

Commission Administration
County Administrator
727
Grade S325

Animal Shelter/ Control
Animal Shelter Manager
5351
Grade S313

Animal Shelter/ Control
Animal Resource Supervisor
5426
Grade 309

Animal Shelter/ Control
Senior Animal Control Officer
5459
Grade 306

Animal Shelter/ Control
Senior Animal Control Officer
5354
Grade 306

Animal Shelter/ Control
Sr. Animal Control Technician
5356
Grade 307

Animal Shelter/ Control
Animal Control Technician
5437
Grade 304

Animal Shelter/ Control
Animal Placement Specialist
5353
Grade 305

Animal Shelter/ Control
Animal Control Officer
5355
Grade 303

Animal Shelter/ Control
Animal Control Technician
5357
Grade 304

Animal Shelter/ Control
Animal Control Technician
5438
Grade 304

Animal Shelter/ Control
Office Manager
5352
Grade 306

Animal Shelter/ Control
Animal Control Officer
608
Grade 303

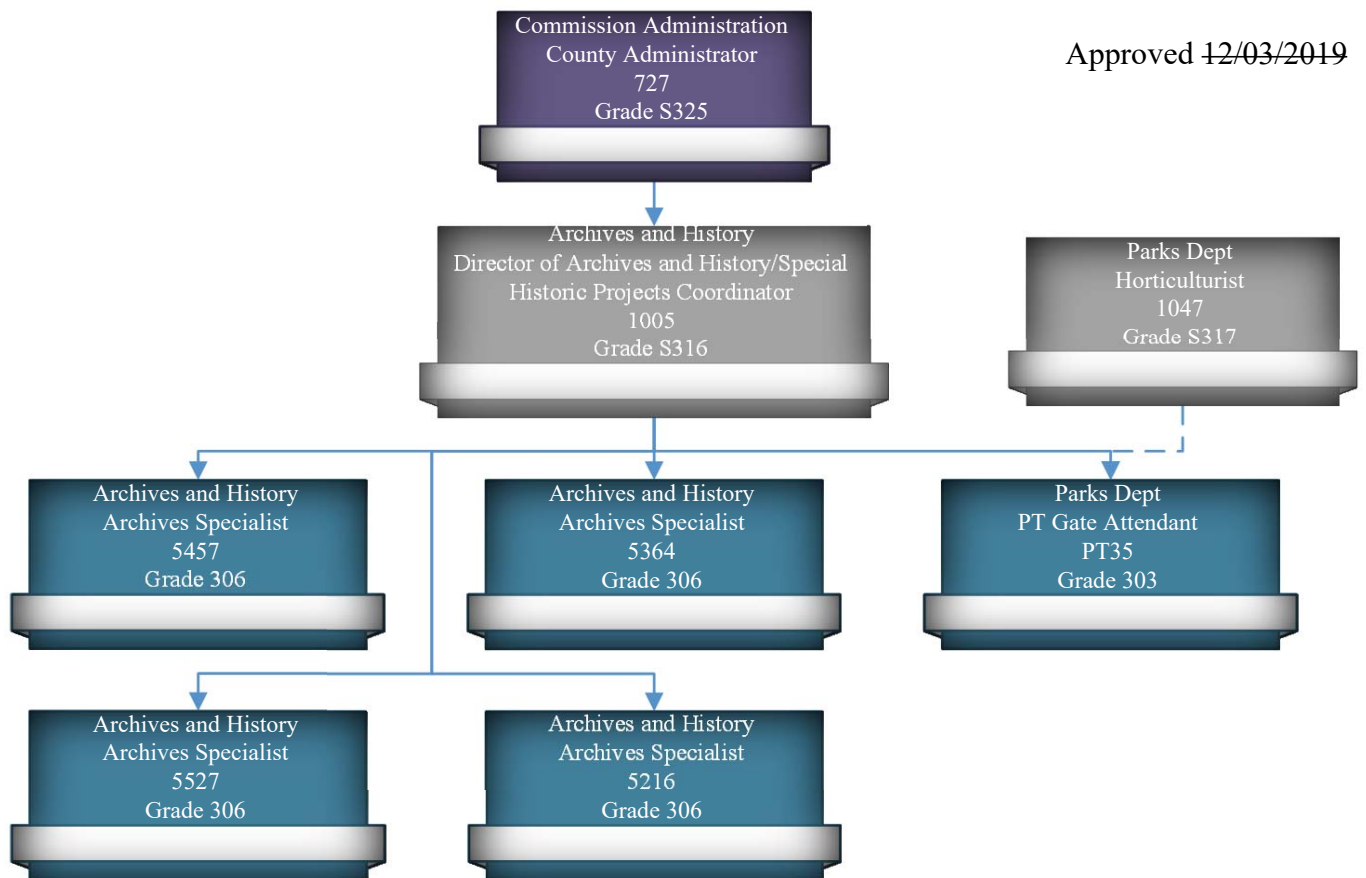
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Grade 304

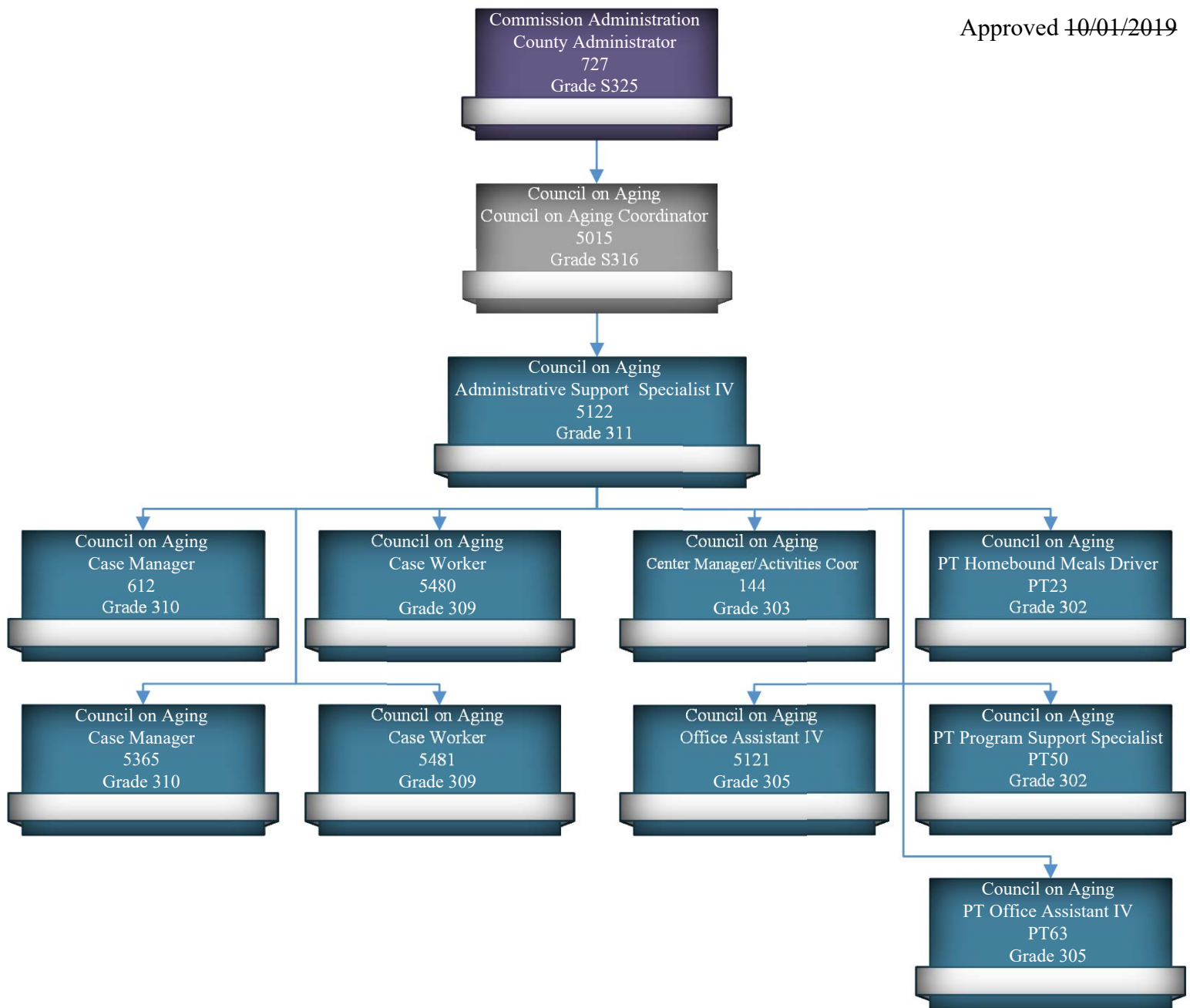
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Grade 304

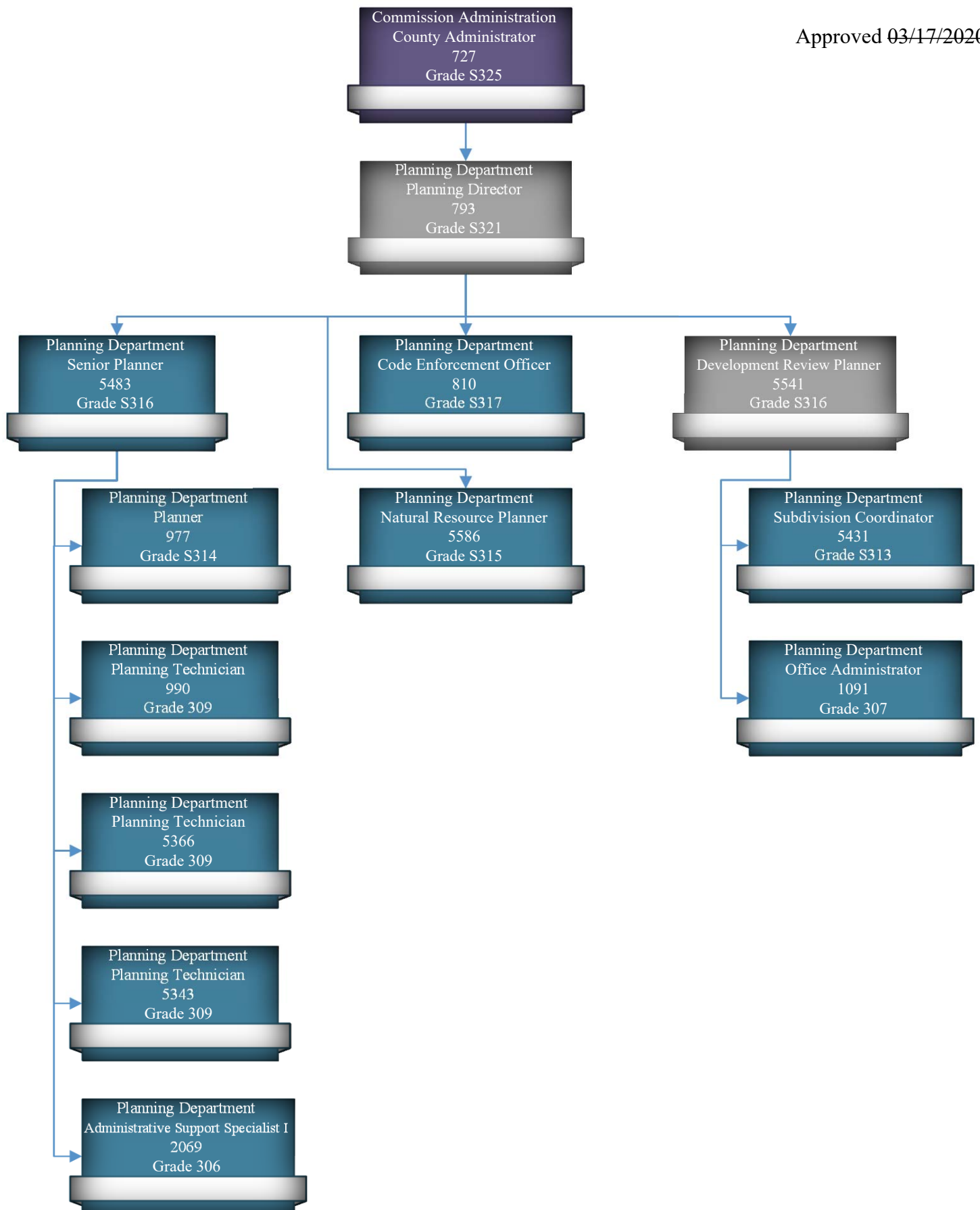
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5526
Grade 305

Animal Shelter/ Control
PT Animal Control Technician
PT54
Grade 304

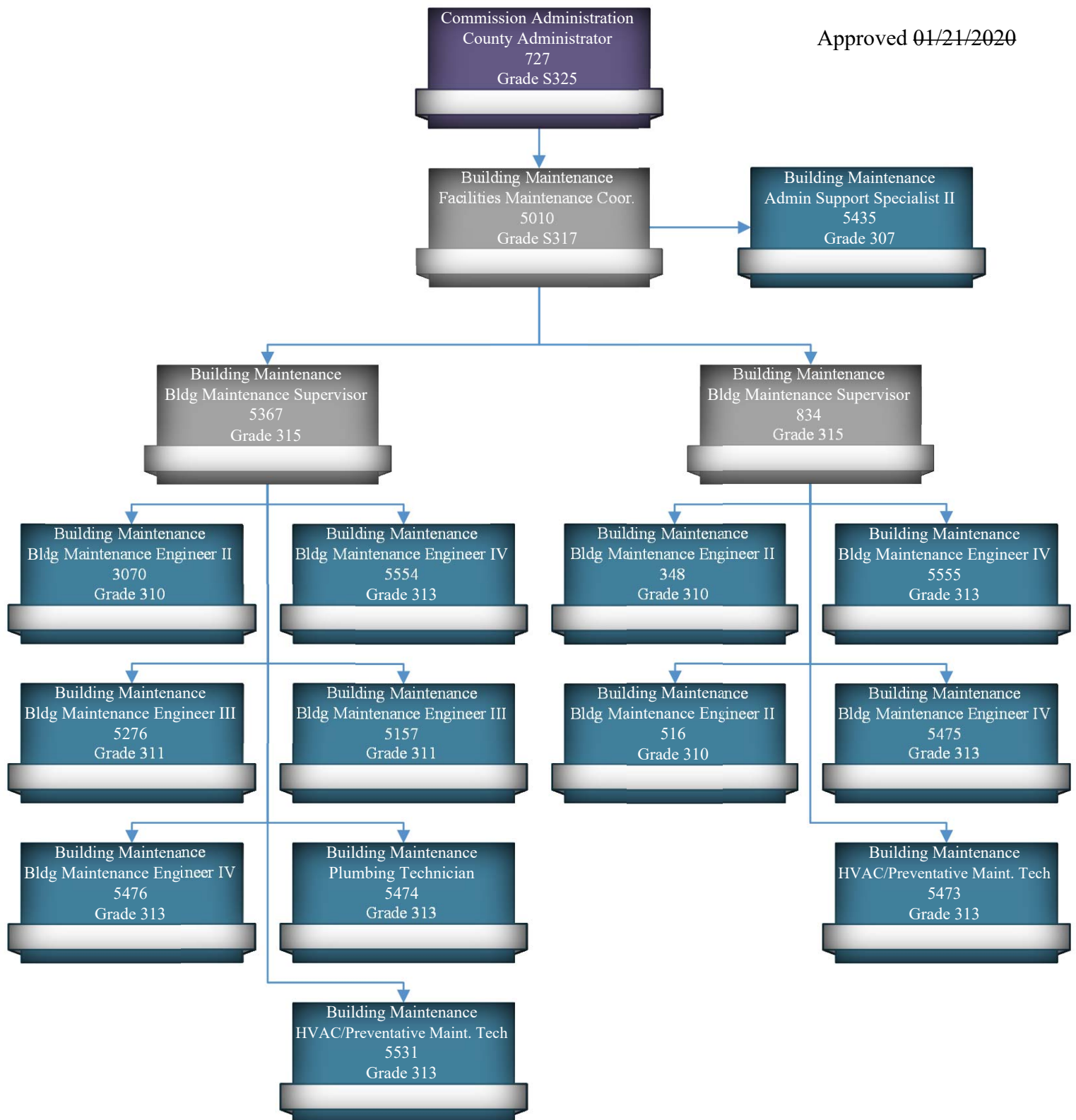
Approved 12/03/2019

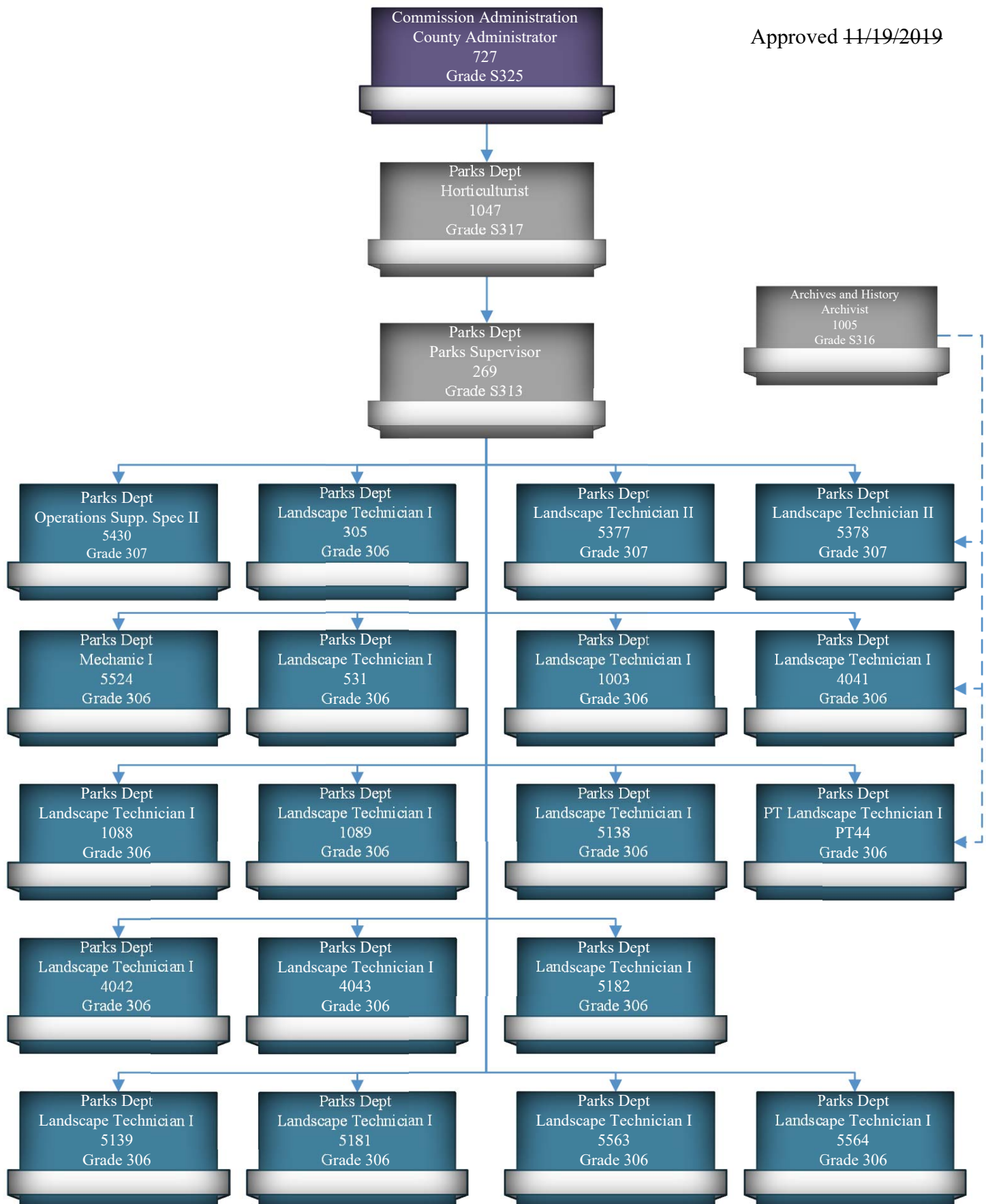


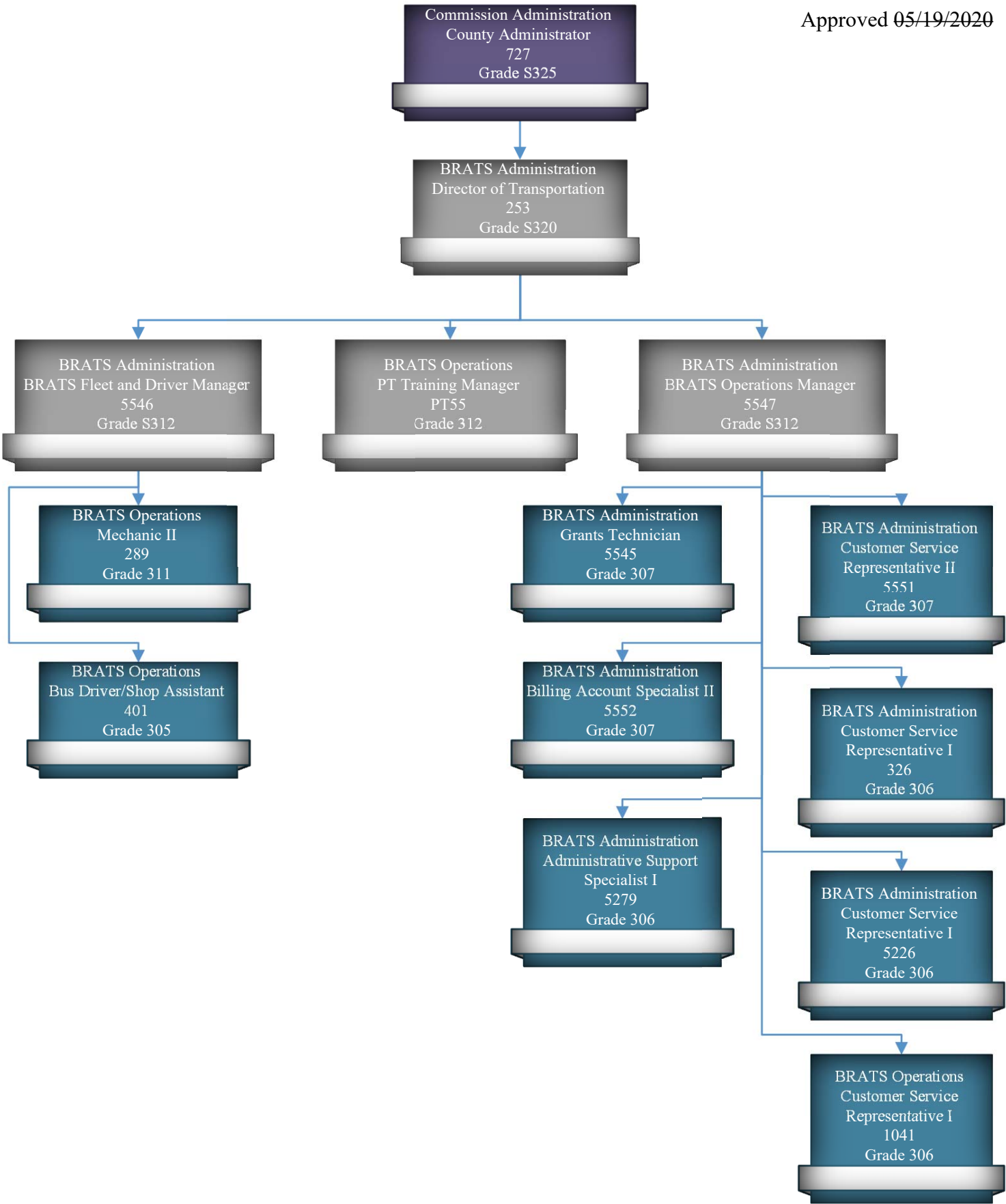


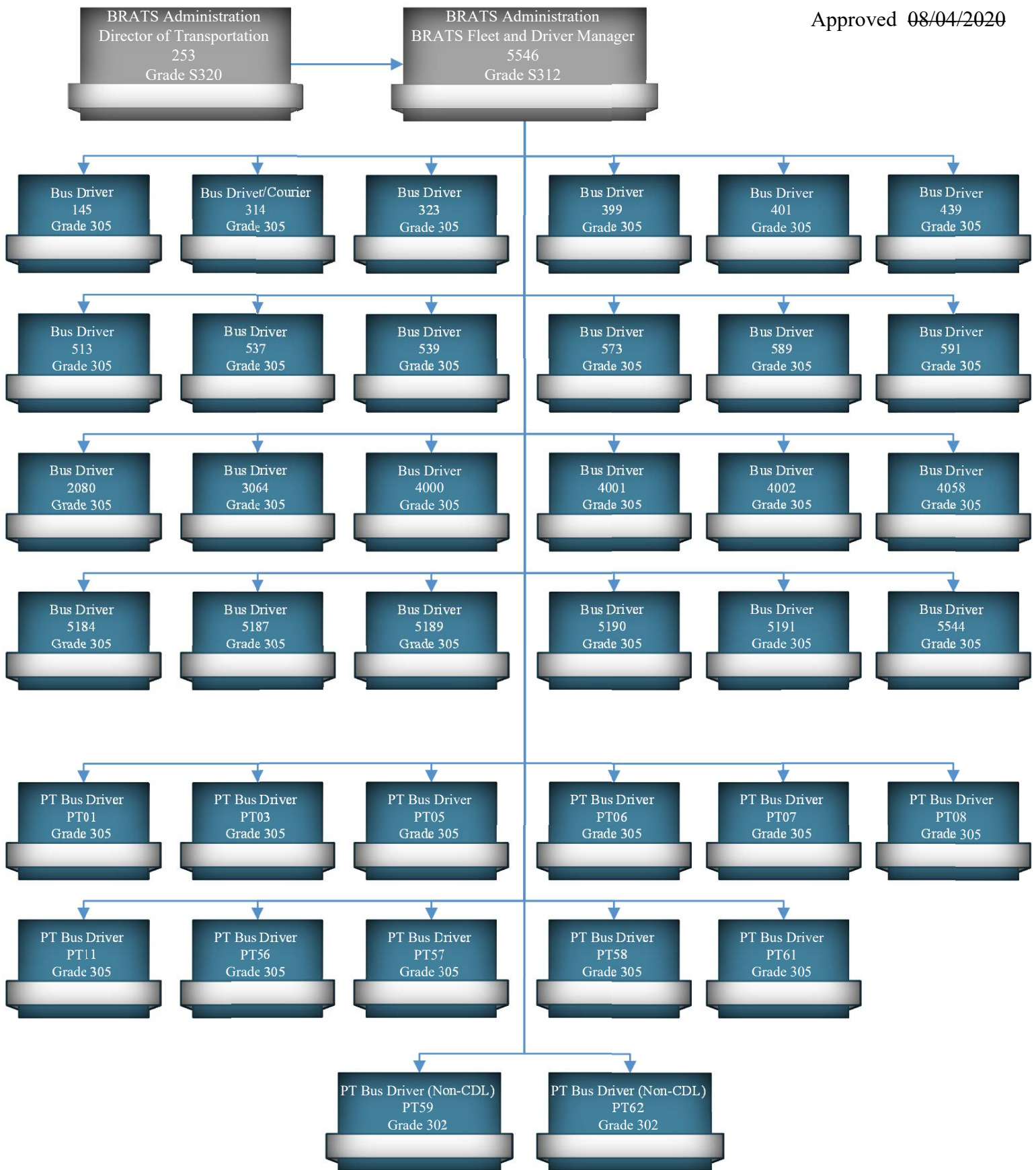


Approved 01/21/2020









POSITION DESCRIPTION

Title: Archives Specialist

Department: Department of Archives and History

Job Analysis: 07/2005, 02/2011, 09/2014, 01/2015, 06/2019, 09/2020

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 Archives/Special Historic Projects Coordinator

Subordinate Staff: None

Internal Contacts: County Personnel

Staff External Contacts: General Public, State government personnel

Status: Classified/Non-Exempt (306)

Job Summary

The Archives Specialist (s) for the Baldwin County Department of Archives and History serves to accomplish a myriad of clerical administrative duties for the Baldwin County Department of Archives and History and assists with archival projects as assigned by the Director of Archives and History. The Archives Specialist will, as a primary duty, perform the daily duties of records management including cataloging items, properly storing documents from various departments through county government and retrieving those same documents as needed by the Archives Department or any other department that maintains records within the Archives facility. In addition, the Archives Specialist must be able to retrieve shelved documents for patrons and ensure that they are re-shelved properly after use. The Archives Specialist must be able to assist patrons in their research of documents and artifacts maintained by the county archives. Furthermore, the Archives Specialist will assist in the training of temps/volunteers that are assigned county archival projects.

Job Domains

A. Facility

1. Conduct operations of the primary workplace facility as requested by the Director of Archives and History.
2. Conduct general day-to-day facility operations with kindness, professionalism tact and an emphasis on responsiveness.
3. Maintains office and cleaning supplies inventory and prepares requisitions for the same.

(Spending authorization will always be applicable as approved by Director of Archives and History and on file in the Budget/Purchasing office).

4. Reviews the primary facility for maintenance and cleanliness as directed.

B. Representative Duties

1. Organizes and arranges archival and manuscript material in alphabetical, chronological or other appropriate order, as directed, in accordance with local practice and documented procedures.
2. Performs routine procedures to arrange for preservation of the materials.
3. Compiles listings of materials in collections as appropriate.
4. Labels manuscripts folders and containers.
5. Compiles, inputs and formats data on collection material and collection activities in manual and automated files.
6. Prepare collections for preservation.
7. Input and format data for finding aids in machine-readable files, using a standard finding aid template.
8. Re-house material into archival containers and perform other routine procedures to arrange for the preservation of materials (e.g., preservation, photocopying of fragile materials).
9. Print box and folder labels from the electronic finding aid and labels boxes and folders.
10. Retrieve materials from the shelves and assists the Director for in-process and newly processed collections.
11. Perform clerical duties incidental to archival activities as assigned by the Director.

C. Clerical

1. Enters data from given sources on a computer.
2. Assists other county departments with their records management programs as needed.
3. Assists with research requests as needed
4. Supports director and department with special assignments as directed.
5. Takes notation and dictation as needed.
6. Types, writes, and/or prepares internal memoranda and various documents as requested.
7. Understands and conveys more complex messages and instructions and takes action accordingly.
8. Coordinates training course registrations and travel reservations as needed.
9. Takes minutes and proofreads minutes as requested.
10. Schedules meetings, coordinates newspaper advertisements as requested.
11. Receives, reviews, and prepares a variety of forms, requests, records, files, and other documents associated with daily responsibilities of this position.
12. Utilizes a computer, printer, etc. to enter, store, and retrieve data as needed in a variety of electronic mediums including the Archives' electronic database.
13. Maintains a comprehensive, current knowledge and awareness of applicable manuals, policies, and procedures.
14. Ability to understand and implement archival principles including document filing and retrieval.
15. Assists patrons in the use of finding aids and guides; responds to written inquiries and

supplies suitable references and/or service.

16. Supervises and trains interns/volunteers that are assigned to county archival projects.
17. Processes and creates finding aides for archival collections which fall under the domain of the county archives.
18. Offers and obtains basic information or provides assistance on general matters.
19. Compile and maintain archival management data and reports.

D. Reception and Referral

1. Greets visitors to the office, refers them to whom they need to see, and makes them comfortable if they must wait.
2. Answers incoming calls to the office. Advises, screens and refers callers and visitors.
3. Provides whatever information is available to general inquiries.

E. Special Historic Projects

1. Assists with the creation and execution of county-wide historical events from conception to clean-up.
2. Assists with the design of advertising materials; collaborate with several departments within the county as well as local and community groups.
3. Assists with archival programming to include publicity and public outreach programs.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of basic bookkeeping procedures.
3. A good working knowledge of English grammar, composition, and spelling.
4. Ability to read and understand English-language primary source documents, including hand-written texts sufficiently to organize collections.
5. A good working knowledge of general office practices and procedures.
6. Skills to communicate effectively with Public Officers, supervisor, co-workers, and general public.
7. Skills to read and understand printed reports and requests.
8. Knowledge of filing procedures.
9. Knowledge of office machinery operations.
10. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
11. Ability to understand written instructions, and general policy statements.
12. Ability to organize and prioritize own work.
13. Ability to operate equipment associated with the scanning and preservation of artifacts in an electronic format.
14. Knowledge of archival processing.
15. Knowledge of Records Management theory and practice.
16. Knowledge of or ability to learn the proper processing of documents and/or artifacts to archival standards.
17. Skills including an understanding of finding aides, electronic catalogs and databases and

the ability to create and implement any of the above.

18. Knowledge of, or ability to, learn and put into practice archival principles that are necessary to properly serve researchers at the facility and through telephone/email communication.
19. Abilities associated with the training and supervision of interns with limited archival skills and volunteers with no archival skills.
20. Ability to assist patrons with research requests in a professional and friendly manner.

Physical Requirements

1. Ability to lift heavy material, push loaded book carts, and climb ladders. Manual dexterity.
2. Must have the ability to lift at least 50 lbs. unassisted.

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. Must be willing to work in an environment that contains dust and/or mold.
5. Ability to work under stress of recurring deadlines.

Minimum Requirements

1. Associate degree in Records Management with a minimum two (2) years' experience working in an archives or records management setting; or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
2. Possess valid driver's license and be insurable by the County's standards.
3. Experience using computers, especially word processing, and other office equipment.
4. Minimal keyboarding skills (25-39 wpm).

POSITION DESCRIPTION

Title: Administrative Support Specialist I

Department: Baldwin Regional Area Transit System (BRATS)

Job Analysis: September 2020

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: BRATS Operations Manager, Director of Transportation

Subordinate Staff: None

Internal Contacts: Baldwin County Commission, County Administrator, Co-workers, CIS Department

External Contacts: General Public, Business Community,

Status: Classified/Non-Exempt (306)

Job Summary

Enters data collected from drivers' daily manifests to generate information for management and efficiency reporting. Balances all driver manifests to other account reports. Collects and posts all passenger fares and monthly billing of services. Makes daily bank deposits. Reports all funds collected to accounting department in Bay Minette. Acts as back-up for dispatch in the event of absences and must be willing to perform other duties as deemed necessary by management. Performs facility inspections, mail pickup, and enters building maintenance and CIS work orders.

Job Domains

A. Accounting

1. Balance driver's fare box to reports.
2. Prepare daily bank deposit.
3. Prepare monthly bank deposit report to County.
4. Post all activities in QuickBooks, Routematch and Excel.
5. Balance and reconcile all reports from Bay Minette.
6. Provides general bookkeeping and support as needed.

B. Data Entry

1. Enter the driver's daily report data into computer.
2. Generate information for management and efficiency reporting
3. Any other information necessary.

C. Reports

1. Generate data for National Transit Database reporting and other required reports.

Knowledge, Skills, and Abilities

Due to rapidly changing laws, regulations, technology, etc., BRATS focuses 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. Skills and ability to converse effectively with employees, and general public.
2. Math skills and ability to compute and understand basic arithmetic functions.
3. Accounting skills to correctly complete various records and reports accurately.
4. Computer skills to work accurately and effectively in QuickBooks, Excel, Microsoft Word and other current software programs.
5. Willing to learn new computer programs when necessary.
6. Ability to communicate with general public in a professional, courteous and polite manner.
7. Ability and patience to work with individuals with disabilities.
8. Ability to follow oral and written instructions.
9. Ability to relate pertinent information to supervisor.

Other Characteristics

1. All BRATS Team Members are expected to be very flexible team players. Any BRATS team member may be required to transport passengers (this is our core mission) or perform any other tasks required of any other BRATS team member.
2. Willing to work non-standard hours as necessary.
3. Need to have transportation to work.
4. Must be able and willing to travel when deemed necessary.

Minimum Requirements

1. Must have valid driver's license.
2. Criminal background check authorization required.
3. Pre-employment drug screening, random drug screening and post accident drug and alcohol screenings are required.

POSITION DESCRIPTION

Title: Billing Account Specialist II

Department: Baldwin Regional Area Transit System (BRATS)

Job Analysis: September 2020

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: BRATS Operations Manager, Director of Transportation

Subordinate Staff: None

Internal Contacts: Baldwin County Commission, County Administrator, Budget, Purchasing, Grants and CIS Department, Co-workers

External Contacts: General Public, Business Community

Status: Classified/Non-Exempt (307)

Job Summary

Enters data collected from drivers' daily manifests to generate information for management and efficiency reporting. Does monthly billing for all services rendered. Collects and posts all passenger fares and monthly billing of services. Makes bank deposits. Reports all funds collected to accounting department in Bay Minette. Generates vouchers and acts as back-up for dispatch in the event of absences and must be willing to perform other duties as deemed necessary by management.

Job Domains

A. Accounting

1. Bill monthly for all services rendered.
2. Post all incoming checks to books.
3. Maintain accurate accounting books on payments for services rendered.
4. Prepare bank deposit.
5. Post all activities in QuickBooks, Routematch and Excel.
6. Maintain all accounts.
7. Balance and reconcile all reports from Bay Minette.
8. Prepare and track grant reimbursement packages.

B. Data Entry

1. Generate information for management and efficiency reporting.
2. Travel
3. Any other information as needed.

Knowledge, Skills, and Abilities

Due to rapidly changing laws, regulations, technology, etc., BRATS focuses 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. Must place a high priority on providing phenomenal customer service.
2. Skills and ability to converse effectively with employees, general public.
3. Math skills and ability to compute and understand basic arithmetic functions.
4. Accounting skills to correctly complete various records and reports accurately.
5. Computer skills to work accurately and effectively in QuickBooks, Excel, Microsoft Word and other current software programs.
6. Willing to learn new computer programs when necessary.
7. Ability to communicate with general public in a professional, courteous and polite manner.
8. Ability and patience to work with individuals with disabilities.
9. Ability to follow oral and written instructions.
10. Ability to relate pertinent information to supervisor.

Other Characteristics

1. All BRATS Team Members are expected to be very flexible team players. Any BRATS team member may be required to transport passengers (this is our core mission) or perform any other tasks required of any other BRATS team member.
2. Need to have transportation to work.
3. Must be able and willing to travel when deemed necessary.
4. Must dress in professional manner to meet the public.
5. Must have positive attitude.
6. Handle stressful situations calmly and professionally.
7. Must be able to travel as deemed necessary.
8. Willing to work non-standard hours as necessary.

Minimum Requirements

1. Must have valid driver's license. Commercial Driver's License with Passenger Endorsement preferred.
2. Criminal background check authorization required.
3. Pre-employment drug screening, random drug screening and post accident drug and alcohol screenings are required.

POSITION DESCRIPTION

Title: Customer Service Representative II

Department: Baldwin Regional Area Transit System (BRATS)

Job Analysis: September 2020

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: BRATS Operations Manager, Director of Transportation

Subordinate Staff: None

Internal Contacts: Baldwin County Commission, County Administrator, Co-workers

External Contacts: General Public, Business Community

Status: Classified/Non-Exempt (307)

Job Summary

Customer Service Representative II's are required to answer all incoming telephone calls and handle them professionally and appropriately. They are required to correctly schedule all passenger trips by collecting all pertinent data from caller, entering information into computer, assigning trip to a route, and the route to a driver. The information is used to generate trip manifests for each driver for the next day. Customer Service Representative II's are responsible for collecting correct data, confirming that each driver knows their schedule for the next day, and receives their manifest. Assists Drivers with questions regarding driver manifest and other passenger information. Manage weekly schedules for the Customer Service Department. Schedule vehicles in for service and enter data for maintenance reports. Assign vehicles to drivers and perform vehicle inspections. Assist the Operations Manager in coordinating the activities of the Customer Service team. Must be willing to perform other duties as deemed necessary by management.

Job Domains

A. Essential Functions

1. Answer all incoming telephone calls and radio calls in a professional manner.
2. Accurately record all trip information in the scheduling software.
3. Gather updated telephone number and address for customer.
4. Communicate clearly and effectively with drivers and general public.

5. Assist Drivers with questions regarding manifest and other passenger information.
6. Accurately schedule and cancel trips.
7. Generate driver manifests.
8. Promptly forward accurate information to drivers.

B. Assist the Operations Manager

1. Coordinate the Activities of the Customer Service Team

C. Miscellaneous

1. Manage weekly schedules
2. Vehicle inspections and reporting

Knowledge, Skills, and Abilities

Due to rapidly changing laws, regulations, technology, etc., BRATS focuses 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. Must place a high priority on providing phenomenal customer service.
2. Skills and ability to converse effectively and pleasantly with employees and general public.
3. Telephone skills to handle multiple lines at one time.
4. Ability to work independently without close supervision.
5. Ability to spell common words and names for computer data entry.
6. Ability to multi- task, problem solve and meet deadlines.
7. Ability to communicate effectively and clearly with drivers.
8. Ability & patience to work with individuals with disabilities.
9. Ability to read maps and accurately direct drivers to addresses.
10. Math skills and ability to compute and understand basic arithmetic functions.
11. Ability to make decision within the standards of BRATS policies and guidelines.
12. Computer skills to work accurately and effectively in Excel, Microsoft Word and other current software programs.
13. Willing to learn new computer programs when necessary.

Other Characteristics

1. All BRATS Team Members are expected to be very flexible team players. Any BRATS team member may be required to transport passengers (this is our core mission) or perform any other tasks required of any other BRATS team member.
2. Need to have transportation to work.
3. Must dress in professional manner to meet the public.
4. Must have positive attitude.
5. Handle stressful situations calmly and professionally.
6. Must be able to travel as deemed necessary.
7. Willing to work non-standard hours as necessary.

Physical Qualifications

1. Must have 20/40 vision or better with corrected lenses.

Minimum Qualifications

1. Must have a valid driver's license. Commercial Driver's License with Passenger Endorsement preferred.
2. Experience with operating computer software programs.
3. Criminal background check authorization required.
4. Pre-employment drug screening, random drug screening and post-accident drug and alcohol screenings are required.

POSITION DESCRIPTION

Title: Training Manager (Part-Time)

Department: Baldwin Rural Area Transportation System (BRATS)

Job Analysis: October 2020

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: Bus Drivers, County Courier Drivers

Internal Contacts: Baldwin County Commission, County Administrator, Co-workers

External Contacts: General Public, Business Community

Status: Classified/Non-Exempt (312)

Job Summary

Assist in supervising over 50 drivers regarding their duties of operating their vehicles, carrying out pre-trip inspections, keeping vehicle clean, overseeing proper reporting, and assisting passenger within established guidelines. Handles driver's hiring, termination, orientation and training, performs driver evaluations and route evaluations along with bus reviews, coordinates training programs and follow-up training for employees. Must be on-call at all times for emergencies and be capable of assessing emergency issues. Monitors and manages payroll within the allocated budget. Supervisor must be willing to perform other duties as deemed necessary by management. Assists in office with administrative duties.

Job Domains

A. Essential Functions

1. Maintain control of passengers while they are aboard the vehicle.
2. Secure and tie down wheelchairs properly.
3. Record the time of each pick up and drop off.
4. Record the odometer of each pick up and drop off.
5. Remember addresses and directions.
6. Properly perform pre-trip and post-trip inspections of the vehicle.
7. Report maintenance issues and safety hazards.
8. Maintain cleanliness of vehicle.
9. Maintain fuel level of vehicle.

10. Collect fares of passengers.
11. Maintain accurate paperwork and training documentation.
12. Assist passengers within established guidelines.
13. Provide information to passengers.
14. Speak professional and clearly on radio.
15. Be familiar with current training procedures and safety equipment.
16. Able and willing to receive and maintain PASS certification and additional training.
17. Implement safety and training programs.
18. Able to provide orientation and training procedures for new drivers.
19. Assist in documenting and reviewing accidents and incidents.
20. Perform driver knowledge and performance evaluations.
21. Assist in emergency management as needed.
22. Participate in training activities.
23. Maintain professional drivers by hiring and terminating.
24. Perform Finalization of Employment promptly.
25. Assist in office with scheduling, and dispatching.

Knowledge, Skills, and Abilities

1. Skills to communicate effectively and clearly with general public mostly elderly and impaired.
2. Ability to keep detailed records and make accurate reports.
3. Ability to read road signs correctly.
4. Knowledge to understand rules and regulations of defensive driving.
5. Ability to follow routine oral and written instructions.
6. Math skills in order to keep correct figures on fares, adding miles traveled and gallons of gas and oil purchased.
7. Knowledge and understanding of the Alabama State Highway Public Transportation Highway rules and regulations.
8. Ability to deal with general public in a professional, courteous and polite manner.
9. The ability & patience to work with individuals with disabilities.
10. Ability to remember addresses and directions.
11. Ability to convey procedures and instructions to new hires and existing staff.
12. Ability to relate pertinent information and safety hazards to supervisor.
13. Skills to create an environment conducive to learning and instruction.
14. Ability to operate a direct link radio and to communicate effectively and clearly.
15. Ability to work in computer software programs.

Other Characteristics

1. All BRATS Team Members are expected to be very flexible team players. Any BRATS team member may be required to transport passengers (this is our core mission) or perform any other tasks required of any other BRATS team member.
2. Willing and able to be trained to secure a wheelchair down properly.
3. Must be able to travel as deemed necessary.
4. Need to have transportation to work.
4. Willing to work non-standard hours as necessary.

Physical Qualifications

1. Ability to see, read, write, stand, walk, reach, pull, push, bend, turn, climb, escort passengers, observe passengers, lift a minimum of 50 lbs. unassisted and secure passengers and mobility devices.
2. Must have 20/40 vision or better with corrected lenses.

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.

POSITION DESCRIPTION

Title: Natural Resource Planner

Department: Planning and Zoning

Job Analysis: September 2020

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: None

Internal contacts: 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

Status: Classified/Exempt (S315)

Job Summary

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. Manage natural resource staff.

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, 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.
7. Assist Planning Director 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). 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.