



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 21-1319      **Version:** 1

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

**File created:** 9/9/2021      **In control:** Baldwin County Commission Regular

**On agenda:** 9/21/2021      **Final action:** 9/21/2021

**Title:** Finance and Accounting Department - Creation of One (1) Grants Administrator Position

**Indexes:**

**Attachments:** 1. Position Description for Grants Administrator

Date	Ver.	Action By	Action	Result
9/21/2021	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 9/21/2021  
**Item Status:** New  
**From:** Cian Harrison, Clerk/Treasurer  
Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Finance and Accounting Department - Creation of One (1) Grants Administrator Position

### STAFF RECOMMENDATION

Take the following actions:

- 1) Approve the creation of a Grants Administrator position (PID #TBD), at a grade S318; and
- 2) Approve the position description for Grants Administrator.

### BACKGROUND INFORMATION

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

**Background:** The Clerk/Treasurer respectfully requests that the above recommendations are approved.

### FINANCIAL IMPACT

**Total cost of recommendation:** TBD

**Budget line item(s) to be used:** 10051700.51130

**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