



Baldwin County Commission

Legislation Text

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

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

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