



Baldwin County Commission

Legislation Details (With Text)

File #: 20-1012 **Version:** 1

Type: Other Staff Recommendations **Status:** Passed

File created: 3/24/2020 **In control:** Baldwin County Commission Regular

On agenda: 4/7/2020 **Final action:** 4/7/2020

Title: Planning and Zoning Department - Updated Position Descriptions

Indexes:

Attachments: 1. Updated Position Descriptions for Planning and Zoning Department

Date	Ver.	Action By	Action	Result
4/7/2020	1	Baldwin County Commission Regular	Approved	

Meeting Type: BCC Regular Meeting
Meeting Date: 4/7/2020
Item Status: New
From: Wayne Dyess, County Engineer
Vince Jackson, Planning and Zoning Director
Deidra Hanak, Personnel Director
Submitted by: Deidra Hanak, Personnel Director

ITEM TITLE

Planning and Zoning Department - Updated Position Descriptions

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the re-title of the Permit/Subdivision Coordinator (PID #5431) to Subdivision Coordinator; and
- 2) Approve the updated position descriptions for the Subdivision Coordinator and Office Administrator.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The Planning and Zoning Director respectfully requests that the above recommendations are approved.

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 - Implement Changes

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

Additional instructions/notes: N/A