



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 19-1255      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 5/14/2019      **In control:** Baldwin County Commission Regular

**On agenda:** 5/21/2019      **Final action:** 5/21/2019

**Title:** Updated Organizational Charts and Position Descriptions for the Budgeting and Purchasing Departments, Commission Administration Departments, Parks Department, and Accounting Department

**Indexes:**

**Attachments:** 1. Updated Organizational Charts for Budgeting and Purchasing, Commission Administration, Parks Department, and Accounting Departments, 2. Updated Position Descriptions for Budget Director, Purchasing Director, Director of Archives and History, Landscape Technician I, Lands

| Date      | Ver. | Action By                         | Action   | Result |
|-----------|------|-----------------------------------|----------|--------|
| 5/21/2019 | 1    | Baldwin County Commission Regular | Approved |        |

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 5/21/2019

**Item Status:** New

**From:** Wayne Dyess, County Administrator, Deidra Hanak, Personnel Director

**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Updated Organizational Charts and Position Descriptions for the Budgeting and Purchasing Departments, Commission Administration Departments, Parks Department, and Accounting Department

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the updated organizational charts for the Budgeting and Purchasing Departments, Commission Administration Departments, Parks Department, and Accounting Department; and
- 2) Approve the updated position descriptions for Budget Director, Purchasing Director, Sales, Use, and License Tax Coordinator, Director of Archives and History, Landscape Technician I and Landscape Technician II.

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** With the employment of Wayne Dyess as the County Administrator, the Budgeting and Purchasing Department will now solely be under the Budget Director. The Archives Director will have

the Bi-Centennial Park employees report to Archives. Additionally, the Sales, Use, and License Tax Department will move under the Budget Director.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Personnel

Administration - add updated position description to the Budget Director's employment contract and re-upload to BCAP.

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A