



# Baldwin County Commission

## Legislation Text

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

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**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