensures Vehicle / Equipment fleet is kept in safe operational working order.
9. Ensures all Vehicles/Equipment in fleet receive routine maintenance on schedule.
10. Ensures accurate records are maintained for repairs/maintenance performed on all Vehicles/Equipment.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate information to supervisors, co-workers, and vendors.
2. Writing skills to clearly and neatly complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts lists, instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy/light construction equipment.
10. Knowledge of safety rules, including accident causes and prevention.
11. Knowledge of first aid procedures.
12. Ability to work independently without close supervision
13. Knowledge of county policies, procedures and rules.
14. Knowledge of/and has ability to work on Tier 4 engine component.

15. Required to wear uniforms as directed by Parks Supervisor.

Physical Characteristics

1. See well enough to read regular print and numbers without error or transposition and inspect small parts.
2. Hear well enough to talk on telephone, to determine mechanical problems.
3. Speak clearly enough to communicate information to helper.
4. Use of hands and fingers to write, to use tools.
5. Strength to lift 50 pounds.
6. Physical dexterity sufficient to operate levers, gears, etc.
7. Body movement to climb on top of or crawl under various types of equipment.

Minimum Qualifications

1. Willing to work overtime and weekends in emergencies.
2. Have a valid commercial driver's license. (CDL – Class A).
3. Willing to travel to pick up parts, materials and gather quotes out of area.
4. Experience in automotive and heavy equipment repairs and maintenance, small tools, and engines.

POSITION DESCRIPTION

Title: Landscape Technician II
Department: Parks and Recreation Department
Job Analysis: 09/17, 02/19, 05/19, 10/19, 03/22, 10/22, 09/25

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Parks Crew Leader, Deputy Director of Parks and Recreation,
Director of Parks and Recreation, Parks Supervisor, Horticulturist,
CIS Director, dotted line to Director of Archives and History as directed
Subordinate staff: Crew assigned by Supervisor, Department of Corrections inmates
Internal contacts: Area Supervisors, and County Employees
External contacts: General Public, State and Federal Officials
Status: Classified/Non-Exempt (308)

Job Summary

Performs a variety of tasks in the maintenance and operations of recreation buildings, grounds, open spaces, and parks. An employee in this position could be responsible for applying knowledge of plants, trees, and grasses in growing, pruning, and fertilizing shrubs, lawns, bushes, trees, and flowers. They also use knowledge of aesthetics to creatively design gardens, walkways, sitting areas, bridges, and other functional aspects of outdoor areas. Work involves some clerical functions associated with reports. All work is performed in accordance with Departmental rules, regulations, and instructions. An employee in this position may assist in overseeing the performance and training of Landscape Technician I. Must be able to serve as crew leader for operations as directed.

Job Domains

1. Mows and maintains park and open space areas, mows weed; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
2. Sweeps, washes, paints, and repairs, or replaces playground equipment, park tables, and slabs.
3. Performs routine maintenance on lawn and power equipment.
4. Plants lawns, trees, shrubs, and flowers.

5. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the county parks and open spaces.
6. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
7. Operates tractor, mowers, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
8. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
9. Performs custodial work as assigned including changing light bulbs and fluorescent tubes; sweeping floors; vacuuming carpets, mopping, shampooing and steaming carpets; buffing non-carpeted areas' dumping garbage and relining cans with liners' sweeping; washing windows, walls, metal and woodwork; cleaning rain gutters; sweeping roofs; and cleaning restrooms.
10. Occasional clerical work needed for routine reports and evaluations.
11. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
12. Opens and closes, locks and unlocks facilities as needed.
13. Assists in setting up and taking down equipment for various park and recreation programs. Prepares facilities for park and recreation program use.
14. Assists in the construction of new parks facilities including clearing, grading, drainage, and foundation work.

Knowledge, Skills, and Abilities

1. Some knowledge of equipment, materials, and supplies used in building and grounds maintenance.
2. Some knowledge of equipment and supplies used to do minor repairs.
3. Some knowledge of applicable safety precautions.
4. Skill in operating the tools and equipment listed below.
5. Ability to work independently and to complete daily activities according to work schedule.
6. Ability to communicate orally and in writing.
7. Ability to use equipment and tools properly and safely.
8. Ability to understand, follow, and transmit instructions.
9. Ability to establish effective working relationships with employees, supervisors, and the public to communicate information clearly and correctly to supervisor and co-workers; give information over radio and telephone.
10. Writing skills to clearly and neatly complete and maintain logs, records, report, routine forms, bonds, and booking cards.

Tools and Equipment Used

Pick up truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, and irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, and dusting equipment.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear, and type on computers.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is occasionally loud in this field.

Minimum Qualifications

1. Have a valid driver's license and be insurable by the County's insurance standards.
2. Obtain Class "B" CDL with air brakes and passenger endorsement for passengers. Must obtain CDL within six (6) months, if deemed necessary by existing immediate supervisor.
3. Any combination of education and three (3) years' experience preferred, which demonstrates the knowledge and experience to perform the work.

POSITION DESCRIPTION

Title: Landscape Technician I

Department: Parks and Recreation Department

Job Analysis: 01/12, 09/17, 02/19, 05/19, 10/19, 03/22, 09/25

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Parks Crew Leader, Deputy Director of Parks and Recreation, Director of Parks and Recreation, Parks Supervisor, Horticulturist, CIS Director, dotted line to Director of Archives and History as directed

Subordinate staff: None

Internal contacts: Area Supervisors, and County Employees

External contacts: General Public, State and Federal Officials

Status: Classified/Non-Exempt (306)

Job Summary

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operations of recreation buildings, grounds, open spaces, and parks. An employee in this position works to keep landscapes attractive, clean, and well maintained. Work involves some clerical functions associated with reports. All work is performed in accordance with Departmental rules, regulations, and instructions.

Job Domains

1. Mows and maintains park and open space areas, mows weed; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
2. Sweeps, washes, paints, and repairs, or replaces playground equipment, park tables, and slabs.
3. Performs routine maintenance on lawn and power equipment.
4. Plants lawns, trees, shrubs, and flowers.
5. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the county parks and open spaces.
6. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

7. Operates tractor, mowers, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
8. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
9. Performs custodial work as assigned including changing light bulbs and fluorescent tubes; sweeping floors; vacuuming carpets, mopping, shampooing, and steaming carpets; buffing non-carpeted areas' dumping garbage and relining cans with liners' sweeping; washing windows, walls, metal, and woodwork; cleaning rain gutters; sweeping roofs; and cleaning restrooms.
10. Occasional clerical work needed for routine reports and evaluations.
11. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
12. Opens and closes, locks and unlocks facilities as needed.
13. Assists in setting up and taking down equipment for various park and recreation programs. Prepares facilities for park and recreation program use.
14. Assists in the construction of new parks facilities including clearing, grading, drainage, and foundation work.

Knowledge, Skills, and Abilities

1. Some knowledge of equipment, materials, and supplies used in building and grounds maintenance.
2. Some knowledge of equipment and supplies used to do minor repairs.
3. Some knowledge of applicable safety precautions.
4. Skill in operating the tools and equipment listed below.
5. Ability to work independently and to complete daily activities according to work schedule.
6. Ability to communicate orally and in writing.
7. Ability to use equipment and tools properly and safely.
8. Ability to understand, follow, and transmit instructions.
9. Ability to establish effective working relationships with employees, supervisors, and the public to communicate information clearly and correctly to supervisor and co-workers; give information over radio and telephone.
10. Writing skills to clearly and neatly complete and maintain logs, records, report, routine forms, bonds, and booking cards.

Tools and Equipment Used

Pick-up truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, and irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, and dusting equipment.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear, and type on computers.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is occasionally loud in this field.

Minimum Qualifications

1. Have a valid driver's license and be insurable by the County's insurance standards.
2. Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

POSITION DESCRIPTION

Title: Assistant Personnel Director
Department: Personnel Department
Job Analysis: 04/98, 04/01, 06/03, 05/05, 10/05, 08/08, 09/11, 09/17, 09/18, 08/19, 09/25

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Personnel Director
Subordinate Staff: ~~Employee Relations and Training Administrator, Payroll and Benefits Coordinator, Benefits Specialist, Administrative Support Specialist I~~
Internal Contacts: County Employees, County Administrator, County Commission, and other Elected Officials
External Contacts: General Public, Training Organizations, Benefits Providers
Status: Classified/Exempt (S319)

Job Summary

The Assistant Personnel Director assists in the day-to-day operations of the Personnel Department. This position assists in the administration of the personnel policies, procedures, and programs, and carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems, employee relations, training and development, benefits, compensation, organizational development, and employment.

The Assistant Personnel Director also coordinates implementation of services, policies, and programs through Personnel staff, and assists and advises County managers about Personnel issues.

Job Domains

A. Administration

1. Assists in administering various personnel plans and procedures for all County personnel.
2. Assists in development and implementation of personnel policies and procedures.
3. Assists in maintaining employee handbook.

4. Participates in developing department goals and objectives.
5. Assists in the development and monitoring of the annual Personnel budget.
6. Prepares and coordinates agenda items for new hires, promotions, reclassifications, etc.
7. Assists in maintaining all information pertaining to each department's position control.
8. Maintains all records on open positions for all departments.

B. Training and Development

1. Assists with the implementation of the performance management system that includes performance development plans and employee development programs.
2. Assists with the establishment of an in-house employee training system that addresses county training needs including training needs assessment, new employee orientation, management development, etc.
3. Conducts new employee orientation, as needed.
4. Assists in designing and developing HR training programs for management and employees.

C. Staffing

1. Leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
2. Conducts recruitment effort for all exempt and nonexempt personnel.
3. Oversees programs for temporary employee staffing.
4. Coordinates or conducts background checks, pre-employment drug screens and physicals.

D. Employee Relations

1. Assists in formulating and recommending Personnel policies and objectives for the county with regard to employee relations.
2. Assists in formulating and recommending employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
3. Assists in conducting and investigating when employee complaints or concerns are brought forth.
4. Monitors and advises managers and supervisors in the progressive discipline system of the county. Monitors the implementation of a performance improvement process with non-performing employees.
5. Assists in reviewing and guiding actions in regard to employment terminations, suspensions, demotions and disciplinary actions.
6. Leads the implementation of County health programs.
7. Assists in reviewing employee appeals through the County grievance procedures.

E. Compensation and Benefits

1. Works in conjunction with the Personnel Director to develop, recommend, and install approved, new, or modified plans and employee benefits policies, and administer existing plans.
2. Assists in developing cost control procedures to assure maximum coverage at the least possible cost to the County and its employees.
3. Evaluates and compares existing County benefits with those of other employers by analyzing other plans, surveys, and other sources of information.
4. Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to the Personnel Director.
5. Develops benefit information and statistical and census data for actuaries, insurance carriers, and management.
6. Serves as COBRA Administrator.
7. Process monthly billings from insurance providers in a timely manner. Reviews billings for accuracy. Resolves any discrepancies.
8. Assists employees with Family Medical Leave information.
9. Works in coordination with medical personnel to determine eligibility.
10. Conducts exit interviews and retirement counseling.
11. Assists in establishing the company wage and salary structure, pay policies, and oversees the variable pay systems within the county.
12. Assists in monitoring pay practices and systems for effectiveness and containment.
13. Obtains cost effective, employee serving benefits; monitors national benefits environment for options and cost savings.

F. Law

1. Leads county compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, and so forth. Maintains minimal county exposure to lawsuits.
2. Directs the preparation of information requested or required for compliance with laws.
3. Protects the interests of employees and the company in accordance with county Personnel policies and governmental laws and regulations.

Knowledge, Skills, and Abilities

1. Skills to communicate with employees, applicants, and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records and general correspondence.
4. Considerable knowledge of County personnel functions and common practices.
5. Knowledge and abilities to conduct job analysis.
6. Knowledge of state and federal laws that pertain to personnel activities.
7. Ability to work independently.
8. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
9. Knowledge of general office procedures.

Other Characteristics

1. Willing to travel for purpose of professional development.
2. Willing to work non-standard hours as required.

Minimum Qualifications

1. Possess a Bachelor's Degree in Management, Personnel Administration or closely related field, ~~or equivalent experience~~ and a minimum of five (5) years' experience in Human Resources or closely related field, or a combination of training and experience equivalent to these requirements.
2. Working knowledge of existing governmental labor laws including Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), and the Family and Medical Leave Act (FMLA).
3. Alabama Certified Human Resource Specialist, SHRM-CP, or SHRM-SCP certification preferred, or ability to attain certification within two (2) years of employment.
4. Possess a current driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Employee Relations and Training Administrator
Department: Personnel Department
Job Analysis: October 2019, **September 2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: **Assistant Personnel Director**, Personnel Director
Subordinate Staff: ~~None~~ **Recruiting and Retention Coordinator, Personnel Specialist I**
Internal Contacts: County Employees, County Administrator, County Commission, and other Elected Officials
External Contacts: General Public, Training Organizations
Status: Classified/Exempt (S315)

Job Summary

The Employee Relations and Training Administrator develops, administers, or coordinates training programs for various departments and employees within the Baldwin County Commission. This role is responsible for analyzing training needs, developing curriculum and delivering courses to include computer-based training, new employee orientation, and on-site training sessions. This position works with each department to develop specific training to meet their identified needs by examining growth, current technology and future requirements. This position coordinates training schedules and evaluates applicable outside training resources.

Additionally, this position acts as a liaison to help investigate and resolve conflict in the workplace. The Employee Relations and Training Administrator must have great interpersonal skills and be able to build relationships with employees, while exercising good judgment and problem-solving skills to resolve conflicts.

Job Domains

Training and Development

1. ~~Conduct~~ **Oversees** new employee orientation.
2. Develop and implement managerial and new supervisor training.

3. Identify organizational goals to assess training needs for new and existing employees.
4. Research, design, and/or purchase training programs to meet needs based on assessments.
5. Plan and develop training programs by analyzing job performance requirements and operational problems.
6. Identify internal and external training programs to address competency gaps.
7. Develop or coordinate the curriculum needed to train employees on a variety of topics including computer programs and personnel policies.
8. Develop, implement, administer, and/or maintain a Training Management System.
9. Schedule and coordinate all internal training with managers and supervisors – schedule location, date/time, materials, and attendance.
10. Coordinate off-site training opportunities for employees.
11. Market available training opportunities to employees by designing, developing, and distributing training schedules, brochures, and other communication.
12. Facilitate learning through a variety of delivery methods including classroom instruction, on-site training sessions, computer-based training, and on the job coaching.
13. Assess course outcomes and effectiveness through participant and supervisory feedback.
14. Maintain training tracking process: track, document, and communicate certification completion to recipients and management.
15. Preserve training records accordingly.
16. Assist departments in monitoring required certifications, re-certifications and licenses.
17. Research training suppliers and materials as needed – including details, cost comparison, and timelines.

Employee Relations

1. Assist in formulating Personnel policies and objectives for the County regarding employee relations.
2. Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale, health, and productivity.
3. Assist in conducting investigations when employee complaints or concerns are brought forth.
4. Assist and train supervisors in resolving conflict in the workplace.
5. Assist managers with implementing performance improvement processes with non-performing employees.
6. Assist in guiding managers regarding employment progressive disciplinary actions.
7. Assist departments in interviewing applicants for hire/promotions.

Miscellaneous

1. Assist in creating job growth and career path opportunities for employees.
2. Assist departments in restructurings to ensure the County keeps a competitive edge in the workplace market.
3. Supervise Recruiting and Retention Coordinator and Personnel Specialist I and assist in accomplishing retention efforts of employees.

Knowledge, Skills, and Abilities

1. Leadership skills to effectively direct employees while in a training class environment and ability to properly evaluate comprehension and application of subject material.
2. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
3. Ability to communicate professionally with all levels of employees.
4. High-level of effective interpersonal communication skills, both written and verbal.
5. Excellent written and oral communication skills are necessary to produce and deliver quality training programs.
6. Knowledge of Windows, Power Point, Word, Excel, and SharePoint related to the design, development and delivery of training programs.
7. Must have strong problem analysis and problem-solving skills.
8. Strong multitasking, attention to detail, and organizational skills.
9. Knowledge of personnel functions and practices.
10. Ability to work with confidential information.
11. Skills to complete various forms, records and general correspondence.
12. Knowledge of state and federal laws that pertain to personnel activities.
13. Ability to work independently.
14. Knowledge of general office procedures.

Other Characteristics

1. Must be able to react positively to constant change and help lead the way forward to include new developments in training targeted to both new and existing employees.
2. Strong desire to assist in the development of employee skills to provide a path for advancement and individual success.
3. Be willing to travel to attend workshops, conferences, seminars, etc., out of town as needed.
4. Be willing to work overtime, non-standard hours or weekends to complete work within specific time period.

Minimum Requirements

1. Bachelor's degree in Education, Public Administration, Management, or related field and a minimum of three (3) years of responsible managerial or administrative experience; or a combination of training and experience equivalent to these requirements.
2. Experience in providing both hands-on and verbal communication training.
3. Experience in investigating and resolving conflict within a work environment.
4. Working knowledge of existing governmental labor laws including Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), and the Family and Medical Leave Act (FMLA).
5. Must possess a valid driver's license and be insurable by the County's vehicle insurance standards.

POSITION DESCRIPTION

Title: Recruiting and Retention Coordinator
Department: Personnel Department
Job Analysis: October 2022, **September 2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: **Employee Relations and Training Administrator, Assistant Personnel Director, Personnel Director**
Subordinate Staff: None
Internal Contacts: County Employees, County Administrator, County Commission, and other Elected Officials
External Contacts: General Public
Status: Classified/Non-Exempt (310)

Job Summary

The Recruiting and Retention Coordinator is responsible for working closely with the Personnel team to advise, influence best practice, source, prescreen, and move candidates through the recruiting process. Additionally, this position also works closely with departments to define and accomplish retention efforts of employees.

Job Domains

Recruitment

1. Identify and attract highly qualified and diverse talent.
2. Build a pipeline of talent for both current and future roles by actively sourcing candidates through social media, trade associations, colleges and universities, job boards, and more.
3. Develop creative strategies to attract critical, hard to fill roles.
4. Attend job fairs and events in the community, colleges, and universities.
5. Stay up to date on industry resources for hiring trends and candidate market.
6. Develop and maintain strong working relationships and partner with hiring supervisors to ensure complete understanding of department structure and hiring needs to maximize effectiveness of recruitment process.

7. Assist in reviewing applications submitted ensuring candidates are assessed against appropriate criteria
8. Discuss opportunities and alternative career paths with internal employee candidates when required.
9. Provide instruction on recruitment/internal promotion processes and interviewing guidelines to hiring managers.
10. Assist in maintaining all pertinent applicant and interview data in the applicant tracking system.
11. Act as a County ambassador by representing our culture and business in a positive way.
12. Create a streamlined and positive experience for all candidates and hiring managers.

Interviewing and Onboarding

1. Develop customized pre-screening and interview skill and behavioral based questions and evaluation forms for each requisitioned position as needed.
2. Assist with interviews within all departments.
3. Oversee the steps in hiring, from interview scheduling, making recommendations on top talent, and following up with those who are not selected.
4. Provide instruction on interviewing guidelines and techniques to hiring managers.
5. Collaborate with interview team to gather and share feedback on candidates and participate in final hiring decisions.
6. Partner closely with staff to develop and extend job offers.
7. Assist with the onboarding process of candidates selected for hire, including preparation and extension of offer packages, conducting background screenings, scheduling of drug screening, and physicals.
8. Provide timely application status feedback and career pathing to all internal candidates.
9. Assist with new hire orientation.
10. Assist with promotion/transfer process of candidates selected, including preparation and extension of internal offer packages.

Retention

1. Assist department managers with succession planning.
2. Assist employees in creating a path to further their careers.
3. Assist departments in creating employee engagement opportunities.
4. Collaborate to contribute to the development of others.
5. Actively participate in all staffing related activities.

Knowledge, Skills, and Abilities

1. Self-motivated and self-aware with an ability to drive results and complete tasks independently.
2. Ability to communicate effectively throughout all levels of the organization.
3. High-level of effective interpersonal communication skills, both written and verbal.

4. Excellent written and oral communication skills are necessary to produce and deliver quality training programs.
5. Must have strong problem analysis and problem-solving skills.
6. Strong multitasking, attention to detail, and organizational skills.
7. Knowledge of personnel functions and practices.
8. Ability to work with confidential information.
9. Skills to complete various forms, records, and general correspondence.
10. Knowledge of state and federal laws that pertain to personnel activities.
11. Ability to work independently.
12. Knowledge of general office procedures.
13. Proficiency with MS Office, applicant tracking, and HRIS systems.
14. Strong organizational skills.

Other Characteristics

1. Be willing to travel to attend job fairs, workshops, conferences, seminars, etc., out of town as needed.
2. Be willing to work overtime, non-standard hours, or weekends.
3. Be willing to cross train duties within the Personnel Department.

Minimum Requirements

1. Must possess a valid driver's license and be insurable by the County's vehicle insurance standards.
2. Bachelor's degree in business, human resources, or related field preferred, but not required OR three (3) to five (5) years of experience in full cycle recruiting, including interviewing and Human Resources functions.
3. Must have demonstrated ability utilizing multiple recruiting resources, including internet sourcing, social e-networking, targeted business groups, agencies, job fairs, publication advertising, etc.

POSITION DESCRIPTION

Title: Personnel Specialist I
Department: Personnel Department
Job Analysis: September 2020, **September 2025**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: **Employee Relations and Training Administrator**, Assistant Personnel Director, Personnel Director
Subordinate Staff: None
Internal Contacts: County Commission, County Employees, Elected Officials, etc.
External Contacts: General Public, Job Applicants
Status: Classified/Non-Exempt (307)

Job Summary

The Personnel Specialist is responsible for providing all administrative and clerical support for the Personnel Department, including, but not limited to: assisting with the administration of the day-to-day operations of the Personnel functions and duties, working closely with Personnel Staff with the responsibilities in some or all of the following functional areas: HRIS, employee relations, training and development, benefits, employment and risk management.

Job Domains

Personnel

1. Prepares job announcements as directed.
2. Enters all applications into open position requisitions.
3. Maintains employment application forms and applicant flow logs.
4. Assists with maintenance of current job descriptions.
5. Assists in the new hire process.
6. Enters employee data in HRIS computer system.
7. Answers routine inquiries on employment verifications and job openings.
8. Maintains employee personnel files in line with County policies and government regulations.
9. Prepare and enter in employee evaluation and compensation information into system.
10. Prepares miscellaneous research and reports as requested.

11. Answers incoming telephone calls and refers to proper Personnel staff.
12. Routes faxes, mail, and general correspondence to the appropriate staff.
13. Greets citizens and County staff in a friendly, professional manner.

Benefits

1. Assist in administering County sponsored benefit plans including enrollments and terminations.
2. Assist in managing annual open enrollment period each year. Assist with distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers.
3. Assist in processing changes within deadlines.

Knowledge, Skills, and Abilities

1. Skills to communicate with employees, applicants and officials.
2. Skills to perform basic arithmetic functions.
3. Skills to complete various forms, records and general correspondence.
4. Knowledge of personnel functions.
5. Knowledge of state and federal laws that pertain to personnel activities.
6. Ability to work independently.
7. Knowledge of departmental policies and procedures and ability to apply them to work related problems.
8. Knowledge of general office procedures.
9. Ability to maintain the highly confidential nature of human resources work.
10. Skills and ability to maintain accurate and attention to detail.

Other Characteristics

1. Willing to travel for the purpose of professional development.
2. Willing to work non-standard hours as required.
3. Must be well-organized.

Minimum Qualifications

1. Possess a valid driver's license and be insurable by the County insurance standards.
2. High school diploma or equivalent.
3. 1-2 years of office experience, required.
4. Experience and basic understanding of human resource functions, preferred.

POSITION DESCRIPTION

Title: Associate Planner
Department: Planning and Zoning
Job Analysis: May 2023, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Planning Manager - Current Planning Development Review Planner, Planning and Zoning Director, County Engineer
Subordinate staff: Planning Technicians supporting subdivision process.
Internal contacts: Planning Manager - Code Enforcement, Planning Manager - Permit Engineer, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff
External contacts: General Public, Developers, Builders, State Municipal Staff, Utility Providers, Environmental Agencies
Status: Classified/Exempt (S313)

Job Summary

The Associate Planner position works with Planning and Zoning staff in the administration of land use and development regulations with a specific emphasis on the Baldwin County Subdivision Regulations. Primary focus will be on processing subdivision applications for technical compliance with the Subdivision Regulations. ~~However, the individual in this role is expected to diversify their skillset within the Department to assist with zoning issues, land disturbance issues, code enforcement issues, meeting management, etc.~~

Job Domains

1. Attend various meetings as needed. Maintain relevant databases.
2. Review development proposals for compliance with the Master Plan.
3. Review development proposals for compliance with the Subdivision Regulations, Zoning Ordinance, and other land development regulations.
4. Prepare staff reports for cases to be heard before the Planning Commission, Board of Adjustments, Arch. Review Board, or County Commission.

5. Attend Planning Commission meetings, public hearings, and County Commission meetings, including during non-standard hours.
6. Advise applicants/property owners of Subdivision Regulations, Zoning Ordinances, historic and preservation district requirements, and other land development regulations and respond to public inquiries on same.
7. Work on special projects related to the Master Plan, land use plans, and similar studies/plans including, but not limited to, transportation, parks & recreation, and utilities.
8. Prepare subdivision maps, zoning maps, and custom maps as needed.
9. Assist Planning Director on other projects as needed.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively.
2. Strong knowledge of computers and software.
3. Ability to prepare plans, studies, reports, and correspondence.
4. Knowledge of the planning process, zoning, subdivision, and other land use regulatory and planning mechanisms is helpful.
5. Ability to analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry, or threatening citizens.
7. Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the general public.
8. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely, and legibly.
9. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps, and aerial photographs.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. Bachelor's degree preferred but not required.
2. Three (3) years of experience in a technical field preferred.
3. Good attitude and technical aptitude give preference over educational background and experience.
4. Have a valid driver's license.

POSITION DESCRIPTION

Title: Associate Planner (Part Time)

Department: Planning and Zoning

Job Analysis: May 2023, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: ~~Development Review Planner~~ Planning Manager - Current Planning, Planning and Zoning Director, County Engineer

Subordinate staff: None

Internal contacts: ~~Code Enforcement Officer~~ Planning Manager - Code Enforcement, Planning Manager - Permit Engineer, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff

External contacts: General Public, Developers, Builders, State and Municipal Staff, Utility Providers, Environmental Agencies

Status: Classified/~~Part-Time/Non~~-Exempt (313)

Job Summary

The Associate Planner position works with Planning and Zoning staff in the administration of land use and development regulations with a specific emphasis on the Baldwin County Subdivision Regulations. Primary focus will be on processing subdivision applications for technical compliance with the Subdivision Regulations. ~~However, the individual in this role is expected to diversify their skillset within the Department to assist with zoning issues, land disturbance issues, code enforcement issues, meeting management, etc.~~

Job Domains

1. Attend various meetings as needed. Maintain relevant databases.
2. Review development proposals for compliance with the Master Plan.
3. Review development proposals for compliance with the Subdivision Regulations, Zoning Ordinance, and other land development regulations.
4. Prepare staff reports for cases to be heard before the Planning Commission, Board of Adjustments, Arch. Review Board, or County Commission.

5. Attend Planning Commission meetings, public hearings, and County Commission meetings, including during non-standard hours.
6. Advise applicants/property owners of Subdivision Regulations, Zoning Ordinances, historic and preservation district requirements, and other land development regulations and respond to public inquiries on same.
7. Work on special projects related to the Master Plan, land use plans, and similar studies/plans including, but not limited to, transportation, parks & recreation, and utilities.
8. Prepare subdivision maps, zoning maps, and custom maps as needed.
9. Assist Planning Director on other projects as needed.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively.
2. Strong knowledge of computers and software.
3. Ability to prepare plans, studies, reports, and correspondence.
4. Knowledge of the planning process, zoning, subdivision, and other land use regulatory and planning mechanisms is helpful.
5. Ability to analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry, or threatening citizens.
7. Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the general public.
8. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely, and legibly.
9. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps, and aerial photographs.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Hours will vary depending on department workload. No minimum number of hours per pay period are guaranteed.

Minimum Qualifications

1. Bachelor's degree preferred but not required.
2. Three (3) years of experience in a technical field preferred.
3. Good attitude and technical aptitude give preference over educational background and experience.
4. Have a valid driver's license.

POSITION DESCRIPTION

Title: Civil Engineer (Planning & Zoning)

Department: Planning and Zoning

Job Analysis: September 2023, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: [Planning Manager - Permit Engineer](#), ~~[Deputy Planning Director](#)~~, and Planning Director, County Engineer

Subordinate Staff: N/A

Internal Contacts: [Planning Manager - Code Enforcement](#), [Planning Manager – Current Planning](#), [Planning Manager – Natural Resources](#), [Building Official](#), [Highway Department Section Heads and Staff](#)~~[Planning and Zoning Management Team Members, Staff, and other County Employees](#)~~.

External Contacts: General Public, Applicants, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Engineering Consultants, Surveyors, Attorneys and Local Officials

Status: Classified/Exempt (S317)

Job Summary

The Civil Engineer position works with Planning and Zoning staff to manage infrastructure improvements associated with Baldwin County developments. Primary focus will be on reviewing and approving proposed construction plans related to infrastructure development projects to ensure compliance with County ordinances and regulations. The individual will coordinate with consultants, review consultant plans, and will participate in the planning of roads and bridges relating to infrastructure development projects in Baldwin County.

Job Domains

A. Engineering

1. Works with other County Highway design personnel in all aspects of highway design.
2. Works with other employees and consultants engaged in design of all public roads, highways, bridges and related drainage structures and other governmental activities.

3. Review of plans and applications submitted by outside survey, engineering, construction, or other miscellaneous service-oriented providers for technical compliance with the County ordinances and regulations.
4. Performs detailed engineering calculations and sizing of drainage structures in accordance with applicable engineering standards as necessary to support the development review process.
5. Performs detailed traffic engineering analysis and makes recommendations for roadway capacity and safety improvements as necessary to support the development review process.

B. Planning and Coordinating

1. Coordinates with outside agencies (ALDOT, NRCS, Corps of Engineers, etc.) regarding permits, requirements, and regulations for development projects.
2. Assists with grant development and implementation.
3. Assists with reviewing engineering plans and calculations for private developments impacting County projects and infrastructure as needed.

C. Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Assist in coordinating disaster recovery.
3. Attend seminars and conferences related to job domains.
4. Must be highly motivated and organized.

Knowledge, Skills, and Abilities

1. Verbal skills to effectively communicate with the public and handle various requests from the public, other departments, and commissioners.
2. Math skills to accomplish any variety of civil engineering typical problems.
3. Writing skills to prepare reports and presentations.
4. Reading skills to read maps, blueprints, technical publications, etc.
5. Skills in planning and scheduling.
6. Knowledge of occupational safety and health requirements.
7. Hear well enough to understand normal conversations.
8. Technical skills to operate complex engineering or GIS related computer programs.
9. Microsoft Office products including Word, Excel, and PowerPoint.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work-related activities.
3. Have a valid driver's license and be insurable by the County's insurance standards.

Minimum Qualifications

1. Minimum of a Bachelor of Science degree in Engineering (civil preferred) from an Accredited University.
2. EI classification obtained within the first 12 months of employment.
3. Willing to take and pass the Professional Engineering exam.

POSITION DESCRIPTION

Title: Code Enforcement Officer

Department: Planning and Zoning

Job Analysis: 01/2013, 02/2015, 02/2020, 04/2022, 09/2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Planning Manager – Code Enforcement, Planning and Zoning Director, County Administrator~~Engineer~~

Subordinate staff: None

Internal contacts: Planner, Planning Technician, Office Manager, Planning Manager – Current Planning, Planning Manager, Permit Engineer, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff, County Attorney

External contacts: General Public, Developers, Builders, State and Municipal Staff, Environmental Agencies

Status: Classified/Exempt (S312)

Job Summary

The Code Enforcement Officer coordinates enforcement of County Zoning Ordinance, Historic District Regulations and various other County regulations as appropriate. This position requires significant amounts of research relating to violations which may include researching and analyzing property tax records, land deeds, business licenses, building permits, planning approvals and various other public records.

Job Domains

1. Responsible with enforcement of County Zoning Ordinance, Subdivision Regulations, Historic District Regulations and various other County regulations as appropriate.
2. Responsible for maintaining files and records of any and all enforcement cases and maintain relevant databases.
3. Primary point of contact for violations and complaints.

4. Work on special projects related to the Baldwin County Comprehensive Plan, area land use plans and similar studies/plans including but not limited to transportation, parks & recreation and utilities.
5. Assist Planning Director and County ~~Administrator~~Engineer on other projects as needed.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively.
2. Knowledge and ability to use computers and software related to job (word processing, spreadsheets, GIS).
3. Ability to prepare plans, studies, reports and correspondence.
4. Knowledge of inspection, investigative and violation correction techniques.
5. Ability to analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry or threatening people and situations.
7. Knowledge of applicable local and state regulations relating to various land use, nuisance and public safety codes.
8. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
9. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
10. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps and aerial photographs.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. Three to five (3-5) years of experience in local, state or federal government planning, zoning, community development, housing or building inspections, law enforcement or related field.
2. Possess a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Engineering Technician I (Permits Option)
Department: Planning and Zoning
Job Analysis: September 2023, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Project Coordinator, [Planning Manager - Permit Engineer](#), ~~Deputy Planning Director~~, Planning [and Zoning](#) Director, County Engineer

Subordinate Staff: N/A

Internal Contacts: [Planning Manager - Code Enforcement](#), [Planning Manager – Current Planning](#), [Planning Manager – Natural Resources](#), [Building Official](#), [Highway Department Section Heads and Staff](#)~~Planning and Zoning Management Team Members, Staff, and other County Employees~~

External Contacts: General Public, Applicants, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Engineering Consultants, Surveyors, Attorneys and Local Officials

Status: Classified/Non-Exempt (310)

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on subdivision developments in Baldwin County in accordance with the approved construction plans and coordinating and performing inspections of development related work being conducted on County rights-of-way under other Planning and Zoning permits or agreements. A person in this position must be able to travel to construction sites throughout the County and must develop a good understanding of the County's Highway network.

This individual shall also successfully complete any job/duty deemed necessary by the Planning Director, ~~Deputy Planning Director~~, Permit Engineer, Project Coordinator, or his/her Designee.

Job Domains

A. Permitting

1. Update and maintain applications for various development permits in the County rights-of-ways.
2. Review GIS data and maps as needed as part of the review process.
3. Process applications to determine if the appropriate regulations are met.
4. Correspond with applicants and any other County employees as necessary.
5. Create agenda items for License Agreements.

B. Inspections

1. Inspects workmanship and materials of the construction of subdivision developments, including associated utility, and ROW work to ensure compliance with approved plans. This includes review of site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to ensure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.
5. Inspect construction projects to ensure Baldwin County and Alabama Department of Transportation (ALDOT) standards and specifications are followed.

C. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare weekly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.
5. Maintain database of all permitted projects.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff, general public, applicants, utility departments, and County Commission, ask for information and instructions, and communicate by email or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals, and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer, and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
8. Knowledge of standard utility installation techniques.
9. Ability to address deficiencies of new utility installations.
10. Ability to coordinate construction activities and utility activities to avoid conflicts.
11. Ability to successfully balance workloads.

12. Knowledge of Microsoft Excel and other software to successfully maintain databases.
13. Knowledge of county road and bridge systems, the Baldwin County Zoning Ordinance, and the Baldwin County Subdivision Regulations.
14. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
15. Ability to use level, calculator, drawing tools, chain and plumb bob.
16. Ability to exercise independent judgment and initiative in planning and implementing work.
17. Knowledge of rules and regulations regarding safety.
18. Ability to establish and maintain effective working relationships with associates, supervisors, developers, and contractors in this work.
19. Ability to understand and follow complex written and verbal instructions.
20. Knowledge of ARCGIS and ARCMAP.
21. Knowledge of Microsoft Outlook and how manage/compose emails.
22. Knowledge of Microsoft Powerpoint to put together presentations.
23. Knowledge of deed research and county software that is applicable.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisor, co-workers, and the public in a polite and effective manner.
4. Body movement to bend, stoop and move about in an outdoor environment with live traffic.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

1. High school diploma or equivalent. Experience preferred, but not required.
2. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Engineering Technician II (Permits Option)
Department: Planning and Zoning
Job Analysis: September 2023, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Project Coordinator, [Planning Manager - Permit Engineer](#), ~~Deputy Planning Director~~, Planning [and Zoning](#) Director, County Engineer

Subordinate Staff: N/A

Internal Contacts: [Planning Manager - Code Enforcement](#), [Planning Manager – Current Planning](#), [Planning Manager – Natural Resources](#), [Building Official](#), [Highway Department Section Heads and Staff](#)~~Planning and Zoning Management Team Members, Staff, and other County Employees~~

External Contacts: General Public, Applicants, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Engineering Consultants, Surveyors, Attorneys and Local Officials

Status: Classified/Non-Exempt (311)

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on subdivision developments in Baldwin County in accordance with the approved construction plans and coordinating and performing inspections of development related work being conducted on County rights-of-way under other Planning and Zoning permits or agreements. A person in this position must be able to travel to construction sites throughout the County and must develop a good understanding of the County's Highway network.

This individual shall also successfully complete any job/duty deemed necessary by the Planning Director, ~~Deputy Planning Director~~, Permit Engineer, or his/her Designee.

Job Domains

A. Permitting

1. Update and maintain applications for various development permits in the County rights-of-ways.
2. Review GIS data and maps as needed as part of the review process.
3. Process applications to determine if the appropriate regulations are met.
4. Correspond with applicants and any other County employees as necessary.
5. Create agenda items for License Agreements.

B. Inspections

1. Inspects workmanship and materials of the construction of subdivision developments, including associated utility, and ROW work to ensure compliance with approved plans. This includes review of site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to ensure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.
5. Inspect construction projects to ensure Baldwin County and Alabama Department of Transportation (ALDOT) standards and specifications are followed.

C. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare weekly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.
5. Maintain database of all permitted projects.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff, general public, applicants, utility departments, and County Commission, ask for information and instructions, and communicate by email or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals, and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer, and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
8. Knowledge of standard utility installation techniques.
9. Ability to address deficiencies of new utility installations.
10. Ability to coordinate construction activities and utility activities to avoid conflicts.
11. Ability to successfully balance workloads.

12. Knowledge of Microsoft Excel and other software to successfully maintain databases.
13. Knowledge of county road and bridge systems, the Baldwin County Zoning Ordinance, and the Baldwin County Subdivision Regulations.
14. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
15. Ability to use level, calculator, drawing tools, chain and plumb bob.
16. Ability to exercise independent judgment and initiative in planning and implementing work.
17. Knowledge of rules and regulations regarding safety.
18. Ability to establish and maintain effective working relationships with associates, supervisors, developers, and contractors in this work.
19. Ability to understand and follow complex written and verbal instructions.
20. Knowledge of ARCGIS and ARCMAP.
21. Knowledge of Microsoft Outlook and how manage/compose emails.
22. Knowledge of Microsoft Powerpoint to put together presentations.
23. Knowledge of deed research and county software that is applicable.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisor, co-workers, and the public in a polite and effective manner.
4. Body movement to bend, stoop and move about in an outdoor environment with live traffic.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

1. High school diploma or equivalent and two (2) years' experience preferred, but not required.
2. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Engineering Technician III (~~Permits Option~~P&Z)
Department: Planning and Zoning
Job Analysis: September 2023, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Project Coordinator, Planning Manager - Permit Engineer, Deputy Planning Director, Planning and Zoning Director, County Engineer
Subordinate Staff: N/A
Other Internal Contacts: Planning Manager - Code Enforcement, Planning Manager – Current Planning, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff~~Planning and Zoning Management Team Members, Staff, and other County Employees~~
External Contacts: General Public, Applicants, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Engineering Consultants, Surveyors, Attorneys and Local Officials
Status: Classified/Non-Exempt (312)

Job Summary

This individual is responsible for permitting, inspecting, documenting, and reporting on subdivision developments in Baldwin County in accordance with the approved construction plans and coordinating and performing inspections of development related work being conducted on County rights-of-way under other Planning and Zoning permits or agreements. A person in this position must be able to travel to construction sites throughout the County and must develop have a good understanding of the County's Highway network. This individual is responsible for assisting with the review of subdivision and site plan applications to ensure the Baldwin County Subdivision Regulations and Baldwin County Zoning Ordinances are met.

This individual shall also successfully complete any job/duty deemed necessary by the Planning Director, Deputy Planning Director, Permit Engineer, or his/her Designee.

Job Domains

A. Permitting

1. Update and maintain applications for various development permits in the County rights-of-way.
2. Review GIS data and maps as needed as part of the review process.
3. Process applications to determine if the appropriate regulations are met.
4. Correspond with applicants and any other County employees as necessary.
5. Create agenda items for License Agreements.
6. Review subdivision applications and create staff reports for public hearings.

B. Inspections

1. Inspects workmanship and materials of the construction of subdivision developments, including associated utility and R.O.W. work, to ensure compliance with approved plans. This includes site grading work, erosion control, pavement, water, sewer, and other utilities.
2. Inspects all traffic control devices (temporary & permanent) in permitted projects to ensure they are in working order and serving their purpose.
3. Complete required inspection forms and correspondence to appropriate representatives.
4. Follow-up on comments to ensure completion.
5. Inspect construction projects to ensure Baldwin County and Alabama Department of Transportation (ALDOT) standards and specifications are followed.

C. Reporting and Controlling

1. Keep diary of work progress for each permitted project and prepare weekly progress reports, etc.
2. Determines quantities used in completion of project for estimates of quantities, if needed.
3. Fill out and submit all required forms and supporting data.
4. Prepare daily work activity sheets for record keeping.
5. Maintain database of all permitted projects.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate effectively with office staff, general public, utility departments and County Commission, ask for information and instructions, and communicate by email or phone.
2. Writing skills to prepare reports, complete forms, compose letters.
3. Reading skills to read and understand written instructions, manuals and correspondence.
4. Listening skills to understand verbal communications with co-workers and public.
5. Ability to operate office machines such as calculator, computer, and copy machine.
6. Knowledge of general office procedures.
7. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
8. Knowledge of standard utility installation techniques.

9. Ability to address deficiencies of new utility installations.
10. Ability to coordinate construction activities and utility activities to avoid conflicts.
11. Ability to successfully balance workloads.
12. Knowledge of Microsoft Excel and other software to successfully maintain databases.
13. Knowledge of county road and bridge systems, the Baldwin County Zoning Ordinances, and the Baldwin County Subdivision Regulations.
14. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
15. Ability to use level, calculator, drawing tools, chain and plumb bob.
16. Ability to exercise independent judgment and initiative in planning and implementing work.
17. Knowledge of rules and regulations regarding safety.
18. Ability to establish and maintain effective working relationships with associates, supervisors, developers and contractors in this work.
19. Ability to understand and follow complex written and verbal instructions.
20. Knowledge of ARCGIS and ARCMAP.
21. Knowledge of Microsoft Outlook and how manage/compose emails.
22. Knowledge of Microsoft Powerpoint to put together presentations.
23. Knowledge of deed research and county software that is applicable.

Physical Characteristics

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate effectively with supervisor, co-workers, and the public in a polite and effective manner.
4. Body movement to bend, stoop and move about in an outdoor environment near live traffic.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines.
2. Willing to travel for schools and training.

Minimum Qualifications

1. High school diploma or equivalent and five (5) years' experience preferred, but not required.
2. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Natural Resource Planner

Department: Planning and Zoning

Job Analysis: September 2020, September 2022, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: ~~Senior Natural Resources Planner~~ Planning Manager – Natural Resources, Planning and Zoning Director, County Engineer

Subordinate staff: Planning Technician I – Natural Resources

Internal contacts: Planning Manager - Code Enforcement, Planning Manager – Current Planning, Planning Manager – Permit Engineer, Building Official, Highway Department Section Heads and Staff~~Planning Staff and other County employees~~

External contacts: General Public, Alabama Department of Environmental Management, Corps of Engineers, U.S. Fish & Wildlife, local environmental organizations, state and municipal staff

Status: Classified/Exempt (S316)

Job Summary

This is an advanced professional position which focuses on natural resources management and environmental planning, requiring collaboration with various stakeholders including city officials, state and federal agencies, local environmental and land management agencies, and community organizations. Assists with the development and management of various policies, plans and studies in areas of watershed planning, wetlands conservation, stormwater management, public land management, forestry management, air quality, water quality, erosion control and other environmental and community development programs. This position will also assist with grant applications and managing the implementation of County lead environmental enhancement and preservation projects. Assists in the research and development of Comprehensive Plan and other long-range plans relating to natural resources of the County. Develop and manage various policies, plans and studies in areas of watershed planning, wetlands conservation, stormwater management, air quality, water quality, erosion control and other environmental and community development programs.

Job Domains

1. Conduct research and analysis on various environmental issues. Develop and implement long range environmental plans and studies for Baldwin County related to watershed planning, wetlands conservation, stormwater management, [public land management](#), [forestry management](#), air quality, water quality and erosion control. Monitor plan progress. Maintain plans in up-to-date manner.
2. Assist in environmentally related grant projects including project scope development and selection, and similar tasks as appropriate.
3. Represent the County on various committees and organizations related to the environment such as the Mobile Bay NEP. Act as liaison to various state and federal environmental agencies including ADEM, COE, USF&W etc. Respond to inquiries from the public about environmental issues and regulations.
4. Attend and present reports at Planning Commission meetings, public hearings, public meetings, and County Commission meetings as necessary.
5. Prepare responses to COE wetland dredge and fill permit applications and ADEM air quality proposals.
6. Work on special projects related to the Baldwin County Master Plan, areas land use plans and similar studies/plans including but not limited to environment & conservation, parks & recreation, and growth & development.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively.
2. Knowledge of computers and software related to job (word processing, spreadsheets, GIS). Ability to prepare plans, studies, reports and correspondence.
3. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
4. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.

Other Characteristics

1. Willing to work evenings and weekends when necessary.

Minimum Qualifications

1. Graduate of an accredited college or university with a bachelor's degree in planning, environmental science, geography, or related field.
2. Prefer Master's degree, AICP certification and experience in area of environmental planning.
3. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Planner (Part-Time)
Department: Planning and Zoning
Job Analysis: April 2022, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Planning Manager – Current Planning, Planning and Zoning Director, County Engineer Administrator

Subordinate staff: Planning Technician, Office Manager Associate Planner, Planning Technician I, II, III, Planning Technician Trainee

Internal contacts: Planning Manager - Code Enforcement, Planning Manager – Current Permit Engineer, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff Code Enforcement Officer, Building Official, Highway Department Section Heads and Staff

External contacts: General Public, Developers, Builders, Utility Providers, State and Municipal Staff, Environmental Agencies

Status: Classified/Part-Time/Non-Exempt (314)

Job Summary

The part-time Planner position works with Planning and Zoning staff in the administration of zoning and other land development regulations and assists in the development and implementations of long-range plans and studies related to the growth and development of Baldwin County.

Job Domains

1. Attend various meetings as needed. Maintain relevant databases.
2. Review development proposals for compliance with the Master Plan.
3. Review development proposals for compliance with the zoning ordinance and other land development regulations.

4. Prepare staff reports on zoning cases for Planning Commission and County Commission consideration.
5. Attend Planning Commission meetings, public hearings and County Commission meetings.
6. Prepare staff reports on variance and special exception cases for Board of Adjustment consideration. Attend Board of Adjustment meetings.
7. Advise applicants/property owners of zoning regulations, historic and preservation district requirements and other land development regulations and respond to public inquiries on same.
8. Work on special projects related to the Master Plan, land use plans and similar studies/plans including but not limited to transportation, parks & recreation and utilities.
9. Prepare zoning maps and custom maps as needed.
10. Assist Planning [and Zoning](#) Director and County [Administrator-Engineer](#) on other projects as needed.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively.
2. Knowledge of computers and software related to job (word processing, spreadsheets, GIS).
3. Ability to prepare plans, studies, reports and correspondence.
4. Knowledge of the planning process, zoning, subdivision and other land use regulatory and planning mechanism.
5. Ability to analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry or threatening citizens.
7. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
8. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
9. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps and aerial photographs.

Other Characteristics

1. Willing to work non-standard hours necessary.

Minimum Qualifications

1. Graduate of an accredited college or university with a Bachelor's degree in planning geography or closely related field or equivalent experience.
2. Geographic Information Systems (GIS) experience desired.
3. A minimum of five (5) years of relevant experience in the field of planning and zoning may be substituted for educational requirements.
4. Have a valid driver's license.

POSITION DESCRIPTION

Title: Planner

Department: Planning and Zoning

Job Analysis: February 2011, July 2012, February 2015, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Planning Manager – Current Planning, Planning and Zoning Director, County Engineer Administrator

Subordinate staff: Associate Planner, Planning Technician I, II, III, and Planning Technician Trainee
~~Planning Technician, Office Manager~~

Internal contacts: Planning Manager - Code Enforcement, Planning Manager – Current Permit Engineer, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff
~~Code Enforcement Officer, Building Official, Highway Department Section Heads and Staff~~

External contacts: General Public, Developers, Builders, Utility Providers, State and Municipal Staff, Environmental Agencies

Status: Classified/Exempt (S314)

Job Summary

The Planner position works with Planning and Zoning staff in the administration of zoning and other land development regulations and assists in the development and implementations of long range plans and studies related to the growth and development of Baldwin County.

Job Domains

1. Attend various meetings as needed. Maintain relevant databases.
2. Review development proposals for compliance with the Master Plan.
3. Review development proposals for compliance with the zoning ordinance and other land development regulations.
4. Prepare staff reports on zoning cases for Planning Commission and County Commission consideration.
5. Attend Planning Commission meetings, public hearings and County Commission meetings.

6. Prepare staff reports on variance and special exception cases for Board of Adjustment consideration. Attend Board of Adjustment meetings.
7. Advise applicants/property owners of zoning regulations, historic and preservation district requirements and other land development regulations and respond to public inquiries on same.
8. Work on special projects related to the Master Plan, land use plans and similar studies/plans including but not limited to transportation, parks & recreation and utilities.
9. Prepare zoning maps and custom maps as needed.
10. Assist Planning [and Zoning](#) Director and County ~~Administrator~~[Engineer](#) on other projects as needed.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively.
2. Knowledge of computers and software related to job (word processing, spreadsheets, GIS).
3. Ability to prepare plans, studies, reports and correspondence.
4. Knowledge of the planning process, zoning, subdivision and other land use regulatory and planning mechanism.
5. Ability to analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry or threatening citizens.
7. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
8. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
9. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps and aerial photographs.

Other Characteristics

1. Willing to work non-standard hours necessary.

Minimum Qualifications

1. Graduate of an accredited college or university with a Bachelor's degree in planning geography or closely related field or equivalent experience.
2. Geographic Information Systems (GIS) experience desired.
3. A minimum of five (5) years of relevant experience in the field of planning and zoning may be substituted for educational requirements.
4. Have a valid driver's license.

POSITION DESCRIPTION

Title: ~~Senior Code Enforcement Officer~~ Planning Manager, Code Enforcement

Department: Planning and Zoning

Job Analysis: April 2022, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: ~~Deputy Planning Director, Planning and Zoning Director, County Engineer, County Administrator~~

Subordinate staff: Code Enforcement Officer, Planning Technician (Code Enforcement)

Internal contacts: ~~Planner, Planning Technician, Office Manager, Planning Manager, Current Planning; Planning Manager, Natural Resources; Planning Manager, Permit Engineer; P&Z Staff; Building Official; Highway Department Section Heads and Staff; County Attorney~~

External contacts: General Public, Developers, Builders, Engineers, Surveyors, Consultants, Municipal Officials, Federal & State Agencies, Baldwin County Health Department, Baldwin County Solid Waste Authority, Baldwin County Sheriff's Office, Attorneys and Vendors

Status: Classified/Exempt (S3197)

Job Summary

The Planning Manager - Code Enforcement manages the work program and budget for the code enforcement section of the Planning and Zoning Department. ~~The Code Enforcement Officer~~ Planning Manager - Code Enforcement coordinates enforcement of County Zoning Ordinance, Historic District Regulations, Subdivision Regulations, Unzoned Land Disturbances, Highway Construction Setback, and various other County regulations as appropriate. This position requires significant amounts of research relating to violations which may include researching and analyzing property tax records, land deeds, business licenses, building permits, planning approvals and various other public records. This position is responsible for supervising the entire code enforcement team and will also be responsible for managing code enforcement legal matters. This position supports the direction of operations and projects for the department

and serves as a representative/liaison in place of the Planning and Zoning Director when necessary.

Job Domains

1. Oversight of all operational activities related to intake and processing of code violation complaints.
2. Assist with developing and monitoring the department work program with special emphasis on code enforcement activities.
- ~~1.3.~~ Responsible with enforcement of County Zoning Ordinance, Subdivision Regulations, Historic District Regulations and various other County regulations as appropriate.
- ~~2.4.~~ Responsible for maintaining files and records of any and all enforcement cases and maintain relevant databases.
- ~~3.5.~~ Primary point of contact for violations and complaints.
6. Coordinate with other sections of the Planning and Zoning Department, Highway Department, Health Department, Solid Waste Authority, and County Attorney to determine the appropriate method of resolving code violations.
7. Responsible for preparing and overseeing the preparation of code violation staff reports and legal files necessary to resolve code violations.
- ~~4.8.~~ Work on special projects related to the Baldwin County Comprehensive Plan, ~~area land-use plans~~Zoning Ordinance, Subdivision Regulations, and similar studies/plans ~~including but not limited to transportation, parks & recreation and utilities.~~
- ~~5.9.~~ Assist Planning ~~and Zoning~~ Director ~~and County Administrator~~ on other projects as needed.

Knowledge, Skills, and Abilities

1. Knowledge of management principles.
- ~~1.2.~~ Ability to communicate effectively.
- ~~2.3.~~ Knowledge and ability to use computers and software related to job (word processing, spreadsheets, GIS).
- ~~3.4.~~ Ability to prepare plans, studies, reports and correspondence.
- ~~4.5.~~ Knowledge of inspection, investigative and violation correction techniques.
- ~~5.6.~~ Ability to analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.
- ~~6.7.~~ Ability to handle high stress situations and effectively deal with difficult, angry or threatening people and situations.
- ~~7.8.~~ Knowledge of applicable local and state regulations relating to various land use, nuisance and public safety codes.
- ~~8.9.~~ Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
- ~~9.10.~~ Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
- ~~10.11.~~ Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps and aerial photographs.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. Bachelor's degree in technical field preferred.
2. Three to five (~~53-510~~) years of experience in local, state or federal government planning, zoning, community development, housing or building inspections, law enforcement or related field.
3. Possess a valid driver's license.

POSITION DESCRIPTION

Title: ~~Senior Planner~~ [Planning Manager, Current Planning](#)

Department: Planning and Zoning

Job Analysis: October 2019, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

Relationships

Reports to: Planning [and Zoning](#) Director

Subordinate staff: ~~Planner, Planning Technician~~ [Senior Planner; Planner, Associate Planner, Planning Technician I, II, & III, & Planning Technician Trainee](#)

Internal contacts: ~~Code Enforcement Officer, Administrative Support Specialist I, Office Administrator (Subdivisions), Permit Subdivision Coordinator~~ [Planning Manager - Permit Engineer, Planning Manager - Natural Resources, Planning Manager - Code Enforcement, P&Z Staff, BCHD Section Heads & Staff,⁵ - Building Official, & other County Staff](#)

External contacts: [General Public, Developers, Builders, Contractors, Engineers, Surveyors, Consultants, State and Municipal Officials, ALDOT, & Attorneys and Vendors](#)

Status: Classified/Non-Exempt (S3196)

Job Summary

[The Planning Manager, Current Planning manages the work program and budget for the current planning section of the Planning and Zoning Department.](#) This is an advanced professional position which must exercise judgment in preparing reports within established guideline and ordinances. Must [have](#) supervisory/management skills and have a thorough knowledge of the principles and practices and techniques of planning and zoning and development. Assists in the administration of the Baldwin County Land Development Regulations, prepare staff reports. Assists in the research and development of Comprehensive Plan and other long-range plans relating to growth and development of the County. Conducts plan review for zoning compliance and other applicable regulations. [This position supports the direction of operations and projects for the department and serves as a representative/liaison in place of the Planning and Zoning Director when necessary.](#)

Job Domains

1. Oversight of all operational activities related to intake and processing with special emphasis on items coming before the County Commission, Planning Commission, Board of Adjustment, and the Architecture Review Board.
2. Assist with developing and monitoring the department work program with special emphasis on permit processing, Zoning Ordinance amendments, Subdivision Regulation amendments, and Comprehensive Master Plan amendments.
- ~~1.3.~~ This position will conduct plan review for compliance with the zoning regulations and other land development regulations.
- ~~2.4.~~ This position will advise applicants, property owners and public on land development regulations.
- ~~3.5.~~ This position will prepare and oversee the preparation of staff reports for subdivisions, rezoning, conditional use, special exception, and variance requests.
- ~~4.6.~~ Research and develop information for Comprehensive Plan and other long-range plans as directed.
- ~~5.7.~~ Act as lead planner of development review and manages project as assigned for Planner and Planning Technician.
- ~~6.8.~~ Act as point of contact for major project plan submissions.
- ~~7.9.~~ Assist with the Municipal Separate Storm Sewer System (MS4) program.
- ~~8.10.~~ Assist Planning and Zoning Director on other projects as needed.

Knowledge, Skills, and Abilities

1. Knowledge of management principles.
- ~~1.2.~~ Ability to communicate effectively.
- ~~2.3.~~ Ability to use computers and software related to job (word processing, spreadsheets, GIS).
- ~~3.4.~~ Ability to prepare plans, studies, reports and correspondence.
- ~~4.5.~~ Knowledge of planning process, zoning, subdivision, and other land use regulatory and planning mechanisms.
- ~~5.6.~~ Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- ~~6.7.~~ Ability to handle high stress situations and effectively deal with difficult, angry or threatening people and situations
- ~~7.8.~~ Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the public.
- ~~8.9.~~ Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
- ~~9.10.~~ Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps and aerial photographs.

Other Characteristics

1. Willing to work evenings and weekends when necessary.

Minimum Requirements

1. Graduate of an accredited college or university with a bachelor's degree in planning or related field and a minimum of ~~53~~-105 years professional planning experience. Master's degree and AICP certification preferred.
2. Possess a valid driver's license.

POSITION DESCRIPTION

Title: ~~Senior Natural Resource Planner~~ [Planning Manager, Natural Resources](#)

Department: Planning and Zoning

Job Analysis: September 2024, ~~September 2025~~

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

Relationships

Reports to: Planning ~~and Zoning~~ Director, [County Engineer](#)

Subordinate staff: Natural Resource Planner and Planning Technician I – Natural Resources

Other internal contacts: ~~Planning Staff and other County employees~~ [Planning Manager - Current Planning, Planning Manager - Code Enforcement, Planning Manager - Permit Engineer, P&Z Staff, BCHD Section Heads & Staff, Building Official](#)

External contacts: General Public, Alabama Department of Environmental Management, Corps of Engineers, U.S. Fish & Wildlife, local environmental organizations, [State and Municipal Staff](#)

Status: Classified/Exempt (S31~~97~~)

Job Summary

[The Planning Manager, Natural Resources manages the work program and budget for the natural resources planning section of the Planning and Zoning Department. This is an advanced professional position which focuses on natural resources management and environmental planning, requiring collaboration with various stakeholders including city officials, state and federal agencies, local environmental and land management agencies, and community organizations. Responsible for overseeing the development and management of various policies, plans and studies in areas of watershed planning, wetlands conservation, stormwater management, public land management, forestry management, air quality, water quality, erosion control and other environmental and community development programs. This position will also assist with grant applications and managing the implementation of County lead environmental enhancement and preservation projects. Assists in the research and development of Comprehensive Plan and other long-range plans relating to natural resources of the County. This position manages the natural resource staff, supports the direction of operations and projects](#)

for the department, and serves as a representative/liaison in place of the Planning and Zoning Director when necessary.

Job Domains

1. Assists with the development and monitoring of the department work program with a special emphasis on construction plan permits, turn-out permits, construction inspection, and project closeout.

2. Assist with the supervision, direction, and evaluation of staff within the department with an emphasis on natural resources section. Interview and recommend new hires as necessary.

3. Train/develop employees as needed in department operations and professional skills.

14. Conduct research and analysis on various environmental issues. Develop and implement long range environmental plans and studies for Baldwin County related to watershed planning, wetlands conservation, stormwater management, public land management, forestry management, air quality, water quality and erosion control. Monitor plan progress. Maintain plans in up-to-date manner.

25. Manage projects including development of project scope, grant applications, bid documents, consultant advertisement and selection, contract negotiation, fee proposals for consultants, and similar tasks as appropriate.

3. Represent the County on various committees and organizations related to the environment. Act as liaison to various state and federal environmental agencies including ADEM, COE, USF&W etc. Respond to inquires from the public about environmental issues and regulations.

4. Provide staff support to the environmental advisory board.

5. Attend and present reports at Planning Commission meetings, public hearings, public meetings and County Commission meetings as necessary.

6. Prepare responses to COE wetland dredge and fill permit applications and ADEM air quality proposals.

7. Work on special projects related to the Baldwin County Comprehensive Master Plan, areas land use plans and similar studies/plans including but not limited to environment & conservation, parks & recreation, utilities and growth & development.

9. Assist with development plan review and staff reports as necessary.

108. Assist Planning and Zoning Director on other projects as needed.

~~9. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.~~

~~10. Ability to handle high stress situations and effectively deal with difficult, angry or threatening people and situations.~~

~~11. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.~~

~~12. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.~~

~~13. Manage and evaluate natural resource staff.~~

Knowledge, Skills, and Abilities

1. Knowledge of management principles.
2. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
3. Ability to handle high stress situations and effectively deal with difficult, angry or threatening people and situations.
4. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
5. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
- ~~61.~~ 72. Ability to communicate effectively.
- ~~83.~~ Knowledge of computers and software related to job (word processing, spreadsheets, GIS).
94. Ability to prepare plans, studies, reports and correspondence.

Other Characteristics

1. Willing to work evenings and weekends when necessary.

Minimum Requirements

1. Graduate of an accredited college or university with a Bachelor's degree in planning, environmental science, geography, or related field. Prefer Master's degree, AICP certification and experience in area of environmental planning.
- ~~1.2.~~ Possess a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: [Planning Manager](#), Permit Engineer
Department: Planning and Zoning Department
Job Analysis: 11/12, 08/15, 09/17, 09/18, 08/19, 01/20, 09/22, 11/22, 09/23, [09/25](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Planning Director
Subordinate Staff: [Permit Personnel](#)[Civil Engineer \(P&Z\)](#), [Project Coordinator \(P&Z\)](#), [Engineering Tech I, II, & III](#)
Internal Contacts: [Planning and Zoning Management Team Members and Staff](#), [BCHD Section Heads and Staff](#), and [other County Employees](#)[Manager - Current Planning](#), [Planning Manager - Natural Resources](#), [Planning Manager - Code Enforcement](#); [Planning & Zoning Staff](#); [BCHD Section Heads & Staff](#); & [other County Employees](#)
External Contacts: General Public, Municipal Officials, Contractors, Developers, Engineers, Surveyors, ALDOT and other state and local officials, attorneys, and vendors.
Status: Classified/Exempt (S3[2019](#))

Job Summary

[The Planning Manager, Permit Engineer manages the work program and budget for the permitting section of the Planning & Zoning Department. This position is a member of The employee will be](#) the management team ~~member~~ within the Planning and Zoning Department responsible for overseeing and directing reviews and field inspections of subdivision construction permits and the following: right-of-way permitting, commercial site plan applications, commercial turnouts, turn lane permits required as part of P&Z approved developments, and expressway connection permits. The employee also manages the County's access management ~~plans for the Baldwin Beach Express and Foley Beach Express~~ [policy for residential and commercial development and construction](#). Employee will perform highly responsible and diverse civil engineering tasks. [This position supports the direction of the](#)

operations and projects for the department and serves as a representative/liaison in place of the Planning & Zoning Director when necessary.

Job Domains

1. Assists with the development and monitoring of the department work program with a special emphasis on construction plan permits, turn-out permits, construction inspection, and project closeout.
2. Assist with the supervision, direction, and evaluation of staff within the department. Interview and recommend new hires as necessary.
3. Train/develop employees as needed in department operations and professional skills.
- ~~4.~~4. Directs and oversees the review of all Subdivision Construction Permits, Commercial Site Plan applications, Commercial Turn-out Permits, and Turn-lane Permits required as part of P&Z approved developments.
- ~~2.~~5. Manages the Access Management ~~Plans for both the Baldwin Beach Express and the Foley Beach Express~~Policy for residential and commercial development and construction.
- ~~3.~~6. Oversees the inspections of subdivision construction projects for compliance with the Baldwin County Subdivision Regulations.
- ~~4.~~7. Support the inspection of commercial construction projects for compliance with the Baldwin Zoning Ordinance. Coordinates with the Highway Department as needed.
- ~~5.~~8. Attends development pre-application meetings and Planning and Zoning Commission meetings monthly, or as required.
- ~~6.~~9. Oversees the review of roadway design, drainage calculations, traffic studies, field inspections etc., to ensure compliance with the Baldwin County Subdivision Regulations, Baldwin County Zoning Ordinance, and other applicable laws and regulations, and reports results of subdivision reviews in written and verbal form to applicants and the Planning & Zoning Commission.
- ~~7.~~10. As part of development reviews, if necessary, performs detailed engineering calculations and sizing of drainage structures in accordance with applicable engineering standards.
11. As part of development reviews, if necessary, performs detailed traffic engineering analysis and makes recommendations for roadway capacity and safety improvements.
12. Represent the County to various groups/organizations as needed.
- ~~8.~~13. Assist the Planning and Zoning Director and/or County Engineer on other projects as needed.

Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Attend seminars and conferences related to job domains.
3. Must be highly motivated and organized.
4. Assist with infrastructure inspections as part of disaster recovery efforts.
5. Prepare presentations for the Commission and public as required by the County Engineer.

Knowledge, Skills, and Abilities

1. Knowledge of management principles

- ~~1.2.~~ Verbal skills to direct and supervise subordinates, deal with the public, and handle various requests from the public, other Departments, and Commissioners.
- ~~2.3.~~ Writing skills to prepare reports and presentations.
- ~~3.4.~~ Math skills to accomplish any variety of civil engineering typical problems.
- ~~4.5.~~ Reading skills to read maps, blueprints, technical publications, etc.
- ~~5.6.~~ Skills in planning and scheduling.
- ~~6.7.~~ Knowledge of occupational safety and health requirements.
- ~~7.8.~~ Hear well enough to understand normal conversations.
- ~~8.9.~~ Technical skills to operate complex engineering or GIS related computer programs.
- ~~9.10.~~ Microsoft Office products including Word, Excel, and PowerPoint.
- ~~10.11.~~ Experience with engineering software for storm water modeling and traffic analysis (e.g. HydroCAD, StormCAD, CulvertMaster, HCS, etc.)
- ~~11.12.~~ Knowledge of transportation engineering references (MUTCD, AASHTO Roadside Safety Guide, NCHRP 457, ITE Trip Generation Manual, AASHTO A Policy on the Geometric Design of Highways and Streets, etc.).

Other Characteristics

- 1. Willing to work non-standard hours as necessary.
- 2. Willing to attend meetings and other work activities.

Minimum Requirements

- 1. Bachelor's degree in civil engineering with four (4) years' experience in planning or civil engineering activities preferred.
- 2. Registered as a Professional Engineer in the State of Alabama, or the ability to gain reciprocity, required.
- 3. Possess a valid driver's license and be insurable by the County's insurance standards.
- 4. CAD and GIS experience preferred but not required.

POSITION DESCRIPTION

Title: Planning Technician I
Department: Planning and Zoning
Job Analysis: Feb 2011, July 2012, Feb 2015, Aug 2021, Sept 2022, Sept 2025

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: ~~Senior Code~~ Planning Manager – Current Planning, Planning Manager – Code Enforcement Officer, Planning Manager – Natural Resources, Senior Planner, Associate Planner Development Review Planner, Deputy Planning Director, Planning and Zoning Director, County Administrator ~~Engineer~~

Subordinate staff: None

Internal contacts: Planning Manager - Code Enforcement, Planning Manager – Current Permit Engineer, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff ~~Code Enforcement Team Members, Natural Resource Planner, Building Official, Building Inspectors, Highway Department Section Heads and Staff.~~

External contacts: General Public, Developers, Builders, Utility Providers, State and Municipal Staff, Environmental Agencies ~~General Public~~

Status: Classified/ Non-Exempt (310)

Job Summary

The Planning Technician position primarily involves the review of plans for compliance with County regulations as well as disseminating information and assisting the public in planning and zoning related matters. May support Code Enforcement and Natural Resource Planning as required. Other related duties may be assigned by the Planning and Zoning Director.

Job Domains

1. Provide exceptional customer service when assisting the public regarding Planning and Zoning related matters.

2. Gather and present data in written and graphic format for use by the Planning and Zoning Department staff.
3. Read and interpret buildings plans, site plans and other relates maps or plans for compliance with County regulations.
4. Process applications for County regulation compliance.
5. Accept applications for Planning Commission and Boards of Adjustment.
6. Schedule and attend Board of Adjustment and Planning Commission meetings.
7. Review development proposals for compliance with historic district design standards.
8. Schedule and attend meeting of the Architectural Review Board (ARB).
9. Prepare maps as needed.
10. Perform research for various planning projects.
11. May support Code Enforcement and Natural Resource Planning as required.
12. Other duties assigned by the Director and County Administrator.

Knowledge, Skills, and Abilities

1. Ability to read and analyze building plans and site plans.
2. Ability to understand and apply County regulations in the review of plans.
3. Strong interpersonal and communication skills.
4. High proficiency in the use computer software including current versions of Microsoft Office Suite and similar software packages.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. High School diploma or equivalent.
2. Possess a valid driver's license.

POSITION DESCRIPTION

Title: Planning Technician II
Department: Planning and Zoning
Job Analysis: September 2022, September 2025

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Planning Manager – Current Planning, Planning Manager – Code Enforcement, Planning Manager – Natural Resources, Senior Planner, Associate Planner, Planning and Zoning Director, County Engineer, Senior Code Enforcement Officer, Senior Planner, Development Review Planner, Deputy Planning Director, Planning Director, County Administrator

Subordinate staff: None

Internal contacts: Planning Manager - Code Enforcement, Planning Manager – Current Permit Engineer, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff, Code Enforcement Team Members, Natural Resource Planner, Building Official, Building Inspectors, Highway Department Section Heads and Staff.

External contacts: General Public, Developers, Builders, Utility Providers, State and Municipal Staff, Environmental Agencies, General Public

Status: Classified/ Non-Exempt (311)

Job Summary

The Planning Technician II position primarily involves the review of plans for compliance with County regulations as well as disseminating information and assisting the public in planning and zoning related matters, with the added roles of providing management support of meetings. May support Code Enforcement and Natural Resource Planning as required. Other related duties may be assigned by the Director.

Job Domains

1. Provide exceptional customer service when assisting the public regarding Planning and Zoning related matters.
2. Gather and present data in written and graphic format for use by the Planning and Zoning Department staff.
3. Read and interpret buildings plans, site plans and other relates maps or plans for compliance with County regulations.
4. Process applications for County regulation compliance.
5. Accept applications for Planning Commission and Boards of Adjustment.
6. Manage assigned Public Meetings and the associated appointed Boards (with support of P&Z Management Team) to ensure compliance with notice deadlines, equitable assignment of case load to peers, Open Meetings Act requirements, Roberts Rules of Order, board member terms, board member training, etc.
7. Submit Agenda Items to the County Commission as necessary to fulfill position duties.
8. Schedule and attend Board of Adjustment and Planning Commission meetings.
9. Review development proposals for compliance with historic district design standards.
10. Schedule and attend meeting of the Architectural Review Board (ARB).
11. Prepare maps as needed.
12. Perform research for various planning projects.
13. May support Code Enforcement and Natural Resource Planning as required.
14. Other duties assigned by the Director and County [AdministratorEngineer](#).

Knowledge, Skills, and Abilities

1. Ability to read and analyze building plans and site plans.
2. Ability to understand and apply County regulations in the review of plans.
3. Strong interpersonal and communication skills.
4. Strong technical writing skills.
5. High proficiency in the use computer software including current versions of Microsoft Office Suite and similar software packages.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. Associates degree preferred but not required.
2. Strong attitude and technical aptitude given preference over educational background.
3. Possess a valid driver's license.

POSITION DESCRIPTION

Title: Planning Technician Trainee

Department: Planning and Zoning

Job Analysis: September 2023, September 2025

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Planning Manager – Current Planning, Planning Manager – Code Enforcement Officer, Planning Manager – Natural Resources, Senior Planner, Associate Planner, Planning and Zoning Director, County Engineer~~Senior Planners, Deputy Planning Director, Planning Director, County Engineer~~

Subordinate staff: None

Internal contacts: Planning Manager - Code Enforcement, Planning Manager – Current Permit Engineer, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff~~Planning Technicians, Code Enforcement Team Members, Natural Resource Planner, Building Official, Building Inspectors, Highway Department Section Heads and Staff.~~

External contacts: General Public

Status: Classified/ Non-Exempt (308)

Job Summary

The Planning Technician Trainee position primarily involves the review of applications for completeness prior to acceptance into the P&Z review system. This position will need to become an expert at the P&Z administered regulations so that he or she can answer citizen questions via phone and email. The Trainee's goal is to gradually learn Planning Technician I duties including reviewing and approving site plan applications. The position will perform a host of support functions including working with walk-ins, entering code enforcement complaints, preparing for public meetings, etc. Other related duties may be assigned by the Director.

Job Domains

1. Provide exceptional customer service when assisting the public regarding Planning and Zoning related matters.
2. Gather and present data in written and graphic format for use by the Planning and Zoning Department staff.
3. Read and interpret buildings plans, site plans and other related maps or plans for compliance with County regulations.
4. Process applications for County regulation compliance.
5. Accept applications for Planning Commission and Boards of Adjustment.
6. Schedule and attend Board of Adjustment and Planning Commission meetings.
7. Review development proposals for compliance with historic district design standards.
8. Schedule and attend meeting of the Architectural Review Board (ARB).
9. Prepare maps as needed.
10. Perform research for various planning projects.
11. May support Code Enforcement and Natural Resource Planning as required.
12. Other duties assigned by the Director and County Engineer.

Knowledge, Skills, and Abilities

1. Ability to read and analyze building plans and site plans.
2. Ability to understand and apply County regulations in the review of plans.
3. Strong interpersonal and communication skills.
4. High proficiency in the use of computer software including current versions of Microsoft Office Suite and similar software packages.

Other Characteristics

1. Willing to work non-standard hours as necessary.

Minimum Qualifications

1. High School diploma or equivalent.
2. Possess a valid driver's license.

POSITION DESCRIPTION

Title: Project Coordinator
Department: Planning and Zoning
Job Analysis: September 2024, February 2025, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Planning Manager - Permit Engineer (~~PZ~~)
Subordinate Staff: Engineering Technician III, Engineering Technician II, Engineering Technician I
Internal Contacts: Planning Manager - Code Enforcement, Planning Manager – Current Planning, Planning Manager – Natural Resources, Building Official, Highway Department Section Heads and Staff ~~Baldwin County Planning & Zoning Staff, Building Official, Building Inspectors, Highway Department Section Heads and Staff.~~
External Contacts: General Public, Applicants, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Engineering Consultants, Surveyors, Attorneys and Local Officials ~~General Public, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Environmental Agencies, Surveyors, Attorneys and Local Officials~~
Status: Classified/Exempt (S317)

Job Summary

Employee serves as lead project manager for the permit compliance team. Employee will perform highly responsible and diverse civil engineering tasks. Employee will provide management oversight of the P&Z Engineering Technicians and be responsible for developing and managing construction inspection schedules for private development projects and County construction projects that are managed by the P&Z Department. Employee will be responsible for review of plans for compliance with County regulations as well as disseminating information and assisting the public in planning and zoning related matters, with the added roles of providing management support of meetings with specific emphasis on the Planning Commission meeting. May support Code Enforcement and Natural Resource Planning as required. Other related duties may be assigned by the Director.

Job Domains

1. Provide exceptional customer service when assisting the public regarding Planning and Zoning related matters.
2. Gather and present data in written and graphic format for use by the Planning and Zoning Department staff.
3. Read and interpret construction plans, building plans, site plans and other related maps or plans for compliance with County regulations.
4. Process applications for County regulation compliance.
5. Accept applications for Planning Commission and Boards of Adjustment.
6. Manage and/or provide support for Planning and Zoning meetings.
7. Submit Agenda Items to the County Commission as necessary to fulfill position duties.
8. Provide oversight P&Z Administrative Assistants and the application intake process for the Planning and Zoning Department.
9. Provide oversight P&Z Engineering Technicians to develop and manage construction inspection schedules for private development projects and County construction projects managed by the P&Z Department in accordance with the adopted Baldwin County regulations and construction standards.
10. Review development proposals for compliance with Baldwin County Design Standards and adopted regulations.
11. Prepare maps and Planning and Zoning presentations as needed.
12. Perform research for various planning projects and assist with scoping of studies and designs associated with planning projects.
13. Support Code Enforcement and Natural Resource Planning as required.
14. Other duties assigned by the [Planning and Zoning](#) Director.

Knowledge, Skills, and Abilities

1. Verbal skills to deal with the public and handle various requests from the public, developers, engineers, other departments, and commissioners.
2. Ability to read and analyze building plans and site plans.
3. Ability to understand and apply County regulations in the review of plans.
4. Strong interpersonal and communication skills.
5. Strong technical writing skills.
6. High proficiency in the use of computer software including current versions of Microsoft Office Suite and similar software packages.
7. Basic management skills.
8. Must be highly motivated and organized.

Other Characteristics

1. Willing to work overtime and non-standard hours to meet deadlines as required

Minimum Qualifications

1. High School education, minimum of five (5) years experience in design or construction related field.
2. Have a valid driver's license and be insurable by the County's insurance standards.
3. Experience with various design software packages to aid in drainage design, traffic design, project scheduling/management, is a plus.

POSITION DESCRIPTION

Title: Senior ~~Court Administrator~~ Administrative Assistant

Department: Probate

Job Analysis: May 2007, ~~Reviewed~~ August 2011, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Probate Judge, Chief Clerk

Subordinates: None

Internal Contacts: County employees/departments, State agencies, attorneys, business contacts

External Contacts: Attorneys and Staff, General Public, all businesses and Professionals by personal contact and via phone/electronic mail

Status: Classified/Non-Exempt (3120)

Job Summary

Performs administrative duties for the Probate Judge, Chief Clerk and various Probate departments, including composing and generating correspondence and other documents. In many instances, the Probate Office first point of contact for assistance (i.e. personal and telephone). Prepares proofs and/or standard forms such as pamphlets, letterhead, ~~Probate Office advertisements, organizational charts, poll worker information lists~~. Prepares correspondence for special projects and/or budgets. ~~Assists high school students through Job Shadow visits/tours the Probate Office in connection with the Baldwin County Board of Education and the Baldwin County Chambers of Commerce.~~ Schedules and coordinates meetings and/or appointments during and after hours events (i.e. socials, weddings, Business After Hours, Open House...etc.). Prepares and maintains Judge's calendar. Schedules and arranges travel and verifies that proper receipts and/or information are approved and filed with appropriate departments. Files, types and schedules job tasks as required with various agencies. Serves as a representative of the Probate Office and Probate Judge in contacts with other employees, officials or the public. Processes vouchers and/or expense reports, as necessary, for payment and reimbursement. Gathers information from various agencies (local, state and others) as needed. Performs various tasks in relation to Elections (~~correspondence to poll workers, including letters and certificates,~~

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~~preparing poll worker checklists, preparing PowerPoint presentations, forms/documentation to ES&S) conducted by the Probate Judge. Copies information and prepares Employee Handbooks for Orientation for Chief Clerk and other tasks as required. Processes Notary Public appointments and commissions. Submits Notary Bonds to Recording and monthly report to the Secretary of State. Processes Notary Certifications and receipts all monies for various Notary functions.~~ Performs tasks that are sensitive and confidential in nature. Performs related work as assigned or required.

Job Domains

1. Type letters and correspondence for Probate Judge and Chief Clerk on a daily basis.
2. Take dictation as necessary.
3. Type documents, orders and other memoranda as necessary.
4. Answers and maintains incoming calls for the Probate Judge.
5. Maintain scheduling, filing and communication for Probate Judge and Chief Clerk.
6. Retrieve materials from files upon request.
- ~~7. Updates volumes of the Code of Alabama as required.~~
- ~~8.~~7. Schedule meeting rooms and coordinate setup.
- ~~9.~~8. Provide information to general public inquiries.
- ~~10.~~9. Prepares voucher requests, as needed.
- ~~11.~~10. Prepares expense reports for reimbursement, as needed.
- ~~12.~~11. Greets visitors in the office, offers assistance/direction to appropriate department, and assures that they are comfortable, if they must wait.
- ~~13.~~12. Direct questions and/or complaints to the appropriate person/department.
- ~~14.~~13. Responsible for submitting information to State Agencies.
14. Responsible for and/or performs other duties as assigned by Probate Judge or Chief Clerk.
15. Assist with interview of new staff member.
16. Maintain effective communication with other office staff.
17. Prepares and manages court cases and legal documents in relation to adoptions, names changes, involuntary commitments, legitimations, and various toher court cases. This includes legal document preparation, coordinating Judge's calendar with attorneys, and preparing court files for recordation.
18. Prepares billing and receipts money. Balances daily receipts.
- ~~15.~~19. In addition this position would help with the duties of Election Manager.

Knowledge, Skills and Abilities

1. Knowledge of modern office practices, procedures and equipment, including: telephone, copy machine, printer, computer, word processors, calculators, typewriters, fax machines and document scanners.
2. Proficient knowledge of business English, spelling and mathematics.
3. Considerable knowledge of accounting and bookkeeping procedures.
4. Skilled in data entry.
- ~~5. Knowledge of payroll procedures.~~

- 6.5. Skilled with various office software including Word, Excel, Outlook, PowerPoint, WordPerfect and Lotus.
- 7.6. Ability to research and analyze problems effectively.
- 8.7. Ability to work toward and meet time sensitive deadlines.
- 9.8. Capable of maintaining complex and difficult clerical records and/or reports.
- 10.9. Ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.
- 11.10. Ability to effectively interface with all levels of management, professionals and external contacts to promote a good relationship between the Probate Judge's Office and the general public.
- 12.11. Ability to establish and maintain effective working relationships with co-workers, general public and Professionals.
- 13.12. Knowledge of general office practices and procedures.
- 14.13. Knowledge of filing procedures.
- 15.14. Knowledge of office operations.
- 16.15. Skilled to communicate effectively with the general public, office staff, professionals and others, both oral and written.
- 17.16. Skilled to read and understand printed reports.
- 18.17. The ability to type efficiently (60 wpm) within acceptable standard of quality and accuracy.
- 19.18. Ability to perform multiple tasks in the work environment.
19. Ability to work independently at most job tasks and others with little or no supervision.
20. Knowledge of Code of Alabama, Acts of Legislature and Attorney General opinions.

Other Characteristics

1. Experience in secretarial related work.
2. Willing to work overtime when necessary.
3. Willing to attend training if necessary.
4. Ability to work under stress of recurring deadlines.

POSITION DESCRIPTION

Title: Probate Court Administrator III

Department: Probate

Job Analysis: May 2007, June 2009, October 2019, [September 2025](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Probate Judge, Chief Clerk

Subordinate Staff: ~~Court Administrators I and II~~

Internal Contacts: Members of Probate Office

External Contacts: Attorneys and staff, County Officials and staff, Law Enforcement Officials and staff, other Career Professionals and General Public

Status: Classified/Exempt (~~310~~[S313](#))

Job Summary

Prepares and maintains court records for Probate Office and Probate Court. Prepares reports, correspondence and legal documents. Researches records of record room, ~~IBM terminal~~, attorney general's opinions and laws of the state that relate to all matters in Probate Court. Schedules court hearings and meetings. Available to answer questions from attorneys, other career professionals and general public. Employees in this class seldom need supervision from their elected or appointed supervisors. Works closely with the Judge in scheduling events and hearings. Performs various other tasks as assigned.

Job Domains

- A. The Probate Court Administrator shall have the following powers and performs the following duties:
1. Prepares and manages a caldron of court cases and legal documents in relation to estates, guardianship, conservatorships, condemnations, establishment of cemeteries, transfer of liens to bonds, partition of lands, tax deeds, adoptions, name changes, commitments, legitimations, and various other court cases. This includes legal document preparation, coordinating Judge's calendar with attorneys, and preparing court files for recordation.

2. Prepares billing and receipts money. Balances daily receipts. Responsible for receipting and directing the disbursement of the Fiduciary Account relating to court cases.
3. Helps other probate court administrators in receiving, processing and filing legal documents; preparing and issuing legal documents; computing, collecting, accounting for and disbursing court costs fees, etc.; preparation of monthly and annual reports; monitors compliance with orders of the Court; reviews papers and legal documents prepared by other probate court administrators and attorneys for compliance with court rules and Alabama law.
4. Reviews the work of other court employees, pointing out errors and discrepancies and giving instructions as necessary to correct those discrepancies; assists with training of new employees, assists in interviewing of potential employees. Confers with attorneys, judges, district attorneys and interested parties regarding questions concerning court rules, procedures, and matters of law, etc.; reviews and processes the more complex complaints, pleadings, motions and order, etc.

4.5. In addition this position would help with the duties of Election Manager.

5.6. Any other duties assigned by Probate Judge or Chief Clerk.

B. Office Management duties and responsibilities include:

1. Assist with interview of new staff member.
2. Delegate and review work of other court staff.
3. Explain department policies and regulations to other court staff.
4. Maintain Effective Communication with other office Staff.
5. Assist Judge in training court Staff.
6. Supervisory responsibility of Court Administrators I and II.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Verbal skills to communicate effectively with office staff, attorneys and general public.
2. Math skills to perform basic mathematical operations.
3. Writing skills to clearly and neatly complete forms, reports, legal documents, etc.
4. Reading skills to read and understand codes, regulations and policies.
5. *Knowledge of county rules, policies and regulations.
6. Ability to establish and maintain effective working relationships with other court staff, supervisors, other employees, general public and attorneys.
7. Ability to give clear and concise instructions to the staff.
8. Ability to exercise good judgment in making decisions in accordance with department policies and procedures.
9. Ability to operate office machines such as copy machine, calculator, typewriter, P.C., and laser printers.
10. Knowledge of filing systems.
11. Knowledge of Code of Alabama, Acts of Legislature and Attorney General's opinions.

Physical Characteristics

1. See well enough to read manuals and written instructions.
2. Hear well enough to respond to verbal communication and talk on the telephone.
3. Speak well enough to answer questions in a polite and courteous manner.
4. Body movement or mobility to stand, lift, bend and move.

Other Characteristics

1. Be willing to travel to attend workshops, conferences, seminars, etc. out of town as needed.
2. Be willing to work overtime, non-standard hours or weekends to complete work within specific time period.
3. Be willing to be reached by telephone after hours and on weekends.

Minimum Qualifications

1. Minimum of 10.5 years' experience is desirable
2. 4-year college degree or equivalent experience and training to perform the duties of the position.

POSITION DESCRIPTION

Title: Audit Compliance Officer Trainee

Department: Sales & Use Tax/License Inspection Department

Job Analysis: January 2014, November 2019, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales, Use, & Use-Tax DirectorCoordinator, Chief Audit Compliance Officer, Senior Audit Compliance Officer

Subordinate Staff: None

External Contacts: General Public, Taxpayers, City and State Employees, Other Government Agencies, License Departments, Vendors – Local Government and Gov Connect.

Status: Classified/Exempt (S312)

Job Summary

The principal function of this position is training with complex auditing and enforcement work relating to the state and county tax laws. This is advanced and highly technical professional audit work in the examination of taxpayer's returns and records for compliance with state and federal tax laws. Employees in this class will train in highly technical auditing work in the field or office in the enforcement of Alabama's tax laws. This position coordinates auditing business records and collection of all taxes and fees collected by Baldwin County Sales, Use & License Tax Department. Public contacts are an important feature of this work and employees must be able to deal independently with the public in situations which may be controversial.

Job Domains

1. Examine sales records/invoices, rental contracts or agreements, purchase journals/invoices, general ledgers, contracts, invoices, electronic records, financial statements and income tax returns of retail, manufacturing, or contractors and service industries concerns to verify the accuracy of taxes submitted to the County.
2. Assist with audits for cities that have entered into an audit contract with Baldwin County. Foreign audits are conducted by the auditor when the business is located outside of Baldwin County and the State of Alabama utilizing the electronic method.
3. Investigate any complaints and/or reports rendered by various sources on problem accounts or businesses.

4. Attend meetings, conferences, workshops, and training sessions, review publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
5. Assist Audit Compliance Officer with meetings with taxpayers, if requested.
6. Respond to citizen's questions and comments in a courteous and timely manner.
7. Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of county operations and activities.
8. Review building permit reports, personal property reports, tax abatements, and also communicate with Baldwin County municipalities through reciprocal agreements to enforce compliance and maximize revenue.
9. Perform other directly related duties consistent with the role and function of this position.
10. Inspect businesses to ensure proper tax and business license compliance.
11. Perform collection process of taxes and fees as established by current guidelines of the Sales, Use & License Tax Department.
12. Utilize all resources available to ensure businesses are in compliance with any and all tax laws of the State of Alabama.
13. All other duties as assigned.

Knowledge, Skills, and Abilities

1. Comprehensive knowledge of principles and practices of government operations.
2. Comprehensive knowledge of all applicable tax laws, regulations and procedures.
3. Comprehensive knowledge of generally accepted accounting procedures.
4. Ability to comprehend, interpret and apply tax laws, rules and collection procedures.
5. Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.
6. Ability to establish and maintain effective working relationships with elected officials, county and city departments, employees, business owners, and the general public.
7. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
8. Ability to understand and follow oral and/or written policies, procedures and instructions.
9. Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner.
10. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
11. Verbal skills to communicate effectively with management, other employees, professionals and the public in a courteous and tactful manner, with or without accommodation.
12. Ability to read and scan a wide variety of materials electronic or hard copy form, with or without accommodation.
13. Skills in the operation of a computer terminal with sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, copier and other related office equipment.
14. Ability to maneuver and function in and around an office environment, with or without accommodation.

15. Ability to become a Certified Revenue Examiner through Alabama Local Tax Institute of Standards and Training (ALTIST) and Certified County Revenue Officer through County Revenue Officers Association of Alabama (CROAA).

Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hard copy form.
3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a county vehicle, personal computer, telephone, copier, and other related office equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around an office environment.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Willing to use personal vehicle daily while on County business.
5. Confidentiality is a must due to the nature of information handled.

Minimum Qualifications

1. Possess valid driver's license.
2. Associate's degree in Accounting and must be currently enrolled in a SACS accredited college or university to receive a Bachelor's Degree in Accounting, or an equivalent combination of education and experience that satisfies job requirements.-
3. Minimum of two (2) years experience in government auditing, accounting, and collections.

POSITION DESCRIPTION

Title:	Audit Compliance Officer <u>I</u>
Department:	Sales, Use & License Tax Department
Job Analysis:	September 2011, September 2013, March 2016, <u>September 2025</u>

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To:	Sales, Use, & License Tax <u>Director</u> Coordinator , <u>Chief Audit Compliance Officer, Senior Audit Compliance Officer</u>
Subordinate Staff:	None
Internal contacts:	Clerk/Treasurer, License Inspectors, and Revenue Clerks
External contacts:	General Public, Taxpayers, Other Government Agencies, Legal Representatives
Status:	Classified/Exempt (S313)

Job Summary

The principal function of this position involves performing complex auditing and enforcement work relating to the state and county tax laws. This is advanced and highly technical professional audit work in the examination of taxpayers' returns and records for compliance with state and federal tax laws. Employees in this position perform highly technical auditing work in the field or office in the enforcement of Alabama's tax laws. This position coordinates auditing business records and collection of all taxes and fees collected by Baldwin County Sales, Use & License Tax Department. Public contacts are an important feature of this work and employees must be able to deal independently with the public in situations which may be controversial. Work is performed independently within policy and applicable laws, and is reviewed by department manager for compliance with applicable tax laws and departmental procedures.

Job Domains

1. Examine sales records/invoices, rental contracts or agreements, purchase journals/invoices, general ledgers, contracts, invoices, electronic records, financial statements and income tax returns of retail, manufacturing, or contractors and service industries concerns to verify the accuracy of taxes submitted to the County.
2. Perform audits for cities that have entered into an audit contract with Baldwin County. Foreign audits are conducted by the auditor when the business is located outside of Baldwin County and the State of Alabama utilizing the electronic method.
3. Investigate any complaints and/or reports rendered by various sources on problem accounts or

- businesses; attends Administrative Law Judge hearings and testify in court as required.
4. Perform audits on records for compliance and timely reporting of taxes.
 5. Provide interpretation for enforcement of state and federal rules, regulations, and tax laws.
 6. Attend meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
 7. Conduct quarterly taxpayer workshops to educate new and existing businesses.
 8. Meet with taxpayers one on one basis, if requested.
 9. Respond to citizen's questions and comments in a courteous and timely manner.
 10. Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of county operations and activities.
 11. Review building permit reports, personal property reports, tax abatements, and also communicates with Baldwin County municipalities through reciprocal agreements to enforce compliance and maximize revenue.
 12. Perform other directly related duties consistent with the role and function of this position.
 13. Issue business license citations.
 14. Inspect businesses to ensure proper tax and business license compliance.
 15. Advise taxpayers of legal matters, accounting techniques, and record keeping requirements to facilitate tax enforcement
 16. Interpret revenue laws, regulations, and court decisions to assist taxpayers and taxpayers' representatives with inquires as to requirements for compliance with tax and business license laws.
 17. Perform collection process of taxes and fees as established by current guidelines of the Sales, Use & License Tax Department.
 18. Utilize all resources available to ensure businesses are in compliance with any and all tax laws of the State of Alabama.
 19. All other duties as assigned.

Knowledge, Skills, and Abilities

1. Comprehensive knowledge of principles and practices of government operations.
2. Comprehensive knowledge of all applicable tax laws, regulations, and procedures.
3. Comprehensive knowledge of generally accepted accounting procedures.
4. Ability to comprehend, interpret, and apply tax laws, rules, and collection procedures.
5. Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.
6. Ability to establish and maintain effective working relationships with elected officials, county and city departments, employees, business owners, and the general public.
7. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
8. Ability to understand and follow oral and/or written policies, procedures, and instructions.
9. Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner.
10. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
11. Verbal skills to communicate effectively with management, other employees, professionals, and the public in a courteous and tactful manner, with or without accommodation.
12. Ability to read and scan a wide variety of materials electronic or hard copy form, with or without accommodation.

13. Skills in the operation of a computer terminal with sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, copier, and other related office equipment.
14. Ability to maneuver and function in and around an office environment, with or without accommodation.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Willing to use personal vehicle daily while on County business.
5. Confidentiality is a must due to the nature of information handled.

Minimum Qualifications

1. Possess valid driver's license.
2. Bachelor's degree in Accounting, business management, finance, or a minimum of four (4) years' professional experience in auditing and accounting.
- ~~3. Minimum two (2) years professional experience in auditing and accounting.~~
- ~~4.~~3. Must be certified by Alabama Local Tax Institute of Standards and Training within (2) years of employment.

POSITION DESCRIPTION

Title: Audit Compliance Officer II

Department: Sales, Use & License Tax Department

Job Analysis: September 2011, September 2013, March 2016, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales, Use, & ~~License~~ Tax ~~Coordinator~~ Director, Chief Audit Compliance Officer, Senior Audit Compliance Officer

Subordinate Staff: None

Internal contacts: Clerk/Treasurer, License Inspectors, and Revenue Clerks

External contacts: General Public, Taxpayers, Other Government Agencies, Legal Representatives

Status: Classified/Exempt (S3153)

Job Summary

The principal function of this position involves performing complex auditing and enforcement work relating to the state and county tax laws. This is advanced and highly technical professional audit work in the examination of taxpayers' returns and records for compliance with state and federal tax laws. Employees in this position perform highly technical auditing work in the field or office in the enforcement of Alabama's tax laws. This position coordinates auditing business records and collection of all taxes and fees collected by Baldwin County Sales, Use & License Tax Department. Public contacts are an important feature of this work and employees must be able to deal independently with the public in situations which may be controversial. Work is performed independently within policy and applicable laws, and is reviewed by department manager for compliance with applicable tax laws and departmental procedures.

Job Domains

1. Examine sales records/invoices, rental contracts or agreements, purchase journals/invoices, general ledgers, contracts, invoices, electronic records, financial statements and income tax returns of retail, manufacturing, or contractors and service industries concerns to verify the accuracy of taxes submitted to the County.
2. Perform audits for cities that have entered into an audit contract with Baldwin County. Foreign audits are conducted by the auditor when the business is located outside of Baldwin County and the State of Alabama utilizing the electronic method.
3. Investigate any complaints and/or reports rendered by various sources on problem accounts or

- businesses; attends Administrative Law Judge hearings and testify in court as required.
4. Perform audits on records for compliance and timely reporting of taxes.
 5. Provide interpretation for enforcement of state and federal rules, regulations, and tax laws.
 6. Attend meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
 7. Conduct quarterly taxpayer workshops to educate new and existing businesses.
 8. Meet with taxpayers one on one basis, if requested.
 9. Respond to citizen's questions and comments in a courteous and timely manner.
 10. Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of county operations and activities.
 11. Review building permit reports, personal property reports, tax abatements, and also communicates with Baldwin County municipalities through reciprocal agreements to enforce compliance and maximize revenue.
 12. Perform other directly related duties consistent with the role and function of this position.
 13. Issue business license citations.
 14. Inspect businesses to ensure proper tax and business license compliance.
 15. Advise taxpayers of legal matters, accounting techniques, and record keeping requirements to facilitate tax enforcement
 16. Interpret revenue laws, regulations, and court decisions to assist taxpayers and taxpayers' representatives with inquires as to requirements for compliance with tax and business license laws.
 17. Perform collection process of taxes and fees as established by current guidelines of the Sales, Use & License Tax Department.
 18. Utilize all resources available to ensure businesses are in compliance with any and all tax laws of the State of Alabama.
 19. All other duties as assigned.

Knowledge, Skills, and Abilities

1. Comprehensive knowledge of principles and practices of government operations.
2. Comprehensive knowledge of all applicable tax laws, regulations, and procedures.
3. Comprehensive knowledge of generally accepted accounting procedures.
4. Ability to comprehend, interpret, and apply tax laws, rules, and collection procedures.
5. Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.
6. Ability to establish and maintain effective working relationships with elected officials, county and city departments, employees, business owners, and the general public.
7. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
8. Ability to understand and follow oral and/or written policies, procedures, and instructions.
9. Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner.
10. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
11. Verbal skills to communicate effectively with management, other employees, professionals, and the public in a courteous and tactful manner, with or without accommodation.
12. Ability to read and scan a wide variety of materials electronic or hard copy form, with or without accommodation.

13. Skills in the operation of a computer terminal with sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, copier, and other related office equipment.
14. Ability to maneuver and function in and around an office environment, with or without accommodation.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Willing to use personal vehicle daily while on County business.
5. Confidentiality is a must due to the nature of information handled.

Minimum Qualifications

1. Possess valid driver's license.
2. Bachelor's degree in Accounting, Business Management, Finance, or four (4) years' experience as an Audit Compliance Officer I.
3. Minimum ~~sixtwo~~ (62) years' professional experience in auditing and accounting.
4. Must be certified by Alabama Local Tax Institute of Standards and Training within (2) years of employment.

POSITION DESCRIPTION

Title: ~~Senior Chief~~ Audit Compliance Officer

Department: Sales, Use & License Tax Department

Job Analysis: September 2022, ~~September 2025~~

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales, Use, & ~~License Tax~~ ~~Director~~ ~~Coordinator~~

Subordinate Staff: ~~Senior Audit Compliance Officer~~, Audit Compliance Officer I & II, Audit Compliance Officer Trainee

Internal contacts: County employees and elected officials

External contacts: General Public, Taxpayers, Other Government Agencies, Legal Representatives

Status: Classified/Exempt (S3197)

Job Summary

Hires, manages, supervises, and evaluates Audit Compliance Officers I & II, ~~and~~ Audit Compliance Officer Trainees, and the Senior Audit Compliance Officer. The principal function of this position involves performing complex auditing and enforcement work relating to the state and county tax laws, rules, regulations, and knowledge of court cases. This is advanced and highly technical professional audit work in the examination of taxpayers' returns and records for compliance with state, county, and federal tax laws. Employees in this position perform highly technical auditing work in the field or office in the enforcement of Alabama's tax laws. This position assists subordinate staff with auditing business records and collection of all taxes and fees collected by Baldwin County Sales, Use & License Tax Department, while also performing audits of their own. Public contacts are an important feature of this work and employees must be able to deal independently with the public in situations which may be controversial. Work is performed independently within policy and applicable laws and is reviewed by department manager for compliance with applicable tax laws and departmental procedures.

Job Domains

1. Works in close coordination with the Sales, Use, & ~~License Tax~~ ~~Director~~ ~~Coordinator~~.
2. Assists the Sales Tax ~~Coordinator~~ ~~Director~~ with the evaluations of all employees under their supervision.
3. Examine sales records/invoices, rental contracts or agreements, purchase journals/invoices,

- general ledgers, contracts, invoices, electronic records, financial statements and income tax returns of retail, manufacturing, or contractors and service industries concerns to verify the accuracy of taxes submitted to the County. Assists subordinate staff with same.
4. Perform audits for cities that have entered an audit contract with Baldwin County. Foreign audits are conducted by the auditor when the business is located outside of Baldwin County and the State of Alabama utilizing the electronic method.
 5. Investigate any complaints and/or reports rendered by various sources on problem accounts or businesses; attends Tax Tribunal hearings and testifies in any court as required.
 6. Perform audits on records for compliance and timely reporting of taxes.
 7. Provide interpretation for enforcement of state and federal rules, regulations, and tax laws.
 8. Attend meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
 9. Conduct meetings, as needed, to educate subordinate staff.
 10. Meet with taxpayers one on one basis, if requested.
 11. Respond to citizen's questions and comments in a courteous and timely manner.
 12. Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of county operations and activities.
 13. Review building permit reports, personal property reports, tax abatements, and also communicates with Baldwin County municipalities through reciprocal agreements to enforce compliance and maximize revenue.
 14. Perform other directly related duties consistent with the role and function of this position.
 15. Research and review current federal, state, county, and city ordinances and recommends revisions to tax revenue laws.
 16. Inspect businesses to ensure proper tax and business license compliance.
 17. Advise taxpayers of legal matters, accounting techniques, and record keeping requirements to facilitate tax enforcement
 18. Interpret revenue laws, regulations, and court decisions to assist taxpayers and taxpayers' representatives with inquires as to requirements for compliance with tax and business license laws.
 19. Perform collection process of taxes and fees as established by current guidelines of the Sales, Use & License Tax Department.
 20. Utilize all resources available to ensure businesses are in compliance with any and all tax laws of the State of Alabama.
 21. All other duties as assigned.

Knowledge, Skills, and Abilities

1. Ability to interact with subordinate staff to provide support, instruction, and directives.
2. Comprehensive knowledge of principles and practices of government operations.
3. Comprehensive knowledge of all applicable tax laws, regulations, and procedures.
- ~~4. Comprehensive knowledge of generally accepted accounting procedures.~~
4. Knowledge of Generally Accepted Accounting Principles (GAAP) and their application.
5. Knowledge of Generally Accepted Auditing Standards (GAAS) and auditor transaction testing techniques.
- ~~5.6.~~Ability to comprehend, interpret, and apply tax laws, rules, and collection procedures.
- ~~6.7.~~Ability to evaluate new circumstances and apply prior experience and knowledge with good

judgment.

- 7.8. Ability to establish and maintain effective working relationships with elected officials, county and city departments, employees, business owners, and the general public.
- 8.9. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- 9.10. Ability to understand and follow oral and/or written policies, procedures, and instructions.
- 10.11. Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner.
- 11.12. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- 12.13. Verbal skills to communicate effectively with management, other employees, professionals, and the public in a courteous and tactful manner, with or without accommodation.
- 13.14. Ability to read and scan a wide variety of materials electronic or hard copy form, with or without accommodation.
- 14.15. Skills in the operation of a computer terminal with sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, copier, and other related office equipment.
- 15.16. Ability to maneuver and function in and around an office environment, with or without accommodation.

Other Characteristics

- 1. Willing to work nonstandard hours as necessary.
- 2. Willing to travel out of County as needed.
- 3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
- 3.4. Ability to facilitate taxpayer outreach initiatives and conduct taxpayer education workshops.
- 4.5. Confidentiality is a must due to the nature of information handled.

Minimum Qualifications

- 1. Possess valid driver's license and be insurable by the County's insurance standards.
- 2. Bachelor's degree in Accounting, Business Management, ~~or~~ Finance, or have a minimum of eight (8) years' responsible experience in an applicable Sales Tax position(s).
- 3. Minimum ~~ten~~ (10) years' professional experience in auditing and accounting.
- 4. Must be certified by Alabama Local Tax Institute of Standards and Training within (2) years of employment.

POSITION DESCRIPTION

Title: Chief Deputy License Inspector
Department: Sales, Use & License Tax Department
Job Analysis: September 2020, September 2022, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales, Use, & ~~License~~ Tax ~~Director~~ Coordinator, Budget Director
Subordinate Staff: License Inspector I, License Inspector II, Senior License Inspector ~~III~~
External Contacts: Taxpayers; Other Government Agencies; General Public
Status: Classified/Exempt (S3187)

Job Summary

Hires, manages, supervises, and evaluates License Inspectors I's, II's, and Senior License Inspector ~~III's~~. Contacts all individuals, firms, or corporations in the County to ensure proper payment of business license fees, mobile home registration fees/sales tax, and enforces the county junkyard resolutions. Inspect for cigarette/tax stamp compliance, video, lease/rental tax compliance, sales and use tax compliance. Monitors proposed legislation as it pertains to business license and manufactured homes. Employee follows established procedures and guidelines in performance of duties but sets own agenda within established perimeters.

Job Domains

1. Responsible for ensuring County receives all license fees through local laws and agreements.
2. Contacts all individuals, firms or corporations doing business in the County to insure all have valid business licenses.
3. Checks business tax license against previous year's list of licensed businesses; notifies delinquent businesses to make proper license payments.
4. Canvasses the County looking for new businesses subject to licenses; gives notices of licenses due; follows up cases to ensure licenses are paid.
5. Make spot checks of business firms to determine whether they have licenses covering all taxable operations carried on, checks for payment of various taxes.
6. Initiates Complaint/Summons of delinquent taxpayers and appears in court as a witness in connection with the court process for restitution. Or makes the decision of transmitting delinquent business license accounts through the State Department of Revenue for collection.

7. Checks street vendors and other transient vendors to determine if they have obtained licenses.
8. Responsible for inspection of businesses to inform and verify that proper cigarette stamps are being used in Baldwin County.
9. Checks compliance on sales, use, video, and rental/lease taxes.
10. Collection of business license fees, manufactured home registration fees, and sales taxes.
11. Supervises the performance of Deputy License Inspectors I's, II's and III's.
12. Works in close coordination with the Sales, Use & License Tax Coordinator.
13. Assists the Sales, Use, and License Tax Coordinator with the evaluations of the employees under their supervision.
14. Conducts seminars and speeches pertaining to business license and manufactured home, when available.
15. Works in close cooperation with the Judge of Probate's Office.
16. All other duties as assigned.

Knowledge, Skills, and Abilities

1. Skills professionally communicate with the public, to provide clear and concise information as requested.
2. Math skills to compute correctly the maximum amount of fees due to the County that is and is not received through routine collection channels.
3. Basic knowledge of accounting principles.
4. Research and review current federal, state, county, and city ordinances and recommends revisions to tax revenue laws, rules and regulations.
5. Skills to properly understand state and municipal codes and ordinances and the to convey in daily, routine correspondence from the public.
6. Driving skills to safely operate vehicle while driving.
7. Considerable knowledge of county codes and ordinances.
8. Considerable familiarity with County businesses.
9. Knowledge of Baldwin County geography and streets.
10. Ability to deal with irate citizens.
11. Knowledge of County rules, regulations, policies, and procedures.
12. Ability to recognize potential sales tax audits and report findings accordingly.

Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials electronic or hard copy form.
3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a county vehicle, personal computer, telephone, copier, and other related office equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around ~~an~~ office and field environments.

Other Characteristics

1. Experience in working with the public.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conference workshops, and training sessions as related.

Minimum Qualifications

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. Possess a high school diploma or equivalent.
3. Associate Degree in business management or related field; and/or prior training and experience in lieu of college education.
4. Certified Revenue Officer through CROAA and/or Licensing Administration Certification through AATA, and
5. Five (5) years experience in government accounting and collections or any equivalent of work and training experience that provides the knowledge, skills, and abilities necessary to perform the job duties.

POSITION DESCRIPTION

Title: Deputy License Inspector II

Department: Sales, Use & License Tax Department

Job Analysis: September 2020, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Chief Deputy License Inspector, Senior Deputy License Inspector, and the Sales, Use, & License Tax Director
~~Coordinator~~

Subordinate Staff: None

External Contacts: General Public, Taxpayers, Other Government Agencies

Salary Grade: Classified/Non-Exempt (310)

Job Summary

This employee provides guidance to License Inspector I's and works in close coordination with the Senior Deputy License Inspector ~~III~~ and Chief Deputy License Inspector. This is technical accounting work and field work in the enforcement of business license, mobile home, and junkyard accounts as needed. Work involves providing assistance in the collection of any license fees, registration fees, penalties, interest and taxes collected by the Sales, Use & License Tax Department as assigned.

Job Domains

1. Provides staff support to the Senior Deputy License Inspector ~~III's~~ on a daily basis.
2. Perform county revenue functions including, but not limited to, investigations, inspections, and consultations with businesses and taxpayers, in the field and in the office.
2. Investigate any complaints and/or reports rendered by various sources on ~~problem~~ delinquent business license accounts, mobile home registrations, and junkyard cases.
3. Perform review on records for compliance and timely reporting of business licenses and mobile home accounts.
4. Inspection of businesses to ensure compliance on license, sales, use, video, rental/lease taxes and for cigarette/tax stamp compliance.
5. Conducts classes and seminars on business license and mobile home codes, as assigned.
6. Collection of business license fees, mobile home registration fees, and taxes collected by the Sales, Use & License Tax Department.

7. Ability to address ~~any~~ problems or concerns; and to provide an explanation and/or interpretation for the enforcement of state and local laws; county resolutions; policies and procedures.
8. Conducts Show Cause Hearings for delinquent accounts in close coordination with ~~the Deputy~~ Senior License Inspector ~~III~~, or Chief Deputy License Inspector.
9. Review reports to determine past due accounts.
10. Testify in court as required.
11. Review building permits, ~~and~~ sub-contractor lists, and advertisements for business license compliance.
12. Inspect mobile homes for compliance of registration compliance laws.
13. Search new corporation/organization lists for taxpayer compliance.

Knowledge, Skills, and Abilities

1. Orally communicate with Deputy License Inspector I's regarding rules, changes in procedure, and general information regarding the job duties.
2. Respond to difficult or unusual questions that require the application or research of laws or procedures.
3. Handle difficult and/or angry customers who request assistance from a supervisor.
4. Ability to guide License Inspector I's to include explaining steps, breaking down jobs into distinct elements, recognizing when others do not understand and adjusting explanation.
5. Ability to handle large sums of money (cash and checks) and make computations quickly and accurately.
6. Knowledge of general management principles.
7. Comprehensive knowledge of all applicable license laws, regulations, and procedures.
8. Ability to explain license regulations accurately and in a timely manner.
9. Knowledge of accounting principles and methods.
10. Skill in reading at a level to include comprehension of complex text such as County Resolutions and State regulations dealing with mobile home, license, sales, use, video rental/lease collection, and to ensure compliance with laws and procedures to ensure the correct amount of tax is collected.
11. Skill in math to include the addition, subtraction, multiplication and division of ~~who~~ numbers and decimals as needed to count money, balance cash receipts, calculate the license and/or mobile home fees due, with any applicable penalties and interest, and to make change accurately when handling cash.
12. Geographical knowledge of Baldwin County.

Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials electronic or hard copy form.

3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a county vehicle, personal computer, telephone, copier, and other related office equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around an office environment.
5. Sufficient personal mobility to maneuver in the field, so as to walk long distances in mobile home parks and in and around junk yard environments.

Other Characteristics

1. Willing to travel out of County as needed.
2. Willing to attend or conduct meetings, conference workshops, and training sessions as related.
3. Willing to work overtime, non-standard hours, weekends and holidays as required in completing work assignments.
4. Willing to work in inclement weather and various outdoor field conditions, which could include wildlife, dogs, and remote properties.

Minimum Qualifications

1. Possess a valid driver's license.
2. Possess a high school diploma or equivalent.
3. Three (3) years experience in government accounting and collection.
4. Eligible for Licensing Administration Certification through AATA and/or Certified County Revenue Officer through CROAA.

POSITION DESCRIPTION

Title: Revenue Clerk I

Department: Sales, Use & License Tax Department

Job Analysis: Sept 2011, Aug 2013, Sept 2017, April 2021, Sept 2022, Sept 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales, Use, & ~~License~~-Tax ~~Director~~Coordinator

Subordinate Staff: None

Internal Contacts: County employees and elected officials

External Contacts: General Public, City and State Employees, License Departments, Vendors – Local Government and Gov Connect.

Status: Classified/Non-Exempt (307)

Job Summary

This position is for the front office and reception area. This position operates data entry equipment to capture alpha and/or numeric data from source and/or imaged documents. Work includes greeting taxpayers, and performing repetitive tasks, and requires customer service skills, accuracy, dexterity, coordination, and concentration in the operation of personal computers. Initially, employees work under close supervision, but as employees progress, they are expected to perform duties in an independent manner. Assignments are received in oral or written form and are reviewed by a supervisor for quality and quantity of work.

Job Domains

1. Assist customers in obtaining proper tax forms and processes new applications.
2. Perform clerical functions as required, including answering phones, preparing correspondence, and retrieving and purging obsolete files.
3. Respond to citizen's questions and comments in a courteous and timely manner.
4. Answer general questions regarding sales and use tax following State of Alabama rules and regulations dealing with sales and use tax collection.
5. Enter and post's transaction data and/or tax data to maintain and update accounts.
6. Perform mail operations such as opening, sending, sorting, and filing.

7. Prepare daily, weekly, monthly, and annual reports as requested by the department coordinator.
8. Verify check with return and processes payment.
9. Balance batches daily and end of month reports.
10. Prepare notices, festival forms, invoices, delinquent notices, and letters according to procedures.
11. Perform entry and maintenance of electronic records and data transactions.
12. Perform follow-up telephone calls on new applications and delinquent accounts including non-sufficient funds checks.
13. Greet the public in a professional, courteous manner when they arrive in the department.
14. Research and make contact on mail that has been returned to the department and notes the accounts.
15. Assist with business license collections, fieldwork and calls as needed.
16. Perform other duties as assigned by the Sales & Use Tax/Business License Inspection Coordinator.

Knowledge, Skills, and Abilities

1. Ability to use mathematical principles to make accurate and rapid calculations.
2. Ability to accurately prepare, process, sort and file a variety of forms, reports, records, and documents.
3. Ability to establish and maintain effective working relationships with other employees and the public.
4. Ability to read, comprehend, and follow oral and written instructions.
5. Knowledge and ability to follow and apply departmental rules, regulations, procedures, and functions.
6. Ability to keep information confidential due to content of documents being handled.
7. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
8. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
9. Ability to handle multiple tasks simultaneously to include being able to be interrupted and return to work immediately and prioritizing work as needed to answer the telephone, provide information to callers and coworkers, handle complaints from the public and ensure that all tasks are completed within time limits.
10. Ability to handle large sums of money (checks and cash) and make computations quickly and accurately as needed to verify daily cash and check receipts, make deposits, balance reports, and to analyze and look for discrepancies in master listings.
11. Skills in math to include the addition, subtraction, multiplication and division of whole numbers and decimals as needed to count money, balance cash receipts, calculate percentage of taxes due, make change rapidly and accurately and calculate fees, taxes, penalties and interest.
12. Knowledge of modern office practices, procedures, and equipment.
13. Ability to research and understand transactions on accounts and how to correct if needed.
14. Knowledge of Word, Excel, Access, Power Point and Organizer.
15. Knowledge of billing and collection software.

Other Characteristics

1. Willing to work overtime, nonstandard hours, weekends, and holidays as required, to complete work assignments.
1. Willing to travel out of County as needed.
2. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
3. Confidentiality is a must due to the nature of information handled.

Minimum Qualifications

1. High school diploma or equivalent.
2. Two (2) years accounting experience.
3. Accounts Receivable and Accounts Payable experience desired.
4. Experience with computerized accounting systems desired.
5. Experience in service orientated field with heavy customer service preferred.
6. Possess valid driver's license.
7. Ability to attain Certified County Revenue officer through County Revenue Officers Association of Alabama (CROAA).

POSITION DESCRIPTION

Title: Revenue Clerk II

Department: Sales, Use & License Tax Department

Job Analysis: August 2013, September 2017, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales, Use, & ~~License~~ Tax ~~Director~~ Coordinator

Subordinate Staff: None

Internal Contacts: County employees and elected officials

External Contacts: General Public, City and State Employees, License Departments, Vendors – Local Government and Gov Connect.

Status: Classified/Non-Exempt (309)

Job Summary

Work involves advanced clerical duties, sometimes complex due to the wide array of laws and regulations. Work is performed by standard operating procedures but requires using independent judgement and initiate based on knowledge and adhering to the laws, rules, regulations, policies & Procedures governing the department. Specialization of duties is based on responsiveness, precision, accuracy, analysis, initiative to follow up and knowledge gained through experience on the job. At any given time, any one of the Revenue Clerk II staff may be required to perform other duties in someone's absence, cross-train, or take on added responsibilities as they gain knowledge and experience.

Job Domains

1. Assists customer in obtaining proper tax forms and processes new applications.
2. Provide a range of clerical responsibilities and actions without repeated instruction and/or review.
3. Respond to citizen's questions and comments in a courteous and timely manner.
4. Answers general questions regarding sales and use tax following State of Alabama rules and regulations dealing with sales and use tax collection.
5. Enter and post's transaction data and/or tax data to maintain and update accounts.
6. Perform mail operations such as opening, sending, sorting, and filing.

7. Prepare daily, weekly, monthly, and annual reports as requested.
8. Verify check with return and process's payment.
9. Balance's batches daily and end of month reports.
10. Prepare notices, festival forms, invoices, delinquent notices, and letters according to procedures.
11. Performs entry and maintenance of electronic records and data transactions.
12. Perform follow-up telephone calls on new applications and delinquent accounts including non-sufficient funds checks.
13. Assists in the training of new employees.

Knowledge, Skills, and Abilities

1. Ability to use mathematical principles to make accurate and rapid calculations.
2. Ability to accurately prepare, process, sort and file a variety of forms, reports, records, and documents.
3. Ability to establish and maintain effective working relationships with other employees and the public.
4. Ability to read, comprehend, and follow oral and written instructions.
5. Knowledge and ability to follow and apply departmental rules, regulations, procedures and functions.
6. Ability to keep information confidential due to content of documents being handled.
7. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
8. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
9. Abilities to handle multiple tasks simultaneously to include being able to be interrupted and return to work immediately and prioritizing work as needed to answer the telephone, provide information to callers and coworkers, handle complaints from the public and ensure that all tasks are completed within time limits.
10. Ability to handle large sums of money (checks and cash) and make computations quickly and accurately as needed to verify daily cash and check receipts, make deposits, balance reports, and to analyze and look for discrepancies in master listings.
11. Skill in math to include the addition, subtraction, multiplication and division of whole numbers and decimals as needed to count money, balance cash receipts, calculate percentage of taxes due, make change rapidly and accurately and calculate fees, taxes, penalties and interest.
12. Skill in written communication to include clarity, sentence structure, spelling, basic grammar and logical ordering ideas as needed to fill out receipts, compose memos and letters.
13. Knowledge of modern office practices, procedures and equipment.
14. Advance Knowledge of Word, Excel, Access, Power Point and Organizer.
15. Knowledge of Crystal Reports or similar report-writer software.
16. Knowledge of billing and collection software.
17. Ability to research and understand transactions on accounts and how to correct if needed.

Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hard copy form.
3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, copier, and other related office equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around an office environment.

Other Characteristics

1. Willing to work overtime, nonstandard hours, weekends and holidays as required, to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
4. Ability to work under stress of recurring deadlines.
5. Confidentiality is a must due to nature of information handled.

Minimum Qualifications

1. High school diploma or G.E.D. equivalency.
2. Possess valid driver's license and be insurable by the County's insurance standards.
3. Two (2) years' experience as a Revenue Clerk I
4. Three (3) years' accounting experience.
5. Accounts Receivable and Accounts Payable experience desired.
6. Experience with computerized accounting systems desired.
7. Experience in service orientated field with heavy customer service preferred.
8. Certified County Revenue officer through County Revenue Officers Association of Alabama (CROAA).

POSITION DESCRIPTION

Title:	Sales, Use, & License -Tax Director <u>Coordinator</u>
Department:	Sales, Use & License Tax Department
Job Analysis:	September 2011, September 2017, May 2019, September 2022, <u>September 2025</u>

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To:	Budget Director
Subordinate Staff:	Chief Deputy License Inspector, Deputy License Inspector I <u>&</u> , II- <u>& III</u> , <u>Senior Deputy License Inspector, Chief Audit Compliance Officer</u> , Senior Audit Compliance Officer, Audit Compliance Officer <u>I & II</u> , Audit Compliance Officer Trainee, Revenue Clerk I & II, Senior Revenue Clerk
External Contacts:	General Public, Taxpayers, Other Government Agencies, Legal Representatives
Status:	Classified/Exempt (S3 <u>2018</u>)

Job Summary

This is responsible supervisory work involving responsibility for managing the compliance, collection, and enforcement of one or more of the state's revenue laws, business license and registration fees. Employees in this class are responsible for directing and supervising a staff of revenue examiners, license inspectors, and clerical staff engaged in the processing, audit selection, examination, and collection of taxes and fees. Work involves responsibility for reviewing and assigning tax and fee examination/collection cases, conducting informal hearings with taxpayers or their representative in contested cases, reviewing finished examination reports for accuracy and compliance with the law.

Job Domains

1. Performs county revenue administrative functions, including, but not limited to, investigations, audits, inspections, and consultations with businesses and taxpayers.
2. Investigates any complaints and/or reports rendered by various sources on problem accounts or businesses; testifies in court as required.
3. Performs audits on records for compliance and timely reporting of taxes.
4. Inspects businesses to ensure proper tax and business license compliance.

5. Provides consultations with taxpayers to address any problems or concerns and provides an explanation of local laws, county policies and procedures.
6. Administers administrative hearings to ensure compliance and payment of taxes; initiates advisory procedures for noncompliance.
7. Provides interpretation for enforcement of state and federal rules, regulations, and tax laws.
8. Analyzes data and compiles detailed and accurate reports of information on taxation and revenue as required.
9. Directs the collection, receipt, deposit, and distribution of revenue, and the enforcement of applicable tax laws, and license registration fees.
10. Plans, develops, and implements department's budget.
11. Plans, develops, and directs appropriate plans, policies, procedures, rules, and regulations in accordance with federal, state, county, and municipal tax laws.
12. Directs the accounting, collection, audit, and enforcement of revenue tax codes and applicable license and registration fees ensures the proper recording of applicable taxes in addition to all federal, state, and city taxes due the county.
13. Researches and reviews current federal, state, county, and city ordinances and recommends revisions to tax revenue laws.
14. Provides direction in the prosecution of persons in violation of the tax laws and the defense of tax suits brought by persons against the county.
15. Plans, develops, and implements department goals, objectives, and strategies.
16. Provides leadership and direction for subordinate employees; selects, assigns, and conducts performance reviews.
17. Provides advice and recommendations to the Budget Director, County Commissioners, School Board, and various boards of the county concerning matters pertinent to revenues.
18. Keeps the Budget Director and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
19. Attends meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
20. Responds to citizens' questions and comments in a courteous and timely manner.
21. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of county operations and activities.
22. Performs other directly related duties consistent with the role and function of this position.
23. Participates in conferences with departmental superiors in the discussion of policy and procedures; gives advice relating to technical tax issues.
24. Exchanges tax information with local governmental agencies, other state revenue agencies, and the federal government.
25. Trains supervisory and professional personnel in departmental procedures in the central office as well as the field.
26. Makes presentations to tax professionals, various government representatives and other interested groups.
27. Develops forms and procedures to expedite workflow; initiates data processing requests for system changes; adapts departmental procedures to change resulting from new tax legislation and/or court rulings.
28. Conducts informal hearings for tax cases that are protested.

29. Responsible for the evaluations of all employees under his/her supervision.
30. All other duties as assigned.

Knowledge, Skills, and Abilities

1. Comprehensive knowledge of principles and practices of government operations.
2. Comprehensive knowledge of all applicable tax laws, regulations, and procedures.
3. Comprehensive knowledge of generally accepted accounting procedures.
4. Substantial knowledge of modern office practices and procedures.
5. Substantial knowledge of general management principles.
6. Ability to comprehend, interpret, and apply tax laws, rules, and collection procedures.
7. Ability to review and understand complex audit reports and make determinations regarding procedures and problems.
8. Ability to develop, evaluate, and install revisions to established revenue collection policies and procedures.
9. Ability to set goals and develop an action plan to achieve them within short-term, intermediate-term, and long-term operational periods.
10. Ability to organize and prioritize work, establish and maintain appropriate organizational structure and to delegate authority to accomplish goals and objectives.
11. Ability to direct, motivate, and lead subordinates.
12. Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.
13. Ability to establish and maintain effective working relationships with elected officials, county and city departments, employees, business owners, and the general public.
14. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
15. Ability to understand and follow oral and/or written policies, procedures, and instructions.
16. Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner.
17. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
18. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
19. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
20. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
21. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials electronic or hard copy form.

3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a county vehicle, personal computer, telephone, copier, and other related office equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around an office environment.

Other Characteristics

1. Willing to work overtime, nonstandard hours, weekends, and holidays as required to complete work assignments.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. Bachelor's degree in Business Management, Finance or Accounting
2. Certification from CROAA or Certified Revenue Examiner; and
3. Extensive experience in government accounting and collection; or
4. Any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
5. Possess valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Senior Audit Compliance Officer
Department: Sales, Use & License Tax Department
Job Analysis: September 2022, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales, Use & ~~License~~-Tax ~~Coordinator~~Director, Chief Audit Compliance Officer

Subordinate Staff: Audit Compliance Officer I & II, Audit Compliance Officer Trainee

Internal contacts: County employees and elected officials

External contacts: General Public, Taxpayers, Other Government Agencies, Legal Representatives

Status: Classified/Exempt (S317)

Job Summary

Assist the Chief Audit Compliance Officer in hirings, managings, supervisings, and evaluating the Audit Compliance Officers I & II and Audit Compliance Officer Trainees. The principal function of this position involves performing complex auditing and enforcement work relating to the state and county tax laws, rules, regulations, and knowledge of court cases. This is advanced and highly technical professional audit work in the examination of taxpayers' returns and records for compliance with state, county, and federal tax laws. Employees in this position perform highly technical auditing work in the field or office in the enforcement of Alabama's tax laws. This position assists subordinate staff with auditing business records and collection of all taxes and fees collected by Baldwin County Sales, Use & License Tax Department, while also performing audits of their own. Public contacts are an important feature of this work and employees must be able to deal independently with the public in situations which may be controversial. Work is performed independently within policy and applicable laws and is reviewed by department manager for compliance with applicable tax laws and departmental procedures.

Job Domains

1. Works in close coordination with the Sales, Use, & ~~License~~-Tax ~~Director~~ Coordinator, and the Chief Audit Compliance Officer.

2. Assists the Chief Audit Compliance Officer ~~Sales Tax Coordinator~~ with the evaluations of all employees under their supervision.
3. Examine sales records/invoices, rental contracts or agreements, purchase journals/invoices, general ledgers, contracts, invoices, electronic records, financial statements and income tax returns of retail, manufacturing, or contractors and service industries concerns to verify the accuracy of taxes submitted to the County. Assists subordinate staff with same.
4. Perform audits for cities that have entered an audit contract with Baldwin County. Foreign audits are conducted by the auditor when the business is located outside of Baldwin County and the State of Alabama utilizing the electronic method.
5. Investigate any complaints and/or reports rendered by various sources on problem accounts or businesses; attends Tax Tribunal hearings and testifies in any court as required.
6. Perform audits on records for compliance and timely reporting of taxes.
7. Provide interpretation for enforcement of state and federal rules, regulations, and tax laws.
8. Attend meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
9. Conduct meetings, as needed, to educate subordinate staff.
10. Meet with taxpayers one on one basis, if requested.
11. Respond to citizen's questions and comments in a courteous and timely manner.
12. Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of county operations and activities.
13. Review building permit reports, personal property reports, tax abatements, and also communicates with Baldwin County municipalities through reciprocal agreements to enforce compliance and maximize revenue.
14. Perform other directly related duties consistent with the role and function of this position.
15. Research and review current federal, state, county, and city ordinances and recommends revisions to tax revenue laws.
16. Inspect businesses to ensure proper tax and business license compliance.
17. Advise taxpayers of legal matters, accounting techniques, and record keeping requirements to facilitate tax enforcement
18. Interpret revenue laws, regulations, and court decisions to assist taxpayers and taxpayers' representatives with inquires as to requirements for compliance with tax and business license laws.
19. Perform collection process of taxes and fees as established by current guidelines of the Sales, Use & License Tax Department.
20. Utilize all resources available to ensure businesses are in compliance with any and all tax laws of the State of Alabama.
21. All other duties as assigned.

Knowledge, Skills, and Abilities

1. Ability to interact with subordinate staff to provide support, instruction, and directives.
2. Comprehensive knowledge of principles and practices of government operations.
3. Comprehensive knowledge of all applicable tax laws, regulations, and procedures.
~~Comprehensive knowledge of generally accepted accounting procedures.~~
4. Knowledge of Generally Accepted Accounting Principles (GAAP) and their application.
- 4.5. Knowledge of Generally Accepted Auditing Standards (GAAS) and auditor transaction

testing techniques.

- 5-6. Ability to comprehend, interpret, and apply tax laws, rules, and collection procedures.
- 6-7. Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment.
- 7-8. Ability to establish and maintain effective working relationships with elected officials, county and city departments, employees, business owners, and the general public.
- 8-9. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- 9-10. Ability to understand and follow oral and/or written policies, procedures, and instructions.
- 10-11. Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner.
- 11-12. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- 12-13. Verbal skills to communicate effectively with management, other employees, professionals, and the public in a courteous and tactful manner, with or without accommodation.
- 13-14. Ability to read and scan a wide variety of materials electronic or hard copy form, with or without accommodation.
- 14-15. Skills in the operation of a computer terminal with sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, copier, and other related office equipment.
- 15-16. Ability to maneuver and function in and around an office environment, with or without accommodation.

Other Characteristics

- 1. Willing to work nonstandard hours as necessary.
- 2. Willing to travel out of County as needed.
- 3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.
- 3-4. Ability to facilitate taxpayer outreach initiatives and conduct taxpayer education workshops.
- 4-5. Confidentiality is a must due to the nature of information handled.

Minimum Qualifications

- 1. Possess valid driver's license and be insurable by the County's insurance standards.
- 2. Bachelor's degree in Accounting, Business Management, ~~or~~ Finance, or have a minimum of four (4) years of experience as an Audit Compliance Officer II.
- 3. Posses at least Minimum twoeight (82) years' professional experience in auditing and accounting.
- 4. ObtainMust be certificationed from theby Alabama Local Tax Institute of Standards and Training within two (2) years of employment.

POSITION DESCRIPTION

Title: Senior Deputy License Inspector-~~III~~

Department: Sales, Use, and License Tax Department

Job Analysis: September 2020, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Chief Deputy License Inspector and Sales, Use, ~~and License~~
~~_____ Tax~~ ~~Coordinator~~ Director

Subordinate Staff: Deputy License Inspectors I and II

External Contacts: General Public, Taxpayers, Other Government Agencies

Status: Classified/Non-Exempt (312)

Job Summary

Under the supervision of the Chief Deputy License Inspector, the Senior Deputy License Inspector ~~III~~ provides guidance and training to Deputy License Inspectors I and II and provides input on their evaluations and assists in the hiring of these positions. Provides field inspections for business licenses, manufactured homes and junk yards. Also, provides assistance in the discovery and collection of sales and use taxes. Conducts seminars, classes, and show cause hearings.

Job Domains

1. Provides staff support to the Chief Deputy License Inspector daily.
2. Monitor adherence to policies, procedures, and provides guidance/training to Deputy License Inspectors I and II.
3. Participates in the hiring selection and training of Deputy License Inspectors I and II.

4. Assists supervisor to address problems and concerns. Provides an explanation and/or interpretation for the enforcement of State and County business license laws, manufactured home laws, county junk yard resolution, sales taxes, and policies and procedures, as required.
- ~~5.~~ Prepare and review reports and findings for further processing and to determine delinquency.
- ~~6.~~
- ~~7.~~5.
- ~~8.~~6. Perform field inspections of businesses for business license, sales tax, and cigarette stamp compliance.
- ~~9.~~7. Maintain records of collected funds and process collected payments for remittance to the Judge of Probate.
- ~~10.~~8. Monitors and inspects work in progress on junk yards and inspects finished work on junk yards and show cause hearings.
- ~~11.~~9. Provides guidance to Deputy License Inspectors I and II during field inspections of manufactured homes and junk yards.
- ~~12.~~10. Assists in mailout of delinquent business license citations.
- ~~13.~~11. Exercise independent judgement in carrying out assignments, planning, and completion of duties.

Knowledge, Skills, and Abilities

1. Ability to handle large sums of money (cash and checks) and make record of collections and remittances to the Judge of Probate.
2. Knowledge of accounting principles and methods.
3. Ability to communicate in writing and orally with co-workers, taxpayers, taxpayer agents, government officials, and attorneys.
4. Ability to research laws, rulings and court decisions.
5. Considerable knowledge of state codes and county resolutions pertaining to business licenses, manufactured home registrations, junk yards, and sales taxes.
6. Ability to recognize potential sales tax audits and report accordingly.
7. Ability to attend and/or conduct seminars and classes on business licenses and manufactured home codes.
8. Ability to train Deputy License Inspectors I and II.
9. Considerable knowledge of Baldwin County geography and streets.
10. Skills in math to compute citations and taxes correctly for the taxpayer.

Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials electronic or hard copy form.

3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a county vehicle, personal computer, telephone, copier, and other related office equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around an office environment, and field environments to include manufactured home parks and junk yard environments.

Other Characteristics

1. Experience working with the public involving tax matters.
2. Willing to travel out of county and overnight, as required.
3. Willing to work overtime, non-standard hours, weekends, and holidays, as required.
4. Willing to work in inclement weather and various outdoor field conditions. To include encountering wildlife, dogs, and visiting remote areas.

Minimum Qualifications

1. Possess valid driver's license.
2. Possess high school diploma or equivalent.
3. Minimum five (5) years practical experience and training in government accounting and collections related to job domain.
4. Possess certification as a revenue officer through CROAA (County Revenue Officer's Association of Alabama) and/or AATA (Alabama Association of Tax Administrators).

POSITION DESCRIPTION

Title: Senior Revenue Clerk
Department: Sales, Use & License Tax Department
Job Analysis: September 2017, September 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Sales, Use, & ~~License~~ Tax Director~~Coordinator~~
Subordinate Staff: None
Internal Contacts: County employees and elected officials
External Contacts: General Public, City and State Employees, License Departments, Vendors – Local Government and Gov Connect.
Status: Classified/Non-Exempt (310)

Job Summary

This position is responsible for performing various accounting functions as well as tax collection duties, with strong emphasis on collection of delinquent accounts. Research accounts activity and work diplomatically to resolve past due accounts through extensive contact with the taxpayer. This includes but is not limited to filing liens, monitoring and processing the online filing process, as well as the duties of the Revenue Clerk position.

Job Domains

1. Assist in the training of new employees.
2. Assist taxpayers with questions or problems. Respond to taxpayer's questions and comments in a courteous and timely manner.
3. Perform clerical functions as required.
4. Process and balance the online taxes received through the MAT system.
5. Place and release liens after approval from department coordinator.
6. Run reports and prepare daily, weekly, monthly, or annual reports as requested by the department coordinator.
7. Monitor delinquent accounts daily to assure appropriate timelines are met in sending out notifications and/or assessments.
8. Contact taxpayers concerning unpaid invoices or taxes.

9. Assist department coordinator with reviewing accounts for payments and delinquencies.
10. Assist taxpayers in obtaining proper tax forms and processes new applications.
11. Answer taxpayer's general questions regarding sales & use tax following State of Alabama rules & regulations.
12. Assist posting batches that come in the mail as needed.
13. Assist with business license collections, field-work and calls as needed.
14. Perform other duties as assigned by the Sales & Use Tax/Business License Inspection Coordinator.

Knowledge, Skills, and Abilities

1. Ability to make computations and tabulations accurately and in a timely manner.
2. Ability to type accurately and in a timely manner.
3. Ability to maintain records efficiently and effectively.
4. Ability to organize and accomplish tasks in a timely manner.
5. Ability to establish and maintain effectively working relationships with coworkers, department heads, employees, and the general public.
6. Ability to communicate effectively with others, both orally and in writing, using technical and non-technical language, with or without reasonable accommodation.
7. Ability to understand and follow oral and/or written policies, procedures, and instructions.
8. Ability to keep information confidential due to content of documents being handled.
9. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
10. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
11. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
12. Abilities to handle multiple tasks simultaneously to include being able to be interrupted and return to work immediately and prioritizing work as needed to answer the telephone, provide information to callers and coworkers, handle complaints from the public and ensure that all tasks are completed within time limits.
13. Ability to read and scan a wide variety of materials in electronic or hard copy form, with or without reasonable accommodation.
14. Ability to comprehend complex text such as County Resolutions, State and Federal Regulations dealing with the sales and use tax collection to ensure compliance with laws and procedures, and provide information to others.
15. Ability to handle large sums of money (checks and cash) and make computations quickly and accurately as needed to verify daily cash and check receipts, make deposits, balance reports, and to analyze and look for discrepancies in master listings.
16. Skill in math to include the addition, subtraction, multiplication and division of whole numbers and decimals as needed to count money, balance cash receipts, calculate percentage of taxes due, make change rapidly and accurately and calculate fees, taxes, penalties and interest.
17. Skill in written communication to include clarity, sentence structure, spelling, basic grammar and logical ordering ideas as needed to fill out receipts, compose memos and letters.

18. Skills in the operation of a computer terminal with sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, copier, and other related office equipment.
19. Skills in operating and troubleshooting office equipment.
20. Ability to file documents alphabetically and chronologically as needed to maintain accurate records, reference necessary information and provide information to others.
21. Knowledge of Word, Excel, Access, Power Point and Organizer.
22. Skill in both the creation and utilization of spreadsheets.
23. Knowledge of Crystal Reports or similar report-writer software.
24. Knowledge of billing and collection software.

Other Characteristics

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Qualifications

1. High school diploma or equivalent.
2. One (1) year experience as a Revenue Clerk II.
3. Three (3) years accounting experience.
4. Accounts Receivable and Accounts Payable experience desired.
5. Experience with computerized accounting systems desired.
6. Experience in service orientated field with heavy customer service preferred
7. Possess valid driver's license.
8. Certified County Revenue officer through County Revenue Officers Association of Alabama (CROAA).