



Baldwin County Commission

Legislation Text

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

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