

ORDINANCE NO. 1976

AN ORDINANCE OF THE CITY OF TALLADEGA TO AMEND ORDINANCE NUMBER 1614 TO AMEND THE JOB DESCRIPTION OF THE ADMINISTRATIVE ASSISTANT WATER AND SEWER DEPARTMENT; DIRECTOR FINANCE DEPARTMENT; LIEUTENANT-PATROL; WATER TREATMENT SUPERVISOR; LIEUTENANT-TRAINING; PUBLIC INFORMATION OFFICER; PURCHASING AGENT; SERGEANT-PATROL; WASTEWATER TREATMENT SUPERVISOR AND GRANTS COORDINATOR; AND TO CREATE THE POSITIONS OF: WASTEWATER LIFT STATION TECHNICIAN; WASTEWATER PLANT CHIEF OPERATOR; WATER PLANT CHIEF OPERATOR; PARKS AND RECREATION ADMINISTRATIVE ASSISTANT AND GRANTS COORDINATOR FINANCE.

Be it ordained by the City Council of the City of Talladega, Alabama, as follows:

WHEREAS, pursuant to the authority of State Act Number 2004-436, Section 7, the City Manager after consultation with the Civil Service Board and the employee committee has proposed the adoption of an amendment to Ordinance No. 1614 to amend the job descriptions of the Administrative Assistant Water and Sewer Department; Director Finance Department; Parks and Recreation Administrative Assistant; Lieutenant-Patrol; Water Treatment Supervisor; Lieutenant-Training; Public Information Officer; Purchasing Agent; Sergeant-Patrol; Wastewater Plant Chief Operator; Wastewater Treatment Supervisor; Wastewater Lift Station Technician; and Water Plant Chief Operator; and,

WHEREAS, after reviewing the recommendations of the City Manager regarding this proposed Amendment to Ordinance Number 1614, the City Council of the City of Talladega has determined that the proposed amendment is in the best interest of the members of the classified service of the City of Talladega and insures fair treatment for all employees.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

Section 1. Upon adoption of this ordinance, the job description of the **Administrative Assistant Water and Sewer Department** shall be amended to read as follows:

Job Title: Administrative Assistant

Department: Water & Sewer Department

FLSA: Non – Exempt

Grade: 5

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: April, 2026

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director, Water & Sewer

Subordinate Staff: None

Other Internal Contacts: Water Treatment Division; Wastewater Treatment Division; Construction and Maintenance; Customer Service Division

External Contacts: General Public; Alabama Department of Public Health (DPH); Alabama Department of Human Resources (DHR); Businesses; Developers; Financial Institutions; Realtors; Contractors; Vendors

Job Summary

Under the supervision of the Director, the employee is responsible for administrative, clerical, and communication functions of the office. The employee provides a full variety of clerical and administrative tasks to ensure that the office is managed effectively and efficiently. The employee represents the City and the department by serving as the point of contact for the department, greeting visitors, providing information and directions, answering the phone, forwarding calls, and providing general assistance. Work is performed in accordance with established procedures, but with varying degrees of independent judgment in carrying out assignments, often involving considerable public contact. This employee also provides support to the Director and coordinates functions of the department. Employee ensures the processes are followed, that supplies and equipment are available, and that documents are completed and records maintained. The employee responds to

questions and solves conventional problems and refers unusual or difficult, issues to the director. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Customer Relations and Services. Performs office activities to ensure efficient, high-quality services are provided to the citizens of the City.

1. Acts as a point of contact for the department.
2. Plans and conducts meetings with key personnel to share information about current and upcoming issues: receives reports on issues of concern to personnel and citizens.
3. Motivates, communicates with, and leads subordinates to work as a team in accomplishing objectives.
4. Ensures that policies and procedures are strictly enforced.
5. Monitors training activities, ensures continuing education requirements are met.
6. Assists Customer Service Clerks as needed.
7. Monitors the general level of morale and job satisfaction and resolves developing problems as soon as possible.
8. Addresses all complaints and handles in a professional manner.
9. Resolves problems, discrepancies, and issues according to departmental policies and procedures.

ESSENTIAL FUNCTION: Administrative Assistance. Provides support for the Director and other departmental personnel and maintains accurate records, files and reports.

1. Secures confidential personnel records; maintains privacy.
2. Compiles, prepares, and maintains files for all contracted Water & Sewer projects.
3. Generates, compiles, prepares and distributes reports.
4. Schedules attendance for Department personnel for meetings, seminars, courses and CEU credits.
5. Maintains office files.
6. Generates general office correspondence to include letters, memos and emails.
7. Keys information into the computer.
8. Makes travel arrangements for Director and other employees.
9. Maintains Departmental calendar; schedules appointments for Director.
10. Maintains equipment and vehicle records including purchases and maintenance schedules.
11. Maintains all records of accident and incident reports.
12. Prepares, submits and maintains files on all purchase orders for the Department.
13. Compiles, prepares and submits all Departmental travel reimbursement requests.
14. Assists the Director with administrative tasks as required.

ESSENTIAL FUNCTION: Payroll. Accurately performs payroll functions to ensure that all employees are paid as scheduled, and that benefits, any deductions or garnishments are accurately reflected.

1. Prepares and maintains time and attendance records for the Department.
2. Reviews timesheets for completeness and accuracy.
3. Ensures payment of employees.
4. Establishes a record for each employee.
5. Maintains time-keeping.
6. Resolves time/leave discrepancies; makes corrections.
7. Orients new employees to the department.
8. Develops job vacancy notices.
9. Maintains records, reports.
10. Reports payroll and personnel information to the Finance department as requested and required.

ESSENTIAL FUNCTION: Departmental Operations and Support. Performs general administrative and clerical tasks to ensure the effective and efficient operation of the department and City.

1. Represents the department and City in a positive and professional manner.
2. Assists in preparing the capital and operating budget submission for the Department.
3. Maintains spreadsheets for budget tracking.
4. Performs or supervises all office work regarding customer accounts including billing, processing payments, applications for service, final notices to discontinued customers, computer system updating, inquiries, complaints and similar matters.
5. Keeps the Director fully informed regarding all activities and problems.
6. Monitors office supplies to ensure adequate inventory is maintained.
7. Generates purchase orders for supplies and services
8. Orders supplies.
9. Orients and trains new employees.

10. Drives to perform routine errands.
11. Performs other job-related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of City geography.
3. Knowledge of modern administrative office practices, procedures, and equipment including bookkeeping, receptionist and telephone techniques and etiquette.
4. Knowledge of records management and state laws regarding maintenance and archiving of files and records.
5. Knowledge and proficiency with word processing, spreadsheets, database applications, e-mail, and internet.
6. Knowledge of basic budgeting.
7. Communication skills to effectively communicate internally and externally, both orally and in writing.
8. Reading skills to understand and interpret regulations, ordinances, policies, procedure and other complex documents.
9. Verbal skills to communicate effectively with elected officials, supervisor, co-workers, subordinates, general public and City personnel.
10. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, reports, forms, records, and similar items.
11. Math skills to perform basic calculations (add, subtract, multiply, divide) and balance accounts.
12. Computer skills to create spreadsheets and other documents.
13. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
14. Skill in planning, analyzing and coordinating activities and establishing priorities.
15. Ability to consistently represent the City in a positive, professional manner.
16. Ability to prioritize work projects and organize files.
17. Ability to pay attention to detail when dealing with customer accounts.
18. Ability to organize and manage calendars and schedules.
19. Ability to pay attention to detail when completing reports.
20. Ability to work with little or no supervision.
21. Ability to plan, organize, coordinate and carry out work.
22. Ability to work independently and exercise judgment to make prudent decisions.
23. Ability to work in a fast-paced environment requiring organization and multi-tasking skills.
24. Ability to keep confidential information, accurate records, and prepare accurate reports.
25. Ability to deal with all contacts in a courteous and patient manner.
26. Ability to solve, and help others with, conventional problems.
27. Ability to effectively collaborate work with others.
28. Ability to use multi-line telephones.
29. Ability to operate standard office equipment such as computers, copier, fax, typewriter, adding machine, and similar equipment.
30. Ability to handle irate customers.
31. Ability to handle and account for monies.
32. Ability to troubleshoot basic IT and computer issues and problems
33. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; college courses in business or an associate's degree are preferred.
2. Five (5) years of progressively responsible work experience in a professional office setting.
3. Previous work experience working with the general public and for a governmental entity; experience coordinating or managing an office is preferred.
4. Possess a current and valid driver's license and be insurable.
5. Ability to work non-standard work hours.
6. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Section 2. Upon adoption of this ordinance, the job description of the **Director Finance Department** shall be amended to read as follows:

Job Title: Director
Department: Finance
FLSA: Exempt

Grade: 12
Safety Sensitive Job: No
Security Sensitive Job: Yes

Job Description Prepared: August 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: City Manager
Subordinate Staff: All Departmental Employees
Other Internal Contacts: All City Departments
External Contacts: General Public; City Council; County Administrative Offices; Banks and Financial Institutions; Alabama Department of Revenue; Government Finance Officers Association (GFOA); Alabama Municipal Revenue Officers Association (AMROA); Tax Agencies; Consultants and Contractors; Vendors; Auditors; Attorneys; Local Businesses; Accountants; Internal Revenue Service; Retirement Systems of Alabama

Job Summary

Under the general supervision of the City Manager this employee plans for, organizes, and manages the City’s finances, supervises and administers the financial aspects of payroll and benefit functions, performs Information Technology functions, and maintains cash and General Ledger accounts. The employee serves as the Department Director and manages the daily functions of the department and supervises employees. Plans and coordinates the City’s annual budget and budgetary activities; ensures compliance of operation within the approved budgets. Provides management of the purchasing functions for each City department and ensures compliance with purchasing and bid laws. Manages the grant process. Manages, oversees, and monitors inventory control for all City property and supplies. Advises City officials and City Manager regarding City financial matters. Ensures compliance with all federal and State laws with implications for municipal finance. Ensures compliance with reporting and payment of federal and State taxes and required retirement contributions. Monitors compliance with City benefit and time-reporting policy and external regulations such as the Fair Labor Standards Act. Performs first-level technical support for workstations, servers, and network connectivity. This is a highly responsible job; latitude for making decisions is afforded this employee. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Financial Management. Serves as Chief Financial Officer. Manages the City’s finances to ensure that the City remains in solid financial condition, compliant with all laws, and in keeping with established and general financial and accounting practices.

1. Oversees the daily operations of the Finance Department.
2. Ensures accurate records of revenues and expenditures for the city are in conformance with State and Federal requirements.
3. Updates the City Manager, City Council, and Department Directors on the financial condition of the City.
4. Oversees a current inventory of all city properties and assets.
5. Generates various financial statements and reports.
6. Oversees accounts receivable payment collections and receipts.
7. Oversees accounts payable functions, ensuring that invoices are paid on time.
8. Notifies individuals of returned checks on paid accounts; and contacts the proper authorities as needed.
9. Performs cost analysis of benefits and compensation; reports results.
10. Approves and signs checks written from the general fund.
11. Ensures and facilitates daily bank deposits into the appropriate City account.
12. Oversees and approves general ledger entries to ensure proper distribution of City funds.
13. Ensures accuracy of department account purchase orders charges.
14. Generates end-of-the-year closing reports of the City’s finances and prepares for audits.
15. Oversees and ensures maintenance and security of financial files, documents, records, and reports.
16. Maintains detailed records of purchase orders and reconciles department’s accounts and purchases.
17. Attends continuing education classes to stay updated on laws, regulations, and accepted practices relating to municipal finances.
18. Performs other related duties as required.

ESSENTIAL FUNCTION: Budget Coordination. Engages the leadership of the City in preparing and managing an annual budget.

1. Collaborates with City Manager and Department Directors for drafting annual budget.
2. Submits the City’s general operating budget to the City Council for discussion and approval.

3. Collaborates with departments on financial needs and available funds.
4. Performs end-of-the-year analysis of budget compared to actual amounts spent and generates end-of-year closing reports.
5. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Payroll and benefit supervision and administration. Ensures pay packets, benefit changes, tax payments, and paid time off (PTO) balances are processed and recorded promptly and accurately.

1. Ensures that accurate time sheets are received from each department.
2. Reviews time sheets for compliance with City policies and FLSA regulations.
3. Verifies accuracy of Federal 941 reporting and payment remittance for each pay period
4. Verifies accuracy of State withholding reporting and payment remittance monthly.
5. Verifies accuracy of reporting and payment remittance to Retirement Systems of Alabama monthly.
6. Develops and implements pay codes and deduction codes for accounting accuracy, as needed.
7. Ensures accurate accrual of paid time off for each employee according to City policy.
8. Oversees corrections made to payroll and ensure accuracy of payroll submission by Accountant.
9. Oversees repayments made to and from employees.
10. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Information Technology Support. Coordinate with third-party providers to ensure computers, servers, and network devices function properly and server City needs.

1. Oversees software and hardware implementation projects; serves as liaison with third-party providers.
2. Develops, promotes, and maintains security measures to ensure integrity of City networks and data.
3. Evaluates IT infrastructure needs and makes recommendations for improvements to the City Manager.
4. Ensures redundancy and resiliency in City networks and data storage to minimize the chance of catastrophic failure.
5. Resolves minor issues with standard software and operating systems; escalates issues to third-party providers as necessary.
6. Performs other related duties as required.

ESSENTIAL FUNCTION: Department Management and Supervision. Ensures the appropriate functions of the department are carried out in a professional manner.

1. Ensures compliance with laws and generally accepted finance and accounting principles as described by the Governmental Accounting Standards Board (GASB).
2. Ensures safety and security measures are in place and utilized in the Finance Department.
3. Collaborate with HR Department to fill vacancies as necessary.
4. Interviews job applicants in concert with HR; recommends applicants for hire.
5. Oversees training of new employees and delegates tasks to employees.
6. Manages and supervises the daily operations within the Finance Department and ensures rules and regulations are followed.
7. Ensures daily collections of revenue and payables, are correct and accounted.
8. Oversees cash handling and payments. Secures monies.
9. Ensures accurate assignment completion and addresses problems or concerns within the Finance Department.
10. Approves payroll and authorizes vacation, sick leave, and compensatory time for Finance Department employees.
11. Performs annual performance evaluations of Finance Department employees.
12. Performs disciplinary actions in accordance with City policies and procedures specifically, conducting performance counseling, issuing corrections, issuing verbal and written reprimands, and recommending suspensions or terminations to the City Manager.
13. Receives, considers and addresses citizen complaints and problems with the City in concert with the City Manager.
14. Performs other related duties as required.

ESSENTIAL FUNCTION: City and Department Operations. Supports the department and City to ensure smooth operations.

1. Represents the City in a positive and professional manner.
2. Participates in special events and City initiatives.
3. Drives to attend meetings, makes deposits, meets with vendors, and conducts City business, as needed.
4. Plans and conducts departmental meetings.
5. Ensures Finance Department employees participation of appropriate classes and training.
6. Ensures Finance Department has necessary tools, resources, and supplies.
7. Prepares data, materials, and documents for presentations.
8. Utilizes computers, specialized software, and office equipment to accomplish required work.
9. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Grant Management and Administration. Performs continuous research on available grants for all City departments and projects. Conducts research, completes applications, and administers received grants.

1. Consults with Departments to determine funding needs.
2. Research funding agencies and available funding from each.

3. Maintains files with demographic, financial, and narrative information for use in grant applications, updates information routinely.
4. Research proposal requests and determines if funding meets the City's needs.
5. Preparation of grant applications/proposals with background material and supporting data.
6. Ensures grant application deadlines are met.
7. Attends grant compliance workshops for detailed instructions on grant procedures, limitations, and guidelines.
8. Maintains budget and tracks expenditures of grant funds.
9. Oversees generation and submission of regular periodic reports to granting agencies.
10. Files and submits appropriate documents for reimbursement of funds from the granting agency.
11. Meets with Department Directors on grant approvals, requirements, and reporting.
12. Completes yearly and close-out reports upon completion of the grant period.
13. Ensures proper financial reporting of open grants.
14. Oversees continuous tracking of approved grants to ensure requirements are met.
15. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Purchasing functions. Manages, conducts, and oversees purchasing, capital improvement projects, and bid processes.

1. Provides leadership and direction for the purchasing functions.
2. Provides for and manages centralized purchasing for the city.
3. Works with and oversees work performed by the Purchasing Agent; provides guidance.
4. Reviews and ensures accuracy of purchase orders to include items needed, vendor, number, and prices.
5. Engages with contractors, vendors, and consultants for City projects for the bid process as needed.
6. Oversee walk-throughs to ensure goods and services meet required bid specifications and fulfill contract requirements as needed.
7. Oversee the approval and review of POs and Bids for content, accuracy and compliance.
8. Oversees purchase and service contracts.
9. Collaborate with Departments, vendors, contractors, engineers, architects, and attorneys to ensure goods and services meet required specifications and expectations of contracts.
10. Manages the Bid process and expenditure tracking of capital improvement projects.
11. Establishes and facilitates Bid processes to ensure that items are received, and services are received.
12. Oversees Purchasing Agent to ensure Alabama Bid Laws are utilized and accurately applied.
13. Oversees Purchasing Agent to ensure specifications are clearly outlined and developed.
14. Oversees preparation of advertisements, issuance of Bid packages, administration of Bid openings; verification Bid packages are received.
15. Attends and participates in Bid openings, as needed.
16. Oversees awarded Bid notification.
17. Performs other related duties as required.

ESSENTIAL FUNCTION: Manages Purchase Order functions. Writes, processes, oversees, and monitors purchase orders.

1. Oversees creation of purchase orders (POs) to include items requested, vendor, number, and cost.
2. Oversees vendor verification, compliance, vendor insurance, and excluded parties list.
3. Oversees requisitions for accuracy and compliance.
4. Ensures requisitions have appropriate Director, Purchasing Agent, and City Manager signatures when required.
5. Oversees purchase-related documents and files by department.
6. Determines if immediate need or emergency purchase requests are necessary and takes appropriate action.
7. Oversees purchasing contracts for goods and services; tracks expiration and renewal dates of active contracts; schedules meetings, RFPs or Bid advertisements for future contracts.
8. Serves as the liaison between the vendor/contractor and department to remedy issues with products and services.
9. Oversees departmental compliance with the City's purchasing policy and Alabama State Bid Law.
10. Performs other related duties as required.

ESSENTIAL FUNCTION: Capital Projects. Participates in the planning of Capital Projects.

1. Identify needs and assist with Capital Project development in conjunction with the City Manager and Department Directors.
2. Manages Capital Project Bid process.
3. Establishes project parameters and specifications.
4. Engages contractors and consultants as appropriate.
5. Maintains documents and associated files and reports.
6. Collaborates with project team, as appropriate.
7. Establishes contract terms; takes necessary actions to progress projects.
8. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Inventory Management. Manages the functions related to inventory to ensure assets and reporting requirements are met.

1. Oversees inventory levels.
2. Oversees the required inventory duties assigned to the Inventory Control Specialist.
3. Oversees the inventory system for inconsistencies and cycle counts.
4. Oversees the accuracy and quality of items received and accurate labeling.
5. Oversees the accountability of processes and procedures.
6. Oversees department inventory spending and tracking.
7. Oversees onsite inventory availability.
8. Oversees surplus of inventory.
9. Oversees inventory is accounted for and accurately entered.
10. Oversees Inventory Control Specialist receives proper training and certification.
11. Oversees research to decrease inventory cost.
12. Oversees creation of inventory, surplus, repair, warranty, and insurance forms and documents.
13. Oversees departmental inventory training is conducted by Inventory Control Specialist.
14. Oversees end of year reporting and cost analysis.
15. Oversees continuous inventory and spending tracking.
16. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and department rules, regulations, policies and procedures.
2. *Knowledge of City buildings, facilities, properties, equipment, and road system.
3. *Knowledge of safety rules, including accident causation and prevention, worksite safety regulations, and ability to detect potential hazards or violations.
4. *Knowledge of personal protective equipment (PPE) and proper usage.
5. Knowledge of traffic rules and regulations.
6. Knowledge of governmental finance, revenue, and accounting, and its application to municipal government.
7. Knowledge of accounting and general accounting principles as prescribed by the GASB.
8. Knowledge of tax codes, federal and state laws pertaining to municipalities.
9. Knowledge and application of budgeting, audits, and associated processes.
10. Knowledge of Fair Labor Standards Act (FLSA) regulations.
11. Knowledge of appropriate payroll controls and related City policy.
12. Knowledge of workstation, server operating systems, and common networking tools.
13. Math skills to provide accurate accounting and financial reporting.
14. Verbal skills to communicate with the public, elected officials, colleagues, and public officials in a professional manner.
15. Typing skills to generate correspondence and reports.
16. Writing skills to clearly complete routine forms, logs, documents, records, notes, and instructions.
17. Ability to maintain a safe and secure workplace and environment.
18. Ability to utilize and apply GFOA and best practices to the work environment.
19. Ability to present information and train employees and others.
20. Ability to multitask and prioritize work duties for self and others.
21. Ability to set department schedules and priorities and supervise subordinates.
22. Ability to prepare accurate financial reports, statements, and financial data onto spreadsheets.
23. Ability to attend meetings and present information on financial matters.
24. Ability to advise on and to plan, develop, and enforce budgets.
25. Ability to operate a variety of office equipment such as calculators, fax machines, copiers, multi-line phones, and computers.
26. Ability to attend classes for credentials and continuing education.
27. Ability to work independently with little or no supervision and work in part of a group.
28. Ability to work in a stressful environment.
29. Ability to maintain confidential information.
30. Ability to be bonded.
31. Ability to safely drive and operate position related equipment and knowledge of appropriate equipment needed.
32. Required to attend Effective Communication, Customer Service, Time Management, Civility, Supervision, Generational, and Leadership training.
33. Required to attend Effective Communication, Customer Service, Time Management, Civility, Supervision, Generational, and Leadership training.

Minimum Qualifications

1. Possess a bachelor's degree from an accredited college or university in accounting, finance, or business administration; a master's degree in finance, business, public administration or related field is preferred.

2. Five (5) years of progressive work experience in accounting and finance with experience in management and supervision; professional work experience in a governmental entity or the public sector is preferred.
3. Possess a current and valid Alabama driver's license; and be insurable.
4. Ability to achieve job appropriate certifications and credentials and attend continuing education courses.
5. Ability to travel to attend meetings and training.
6. Ability to pass a pre-employment background check and drug screen.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Section 3. Upon adoption of this ordinance, the job description of the **Parks and Recreation**

Administrative Assistant shall be amended to read as follows:

Job Title: Parks and Recreation Administrative Assistant

Department: Parks and Recreation

FLSA: Non – Exempt

Grade: 5

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: December 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director, Parks and Recreation

Subordinate Staff: None

Other Internal Contacts: All City Departments; All City Employees

External Contacts: General Public; Vendors; Program Managers

Job Summary

Under the supervision of the Parks and Recreation Director, the employee is responsible for administrative, clerical, and communication functions of the office. The employee represents the City and the Parks and Recreation office when accepting sports and program applications and responding to questions regarding events. Employee serves as the initial reference point for the department and assists employees with administrative processes. Employee provides support in updating system data. The employee solves conventional problems and refers unusual or difficult issues to the Parks and Recreation Director. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through job analysis; however, it is not all inclusive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Employee Interactions. Engage with other employees to provide assistance, information and solve problems.

1. Serves as the initial contact for the Parks and Recreation Department.
2. Assists employees with completing forms and updating information.
3. Assists employees with event preparation and sports registration.
4. Explains information of upcoming events.
5. Responds to questions.
6. Solves conventional problems; refers complex problems to the Director.
7. Answers phones and emails, routes calls, and questions appropriately.
8. Distributes information and forms to employees.
9. Updates information in computer.
10. Assists in ordering equipment and uniforms.
11. Assists in research and obtaining proper quotes.
12. Performs any other job duties as assigned.

ESSENTIAL FUNCTION: Administrative and Departmental Functions. Promotes a conducive and coherent work environment by consistently representing the City in a positive manner, conducting research, creating documents, and completing administrative duties.

1. Represents the City and Department in a consistently positive and professional manner.

2. Maintains and updates communications with supervisor regarding emerging information and occurrences.
3. Maintains and secures confidential documents and files.
4. Consults with supervisor regarding unusual, challenging, or complex situations or information.
5. Serves as the liaison to vendors.
6. Assists in planning and implementing special programs and events for employees and citizens.
7. Promotes and notifies employees of events.
8. Performs a full range of clerical tasks to support the department functions, answers and transfers phone call, types, and sends communications, enters data into the computer, makes copies, files documents, order supplies, etc., as requested.
9. Utilizes office electronic equipment, to include a computer.
10. Assists Department employees with orders, quotes, research, memos, and requests.
11. Utilizes spreadsheets and specialized software.
12. Assists in compiling information and data for reports.
13. Cross-trains to assist in other offices as needed.
14. Participates in training programs and meetings.
15. Participates in special City-sponsored programs and initiatives.
16. Maintains confidential records and information.
17. Drives to run errands, and to deliver or pick up supplies.
18. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of the Parks and Recreation properties and important locations.
3. *Knowledge of modern administrative office practices, procedures, and equipment.
4. Reading skills to comprehend documents, manuals, reports, ordinances, directives, procedures and instructions.
5. Verbal skills to communicate effectively with broad and diverse individuals including the general public and department directors/reports.
6. Writing skills to compose letters and documents, and clearly and neatly complete reports, forms, and records using correct English, grammar, and punctuation.
7. Math skills to accurately perform calculations necessary to verify payroll, leave balances, and benefits.
8. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines, and copiers.
9. Skills to use computers and specialized software, including proficiency in Excel spreadsheets.
10. Ability to use computers and other methods to conduct research.
11. Ability to consistently represent the City in a positive, professional manner.
12. Ability to establish and work according to priorities; ability to perform work accurately, with attention to detail, and within time constraints.
13. Ability to plan, organize, coordinate and carry out work.
14. Ability to secure confidential files and maintain confidential information.
15. Ability to solve general, conventional problems.
16. Ability to work effectively with others to accomplish established goals and projects.
17. Ability to attend meetings and training programs.
18. Ability to drive.

Minimum Qualifications

1. Associate's degree in office management, business management, or in personnel management from an accredited college, preferred.
2. Five (5) years of work experience in a professional office setting.
3. Experience working in a municipality, general public, or in a service capacity is preferred.
4. Possess a current and valid driver's license; and be insurable.
5. Ability to pass a pre-employment background check and drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lit, heated and ventilated.

Section 4. Upon adoption of this ordinance, the job description of the **Lieutenant-Patrol** shall be amended to read as follows:

Job Title:

Lieutenant - Patrol

Department:

Police Department

FLSA:

Non – Exempt

Grade: 8

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: Updated November 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:

Captain - Operations

Subordinate Staff:

Sergeant - Patrol

Other Internal Contacts:

All City Departments

External Contacts:

General Public; Alabama Law Enforcement Agency (ALEA); Alabama Police Officer Standards and Training Commission (APOSTC); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; District Attorney; District/Circuit Courts; Municipal Courts; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); E-911; Schools; Talladega College; Alabama Institute for Deaf and Blind (AIDB); Hospitals; Mental Health.

Job Summary

Under the general supervision of the Captain - Operations, the employee plans, organizes, and directs the activities of assigned shifts; supervises and participates in the work of personnel engaged in crime prevention and responding to criminal activity. The employee directs and inspects patrol units working assigned areas; ensures units adhere to proper methods of emergency response, interrogation, arrest, court testimony, and reporting; ensures officers have the necessary logistical support, including vehicles, ammunition, and protective equipment. The employee prepares, reviews, and approves required reports, and assists with departmental administrative activities. The employee addresses community groups regarding crime prevention and safety. Considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and work is reviewed upon completion. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not all inclusive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Administration. The employee provides leadership and direction to personnel in patrol units. The employee is also responsible for administrative tasks required by the Department.

1. Conducts shift meetings, assigns zones/ areas for patrol, ensures proper shift strength, and patrol sector when needed.
2. Reviews completed paperwork / reports to ensure accuracy and appropriate information is reported. Monitors paperwork to determine where officers should concentrate their efforts.
3. Maintains attendance records and shift activity logs.
4. Acts as the liaison between upper command and the shifts.
5. Conducts video reviews.
6. Assigns officers to special details such as funeral escorts, sporting events, security duties, etc.
7. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicles.
8. Approves time-off requests and authorize overtime when required.
9. Conducts field training; answers questions and concerns of officers; and ensures rookie officers are thoroughly trained in accordance with the qualifications and requirements of their position through observation and interaction.
10. Receives and accounts for money or property left in his/her possession; takes bond funds to municipal court office for receipt.
11. Reviews all Officer Injury, Aggression and Taser Deployment forms to ensure accuracy.
12. Evaluates officers during shift, conducts performance evaluations on assigned personnel, and reviews appraisals with employees to develop and improve their capabilities while following procedure.
13. Conducts quarterly developmental counseling with Sergeants and trains them in Lieutenant duties.
14. Participates in preparing job analysis and job descriptions for officers; and makes recommendations regarding job description content.
15. Determines if officers are thoroughly trained in accordance with the qualifications and requirements of their position, teaches required police skills, and develops and conducts training activities, seminars, and classes.

16. Discusses officer discipline issues with the Captain and performs disciplinary actions in accordance with City policies and procedures specifically issuing corrections, conducting performance counseling, and issuing verbal and written reprimands.
17. Monitors the general level of morale and job satisfaction and resolve developing problems as soon as possible.
18. Listens, investigates, and responds to complaints from officers and citizens.
19. Recommends annual budget item requests.
20. Works closely with Captain to plan for assigned shift, clarify policies, procedures and rules, and in selection of new personnel.
21. Maintains all evidence collected during shift and stores in evidence locker.
22. Ensures warrants and court papers are served in accordance with procedures.
23. Monitors off-duty employment paperwork.

ESSENTIAL FUNCTION: Patrol Operations and Service Calls. The employee directs patrols in the community and ensures all state and local laws are enforced.

1. Responds to reports of chemical accidents and exposure to hazardous materials; identify materials by the shipping document, placard, four-digit ID number or crate description; uses Haz-mat guides to initiate the appropriate response; evacuates and secures as necessary; contacts the supervisor and communication as appropriate; and assumes command of all on-scene operations at major incidents, emergency, and disaster scenes.
2. Directs preliminary crime scene investigation and neighborhood canvas, calls investigators and / or dispatch, and monitors the progress of cases to ensure proper handling and court testimony by officers.
3. Directs and inspects patrol units providing police protection and responds to emergency situations while monitoring calls and the radio.
4. Handles difficult and sensitive situations; responds to calls as needed.
5. Directs Police Officers to ensure security, including building checks in designated locations.
6. Coordinates joint operations and provides backup support for law enforcement officers from other agencies.
7. Receives communications from Sergeants regarding daily operations and problem situations needing attention.
8. Oversees officers directing traffic flow and control, ensure access in and out of the City and oversees enforcement of traffic laws.
9. Supervises and participates in processing traffic accident scenes and maintaining criminal identification records; works fatal accidents with Investigative Division.
10. Directs and participates in response to emergency calls; oversees and assists in the apprehension and arrest of law violators, questions suspects, interviews witnesses, assist victims, and oversee response to calls from the public to include domestic violence, accidents, and house alarm calls.
11. Ensures enforcement of all laws of the State of Alabama and City.
12. Oversees traffic control, citizen safety, and police escort during special events, funerals, accidents, and traffic congestion; ensures traffic flow throughout city.
13. Operates two-way radio properly; maintains radio contact with dispatch; provides point-to-point communication with multi-agency responses requiring separate frequency utilization, such as state troopers, county sheriff departments, emergency management, ambulance services, etc.
14. Operates vehicle computer; wears required safety, protective devices, and equipment according to the situation.
15. Ensures police equipment is functioning properly by checking all fluids levels, tire pressures and the like on patrol car.
16. Maintains firearms in good, clean working order; ensures all requisite ammunition is on hand and restocked and keeps uniforms and badges clean and neat.
17. Attends training sessions and other continuing education courses as required by department or state.
18. Performs other related duties as required.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Promotes and displays a positive image at all times.
2. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district, and assists in school and community functions.
3. Promotes good public relations by answering citizens' questions and complaints and refers them to the appropriate agency for inquiries regarding civil matters.
4. Conducts planning to support special events in the City and participate in safety and educational classes.
5. Assists stranded motorists.
6. Assumes responsibility for assigned vehicle; performs daily check and monthly inspection and arranges for routine and special maintenance with City shop.

7. Maintains videotapes, digital cameras, VCRs, and other surveillance equipment according to requirements; stores equipment as needed.
8. Attends training and development programs necessary to maintain personal and departmental requirements and attends specialized training to achieve specific expertise needed for current job or promotion.
9. Maintains physical condition required for performance of duties.
10. Wears required safety and protective devices and equipment according to situation.
11. Performs other related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and department rules, regulations, policies, and procedures.
2. *Knowledge of streets and number layout of the City and location of major businesses and public facilities.
3. Thorough knowledge of modern law enforcement methods and procedures.
4. Knowledge of City Ordinances and pertinent federal and state laws.
5. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
6. Knowledge of all forms and other paperwork required for Department.
7. Knowledge of investigative techniques.
8. Knowledge of evidence preservation/collection including fingerprinting.
9. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
10. Knowledge of disaster and emergency procedures.
11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
12. Reading skills to read and understand department rules, regulations, policies, and procedures.
13. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Listening skills to receive radio calls, take complaints, and interview witnesses.
16. Ability to supervise others.
17. Ability to assign, instruct, review, and evaluate the work of subordinates.
18. Ability to pursue and detain a fleeing or belligerent individual.
19. Ability to use computers and office productivity software as needed for data entry, word processing, reports, and investigative strategies.
20. Ability to use standard office equipment.
21. Ability to deal firmly and tactfully with the public.
22. Ability to maintain composure in stressful situations.
23. Ability to analyze complex problems and situations and to adopt quick, effective, and reasonable courses of action with regard to surrounding hazards and circumstances.
24. Ability to work independently with little or no supervision.
25. Ability to multi-task.
26. Ability to organize files and work assignments.
27. Ability to obtain information through interview and interrogation.
28. Ability to speak clearly and factually in court and other situations.
29. Ability to work outdoors under adverse conditions.
30. Ability to remain on foot for long periods and be able to run, climb, jump, and crawl.
31. Ability to use a two-way radio properly.
32. Ability to drive a vehicle under adverse/emergency conditions.

Minimum Qualifications

1. Possess a high school diploma or GED; college course work in criminal justice or related field is preferred.
2. Possess and maintain APOSTC certification and ability to maintain.
3. Four (4) years of law enforcement experience; a non-probationary Sergeant or non-probationary Detective with the Talladega Police Department.
4. Possess and maintain firearm, Draeger, NCIC, and CPR certifications.
5. Possess a current and valid driver's license and be insurable.
6. Ability to work non-standard hours.
7. Ability to travel.
8. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which requires a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Section 5. Upon adoption of this ordinance, the job description of the **Water Treatment Supervisor** shall be amended to read as follows:

Job Title:Water Treatment Supervisor

Department:Water and Sewer

FLSA:Non – Exempt

Grade: 9

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:Director, Water and Sewer

Subordinate Staff:Water Treatment Operators; Maintenance Technicians; Trainees

Other Internal Contacts:Wastewater Treatment Division; Public Works; Police; Purchasing; Finance;

Community Appearance

External Contacts:General Public; Alabama Department of Environmental Management (ADEM); Environmental Protection Agency (EPA); Alabama Department of Public Health (DPH); Alabama Department of Transportation (ALDOT); Utility Companies; Talladega County Health; Contractors; Vendors

Job Summary

Under the general supervision of the Director, the employee supervises and participates in the operation, maintenance and repair activities of the water distribution system to include the water plant, water supply wells and pumping stations. Supervision is exercised over Water Treatment Plant/Well Operations and Utility Maintenance personnel as assigned. The employee is the City liaison with ADEM and responsible to ADEM for the City’s drinking water system. Work is usually performed in accordance with well-defined procedures. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Management. Supervises and manages the personnel of the City’s water treatment facilities. Ensures the facility meets the potable water needs of the City.

1. Plans, schedules, coordinates, and directs activities of the treatment facility.
2. Assigns work to employees and ensures quality of completed projects.
3. Ensures accuracy of time cards and time sheets.
4. Approves schedules and leave for all assigned employees.
5. Trains new employees; monitors continuing education credits on assigned employees.
6. Conducts performance evaluations on assigned personnel.
7. Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, and issuing verbal and written reprimands.
8. Assesses needs and prepares annual budget.
9. Monitors and tracks adopted budget throughout fiscal year.
10. Functions as the safety point of contact for the treatment facility.
11. Prepares monthly, quarterly, and annual reports of water treatment activities to ADEM, and EPA as required.
12. Develops long-range plans for infrastructure and plant upgrades to meet growing demands.
13. Analyzes and develops long term testing plans and policies.

ESSENTIAL FUNCTION: Treatment Plant Operations. Oversees the control of water treatment plant processes and equipment per established procedures to purify/clarify water for human consumption and industrial/commercial use and to ensure a continuous, adequate supply of potable drinking water meeting federal/state regulations.

1. Oversees the chemical feeds for proper levels; ensures appropriate feed rates.
2. Ensures water tank levels are properly maintained for demand; makes adjustments as necessary; cleans/disinfects water storage tanks.
3. Oversees the proper water levels in filters; backwashes filters.
4. Monitors filtering systems; checks turbidity and particulate levels.
5. Monitors, operates, and calibrates various pumps used to regulate water flow, pressure, and tank levels.
6. Monitors and inspects plant equipment and operations for safety, maintenance and proper process operations.
7. Validates readings from assorted meters/gauges; reads, interprets and records a variety of data.
8. Monitors consumption rate and adjusts production to accommodate peak usage periods.
9. Maintains duty logs to document chemical levels and water quality.

10. Prepares and/or completes forms, reports, logs, charts, or other documents; forwards or maintains.
11. Receives reports, forms, and correspondence; reviews, processes or forwards; maintains documentation for reference.
12. Maintains treatment plant filing system.
13. Prepares policies and procedures that guide and support the provision of quality services by the department.
14. Incorporates continuous quality improvement principles in day-to-day activities.
15. Coordinates and conducts plant tours for the general public.

ESSENTIAL FUNCTION: Water Testing. Oversees quality control tests to determine the composition of water and to ensure compliance with federal and state regulations for turbidity, chlorine, fluoride, alkalinity, pH, alum, and hardness on both raw and finished water.

1. Ensures water samples are collected for analysis; collects bacteriological samples from designated areas.
2. Ensures appropriate testing is completed to ensure water quality; makes adjustments to chemical water treatment.
3. Oversees the collection of samples of raw water and processed water at various stages and tests for proper treatment.
4. Monitors checks of turbidity and pH of treated water and water being treated.
5. Oversees basic water testing using manual methods or automated testing equipment.
6. Monitors laboratory operations and test chemical inventory; orders supplies.

ESSENTIAL FUNCTION: Treatment Plant Maintenance. Oversees and performs treatment plant maintenance on plant equipment and facilities to provide continuous supply of potable water to City customers.

1. Troubleshoots equipment problems and makes minor repairs.
2. Schedules the calibration of all facility equipment and devices.
3. Performs plumbing, mechanical, electrical and electronics tasks to maintain treatment system equipment.
4. Performs cleaning, repair, and preventive maintenance tasks to keep plant, machinery, equipment and tools in good working condition.
5. Oversees general housekeeping and cleaning duties as well as grounds maintenance.
6. Ensures generators are tested weekly to ensure a standby power source to facility.
7. Performs other related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. Knowledge of City water distribution and treatment systems.
3. Thorough knowledge of the operational procedures, equipment, parts and materials utilized in water collection, purification and distribution activities.
4. Thorough knowledge of the operation, maintenance and repair of large electric motors, pumps and chemical feeders.
5. Thorough knowledge of laboratory testing procedures pertaining to ADEM compliance regulations.
6. Knowledge of chemical reagents and their interaction.
7. Knowledge of water hydraulics.
8. Knowledge of basic equipment troubleshooting techniques.
9. Knowledge of safety rules including accident causation and prevention.
10. Communication skills to effectively communicate internally and externally, both orally and in writing.
11. Reading skills to comprehend and interpret gauges, operator manuals, directives, procedures and instructions.
12. Verbal skills to communicate effectively with supervisor and co-workers.
13. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, logs, reports, forms, records, etc.
14. Math skills to perform technical calculations and ratios for chemical applications as needed.
15. Ability to supervise and evaluate the work of assigned personnel.
16. Ability to read meters and charts accurately.
17. Ability to test, analyze, diagnose and identify treatment modifications necessary to alleviate undesirable conditions.
18. Ability to perform mathematical computations rapidly and accurately.
19. Ability to establish and maintain effective working relationships with other employees and the general public.
20. Ability to troubleshoot equipment and mechanical problems.
21. Ability to organize and multi-task.
22. Ability to work independently with no supervision.
23. Ability to use hand and power tools.
24. Ability to use computers and office productivity software.

25. Ability to handle stressful situations.
26. Ability to handle and use hazardous chemicals.
27. Ability to wear personal protective equipment (PPE) as required.
28. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Four (4) years of work related experience in a water treatment facility or related field; two (2) years of supervisory experience.
3. Possess a valid Alabama Grade IV Water Treatment Plant Operator Certification.
4. Possess a current and valid driver's license and be insurable.
5. Ability to maintain continuing education credits.
6. Ability to work non-standard, shift work hours.
7. Ability to be on-call.
8. Ability to travel.
9. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Section 6. Upon adoption of this ordinance, the job description of the **Lieutenant -Training** shall be amended to read as follows:

Job Title: Lieutenant -Training

Department: Police Department

FLSA: Non – Exempt

Grade: 8

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: Updated November 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Captain - Operations

Subordinate Staff: Sergeant - Administrative; Receptionist; System Admin/Grant Coordinator

Other Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Other Law Enforcement Agencies; Alabama Police Officer Standards and Training Commission (APOSTC); Ambulatory Services; Sheriff; Game Warden; Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; District Attorney; District/Circuit Courts; Municipal Courts; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); E-911; Schools; Talladega College; Alabama Institute for Deaf and Blind (AIDB); Hospitals; Mental Health

Job Summary

Under the general supervision of Captain - Operations, the employee plans, organizes, and directs the activities of the Department's training programs. The employee oversees the field training officer (FTO) program to certify new officers. The employee prepares, reviews, and approves required reports, and assists with departmental administrative activities. The employee addresses community groups regarding crime prevention and safety. The employee is responsible for researching, writing, and administering department grants. The employee also functions as the departmental training coordinator. Considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and work is reviewed upon completion. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not all inclusive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Administration. The employee provides leadership and direction to personnel conducting Departmental training activities. The employee is also responsible for administrative tasks required by the Department.

1. Supervises administrative staff and approves time off requests for subordinates.

2. Conducts performance evaluations and reviews appraisals with employees to develop and improve their capabilities.
3. Coordinates the new hire process with the HR Department and directs the new hire training program.
4. Participates in preparing job analysis and job descriptions for officers.
5. Reviews completed paperwork of officers to ensure accurate and appropriate information is reported. Reviews incident / accident reports and makes recommendations to the Chief.
6. Reviews and maintains the “use of force” reports and completes the annual “use of force” report.
7. Monitors the body camera program and policy compliance of Department Standard Operating Procedures (SOP).
8. Observes and interacts with rookie officers; ensures they are thoroughly trained in accordance with the qualifications and requirements of their positions.
9. Monitors training and crime prevention activities in progress and offer assistance where needed.
10. Assigns School Resource Officer (SRO) to schools and evaluates officers performing crime prevention and SRO duties.
11. Conducts assigned internal affairs investigations.
12. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicle and maintains uniform equipment inventory.
13. Discusses officer discipline issues with the Captain and performs disciplinary actions in accordance with City policies and procedures specifically conducting performance counseling, issuing corrections, verbal and written reprimands.
14. Monitors the general level of morale and job satisfaction and resolve developing problems as soon as possible.
15. Provides backup support for other law enforcement officers, including those from other agencies as required.
16. Performs other related duties as required.

ESSENTIAL FUNCTION: Training Programs. The employee functions as the Department Training Coordinator that oversees the continuation and developmental training of Department officers.

1. Coordinate, conduct, and oversees the field training of new officers; answers questions and addresses concerns from officers.
2. Develops and implements the new hire training program for APOSTC candidates and APOSTC graduates and oversees the APOSTC annual recertification.
3. Manages and maintains the Departments firing range.
4. Serves as the Department Armorer; monitors all firearms assigned to the Department.
5. Schedules all departmental training and tracks and maintains physical and electronic copies of all Departmental training records.
6. Maintains training equipment in good serviceable condition.
7. Tracks training statistics; formulates training policy to eliminate deficiencies.
8. Manages online training systems.
9. Performs other related duties as required.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district, answering citizens’ questions and complaints, and assisting in school and community functions.
2. Acts as the regional air support tactical flight officer.
3. Serves as the Departmental liaison with EMA, E-911 call center, and APOSTC to maintain an excellent working relationship.
4. Assigns special details for tours and school events.
5. Generates and conducts public service announcements (PSAs) and interacts with local media outlets to promote Department crime prevention and other programs.
6. Refers citizens to appropriate agencies for questions regarding civil matters.
7. Attends training and development programs necessary to maintain personal and departmental requirements and attends specialized training classes to achieve specific expertise needed for current job or promotion.
8. Conducts analyses of crimes throughout the City and generates hotspot reports and maps.
9. Assists with job applicant interviews, accident reviews, and vehicle pursuit reports.
10. Maintains physical condition required for performance of duties.
11. Wears required safety and protective devices and equipment according to situation.
12. Performs other related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and Department rules, regulations, policies, and procedures.
2. *Knowledge of streets and number layout of the City and location of major businesses and public facilities.
3. Knowledge of modern law enforcement methods and procedures.

4. Knowledge of City Ordinances and pertinent federal and state laws.
5. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
6. Knowledge of all forms and other paperwork required for Department.
7. Knowledge of investigative techniques.
8. Knowledge of evidence preservation/collection including fingerprinting.
9. Knowledge of crime prevention, DARE, and SRO programs.
10. Knowledge of grant writing and administration.
11. Knowledge of training techniques and procedures.
12. Knowledge of crime analysis.
13. Proficiency and knowledge of proper firearms use and maintenance of standard issue firearms.
14. Knowledge of disaster and emergency procedures.
15. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
16. Reading skills to read and understand department rules, regulations, policies, and procedures.
17. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
18. Math skills to perform basic calculations (add, subtract, multiply, divide).
19. Listening skills to receive radio calls, take complaints, and interview witnesses.
20. Ability to supervise others.
21. Ability to assign, instruct, review, and evaluate the work of subordinates.
22. Ability to pursue and detain a fleeing or belligerent individual.
23. Ability to use computers and office productivity software as needed for data entry, word processing, reports, and investigative strategies.
24. Ability to use standard office equipment.
25. Ability to deal firmly and tactfully with the public.
26. Ability to maintain composure in stressful situations.
27. Ability to analyze complex problems and situations and to adopt quick, effective, and reasonable courses of action with regard to surrounding hazards and circumstances.
28. Ability to work independently with little or no supervision.
29. Ability to multi-task.
30. Ability to organize files and work assignments.
31. Ability to instruct and teach others.
32. Ability to obtain information through interview and interrogation.
33. Ability to speak clearly and factually in court and other situations.
34. Ability to work outdoors under adverse conditions.
35. Ability to remain on foot for long periods and be able to run, climb, jump, and crawl.
36. Ability to use a two-way radio properly.
37. Ability to drive a vehicle under adverse/emergency conditions.

Minimum Qualifications

1. High school diploma or GED required.
2. College course work in criminal justice or related field is preferred.
3. Possess and maintain APOSTC certification and ability to maintain.
4. Four (4) years of law enforcement experience; a non-probationary Sergeant or non-probationary Detective with the Talladega Police Department.
5. Possess and maintain firearm, NCIC, Draeger, and CPR certifications.
6. Ability to prepare an annual training schedule.
7. Possess a current and valid driver's license and be insurable.
8. Ability to become instructor certified in a law enforcement related program and provide in-house training.
9. Ability to work non-standard hours.
10. Ability to travel.
11. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Section 7. Upon adoption of this ordinance, the job description of the **Public Information Officer** shall be amended to read as follows:

Job Title: Public Information Officer
 Department: City Manager
 FLSA: Exempt

Grade: 10
 Safety Sensitive Job: No

Job Description Prepared: June 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: City Manager

Subordinate Staff: None

Other Internal Contacts: All City Departments; All City Employees

External Contacts: General Public; City Council Members; Vendors; Media; Attorneys; Community and Civic organizations; Special interest groups; Mayor; Department Heads; Insurance Companies; other cities; and Chamber of Commerce

Job Summary

Under the supervision of the City Manager, the employee is responsible for the City's marketing and public relations outreach programs through traditional media outlets; manages the City's social media and marketing and public relations outreach programs; oversees the creation, production, and distribution of marketing and public relations materials; coordinates and organizes special events and programs. The employee responds to questions and solves conventional problems and refers unusual, difficult, or legal issues to the City Manager, or to other appropriate resources. This job classification is identified as security-sensitive and subject to a pre-employment drug screen and background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability, which is covered by the ADA, must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Manages the City's marketing and public relations outreach programs through traditional media outlets to include radio, television, and print in order to disseminate information and ensure target markets are well informed.

1. Develops comprehensive marketing and public relations strategies that utilize traditional media outlets to increase visibility and customer engagement for the City as a whole, as well as for individual special events and programs.
2. Solicits media coverage for special events, programs, new services/programs etc.
3. Plans press conferences to include selecting and obtaining location, determining time and date, and inviting attendees, including media personnel.
4. Prepares or assists the City Manager in preparing for press conferences, media interviews, etc. to include brainstorming possible questions and developing appropriate responses.
5. Conducts community meetings and press conferences concerning departmental activities, program expansions, services, etc. in order to provide information and/or solicit support for the City.
6. Coordinates interviews between department representatives (i.e. department head, employees, and/or self) and media personnel regarding events, programs, services, etc.
7. Meets with media personnel to present press releases, promote events, and provide relevant information.
8. Answers questions from reporters, public officials, fellow employees, other agencies and the public regarding matters of interest relating to department activities.
9. Other duties as assigned.

ESSENTIAL FUNCTION: Manages the City's social media marketing and public relations outreach programs using the City's website, social media outlets, e-newsletters, software programs, personal computers, smartphones, electronic tablets, and other hardware in order to disseminate information and promote the City to large, diversified target markets.

1. Develops comprehensive marketing and public relations strategies that utilize social media outlets to increase visibility and community engagement for the City as a whole as well as for individual special events and programs.
2. Utilizes various social media outlets to include, but not limited to, search engines, social networks, online advertisements, email, mobile texts, and websites.
3. Serves as the City's content administrator for all social media marketing (i.e. website, social networks, email blasts, and similar social media platforms) to ensure the quality and integrity maintained.
4. Analyzes internal and external requests for usage of the City's social media outlets in order to evaluate use, content, appearance, and relation to target market(s).
5. Collaborates with department staff to prepare the content, layout, and design of social media.
6. Assists in the development of visually aesthetic webpages, social site pages, emails and other social media products.
7. Designs photographic and graphic layouts for electronic media, which conform to appropriate journalistic guidelines and procedures.
8. Manages and expands the City's social presence for all assigned social networks to include, but not limited to, Facebook, Twitter, Google, and similar social media networks.

9. Responds or coordinates responses to all communications made on social media sites and/or through other digital media (i.e. email, text, and similar digital social media networks) in a timely manner.
10. Systematically evaluates the usage and usefulness of utilized social media.
11. Utilizes information gained from social media monitoring and evaluation to gain insight to target market(s) and make needed adjustments to marketing strategies.
12. Monitor and respond to all inquiries made through the Talladega website action center.
13. Notify Department Heads of any questions, comments, or actions that need to be addressed through the Action Center.
14. Other duties as assigned.

ESSENTIAL FUNCTION: Oversees the creation, production, and distribution of marketing and public relations materials to include newsletters, news releases, position statements, brochures, scripts, advertisements, invitations, annual reports and flyers as needed.

1. Develops the criteria, standards, and concepts of design for all marketing and public relations materials.
2. Consults with professional firms or media representatives to design and publish brochures, posters, flyers, signs, billboards, and advertisements.
3. Solicits information for a wide variety of sources to include, but not limited to, historical archives, expert interviews, and industry databases in order to gather the information needed to create marketing and public relations materials.
4. Uses statistical or historical data and other pertinent information to conduct research, compile administrative and/or public reports, and produce newsletters, brochures, and manuals.
5. Brainstorms for possible questions from the media and the public in order to develop comprehensive marketing and public relations materials designed to cover all pertinent information.
6. Reviews applicable federal/state legislation to analyze and determine what information needs to be communicated to the public.
7. Writes draft copies of newsletters, news releases, brochures, scripts, advertisements, speeches, etc.
8. Proofreads and edits newsletters, news releases, brochures, scripts, advertisements, speeches, and various other documents before they are released to the public to ensure accuracy and professionalism.
9. Prepares correspondence to answer questions, address concerns, gather information, solicit support, and/or express appreciation.
10. Designs photographic and graphic layouts for print media, which conform to appropriate journalistic guidelines and procedures.
11. Maintains clip and digital file of promotional materials such as articles, advertisements, brochures, etc. featuring the City, its programs, and special events.
12. Coordinates the printing and assembly of distribution materials using computers, printers, and copiers, as well as outside vendors when necessary in order to develop professional and cost effective final products.
13. Maintains lists of media representatives, organization officials, community groups, and similar representatives.
14. Other duties as assigned.

ESSENTIAL FUNCTION: Event planner. Acts as project manager over City events. Organizes vendors, volunteers, and other necessary staffing. Creates promotional media including press releases, advertisements, billboards, audio and/or video materials.

1. Develops all marketing and promotional materials for City events.
2. Coordinates with city staff, clients, vendors, and others to establish needs for events, and serve as liaison to the City Manager throughout the planning process.
3. Researches resources, makes site visits, and leads pre-event meetings when necessary to help staff make decisions about event design.
4. Plans and facilitates logistics for all events, including coordinating vendors and volunteers, venue preparation, presentation materials, security, catering, entertainment, transportation, equipment, décor, and promotional materials.
5. Oversees vendor experiences from conception through post-event, managing on-site preparations, production, event breakdown, ensuring consistent, high-level service throughout all phases of the event.
6. Maintains and builds a comprehensive database of event-related contacts, vendors and venues.
7. Troubleshoots and handles any issues that arise on the event day.
8. Manages all aspects of event planning meeting strict deadlines and budget demands
9. Nurtures and builds relationships with vendors, venues, and other contacts to craft and implement creative and logistical aspects of the event.
10. Stays current, and often ahead of the curve, on event planning, design, and production trends, proactively identifying and solving operational challenges.
11. Establishes standard procedures and train staff to execute them.
12. Complies with all City ordinances, policies, and procedures.
13. Solicits sponsorships and donations from various local businesses as necessary
14. Other duties as assigned.

15. Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of the locations of City properties and important locations.
3. *Knowledge of functions and organizational structure associated with municipal governments and services.
4. Knowledge of modern administrative office practices, procedures, and equipment including secretarial, receptionist and telephone techniques and etiquette.
5. Knowledge of advertising to include strategy, media use, creation, and production of advertisements and measurement of advertising effectiveness.
6. Knowledge of professional marketing methods, principles and techniques as needed to develop effective public relations/marketing strategies for the City.
7. Knowledge of various communications media such as television, radio, newspapers, social media platforms, and the Internet, as needed, to determine the most appropriate outlet for the City's promotional strategies.
8. Ability to formulate public information dissemination strategies, as needed, to create promotional strategies that are effective in reaching the target audience.
9. Ability to prepare and manage a promotional and/or advertising budget, as needed, to ensure that adequate funds are available for the City's public relation/marketing efforts for the year and/or for specific events.
10. Ability to organize thoughts before speaking, as needed, to ensure that the message being communicated is clearly understood.
11. Ability to utilize resources (human and physical) appropriately for events and programs, as needed, to ensure that the proper amount of personnel, equipment, and other resources are available during the event.
12. Reading skills to comprehend documents, manuals, laws, licenses, reports, ordinances, directives, procedures and instructions.
13. Verbal skills to communicate effectively with broad and diverse individuals and groups, including the general public, the Mayor and City Council, other elected and appointed officials, media services and outlets and department Directors.
14. Writing skills to compose letters and documents, and to clearly and neatly complete reports, forms and records using correct English, grammar and punctuation.
15. Ability to use computers and other resources to conduct research.
16. Ability to manage calendars and schedules.
17. Ability to search for grants and other funding sources.
18. Ability to maintain confidential information.
19. Ability to consistently represent the City in a positive, professional manner.
20. Ability to work according to priorities; ability to perform work accurately, with attention to detail, and within designated time constraints.
21. Ability to plan, coordinate and carry out work assignments.
22. Ability to solve and help others with conventional problems.
23. Ability to effectively collaborate work with others.
24. Ability to drive.

Minimum Qualifications

1. Bachelor's degree with major course work in journalism, communications, public affairs, marketing, or a related field of study from an accredited college or university, preferred.
2. Three (3) years of experience in communications to include: Project Management, and writing and/or editing content.
3. Basic Knowledge of social media platforms including Facebook, Twitter, Instagram, LinkedIn, Snapchat, Google+, and similar social media platforms.
4. Possess a current and valid driver's license and be insurable.
5. Ability to work non-standard hours.
6. Ability to travel.
7. Ability to pass a pre-employment background check.

Physical Demands

The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts, which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Section 8. Upon adoption of this ordinance, the job description of the **Purchasing Agent** shall be amended to read as follows:

Job Title: Purchasing Agent
Department: Finance
FLSA: Non-exempt

Grade: 07
Safety Sensitive Job: No
Security Sensitive Job: Yes

Job Description Prepared: August 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Finance Director
Subordinate Staff: None
Other Internal Contacts: All City Departments
External Contacts: General Public; City Council; Contractors; Vendors; Suppliers; Engineers; Architects; Grant Consultants; Alabama Department of Environmental Management (ADEM); Alabama Department of Transportation (ALDOT); Media Outlets; and Insurance and Worker’s Compensation Companies

Job Summary

Under the general supervision of the Finance Director, the employee provides operational purchasing for the city. Employee coordinates services, processes and assistance for purchasing for the city. Services are performed in conjunction with priorities established by the City Council and the Finance Director. This job is responsible for the purchasing administrative tasks and processes that affect the entire City. With the Finance Director’s approval, this employee will make decisions, implement processes, projects, and initiatives, and ensure services and operations comply with federal and state laws and local ordinances. The employee responds to questions and solves conventional problems and refers unusual or difficult issues to the Finance Director. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through job analysis; however, it is not all inclusive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Administrative and Operational Duties. The employee performs important administrative tasks on behalf of the City in accordance with existing laws and local ordinances

1. Serves as the Purchasing Agent for the city.
2. Represents the department and city in a positive and professional manner.
3. Establishes and implements purchasing priorities, processes and guidelines, with the Finance Director’s approval; communicates these to Finance Department personnel.
4. Ensures departmental compliance with local ordinances, all federal and state laws, and city policies.
5. Conducts research, gathers pertinent information, data, and input; assesses impacts; and relays findings to the Finance Director.
6. Assists the Finance Director with the bid process; including bid deadlines and open dates; and ensures all legal requirements for bids are followed.
7. Collaborates with Finance Director regarding department’s use of services through policies, processes and procedures.
8. Researches legislative acts, Attorney General Opinions and maintains familiarity with the Code of Alabama regarding bid law.
9. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Bid Functions. Serves as the Purchasing Agent of the bid process. Assists the Finance Director with the bid process from beginning to completion.

1. Collaborates with the Finance Director to provide direction for Bid processes.
2. Prepares advertisements, issues Bid packages to interested parties, and verifies Bid packages are received by vendors and / or contractors.
3. Attends and participates in Bid openings.
4. Reviews all Bids received for content, accuracy, and compliance.
5. Ensures Alabama Bid Laws are utilized and applied accurately.
6. Ensures specifications are clearly outlined and developed.
7. Monitors the Bid process and expenditure tracking of all city projects.
8. Identifies vendors in the excluded parties list system.
9. Verifies vendor eligibility based on city requirements.
10. Conducts walk-throughs to ensure goods and services meet required bid specifications and fulfill contract obligations.
11. Ensures awarded recipients are properly notified.
12. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Purchasing Functions. Serves as the Purchasing Agent of the purchasing and requisition functions. Reviews, processes, writes, and approves purchase orders and requisitions.

1. Reviews and ensures accuracy and compliance with purchase orders and requisitions to include items needed, vendor, number and price of items.
2. Ensures requisitions are signed by the appropriate director, Purchasing Agent, Finance Director, and City Manager when required.
3. Issues and documents purchase orders to procure goods and services.
4. Maintains purchasing contracts for goods and services; tracks expiration and renewal dates of active contracts; collaborates with the Finance Director to schedule meetings; and RFPs.
5. Serves as the liaison between the vendor/contractor and the department to remedy issues with products or services.
6. Ensures departmental compliance with the city's purchasing policy and Alabama State Bid Law.
7. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Project duties. Performs duties to monitor and track expenditures of all City projects.

1. Identifies needs and assists with the development of capital projects in conjunction with the Finance Director and appropriate departments.
2. Engages and consults with the Finance Director and departments regarding projects and capital improvement projects.
3. Maintains project parameters, specifications, documents, files, and reports.
4. Communicates with contractors and consultants, as appropriate.
5. Collaborates with a project team, as appropriate.
6. Reviews contract terms; takes necessary actions to progress projects.
7. Performs other related duties as assigned.

Knowledge, Skills and Abilities
(* Can be acquired on the job)

1. *Knowledge of city and department rules, regulations, policies and procedures.
2. *Knowledge of the locations of city buildings, properties, facilities, equipment, and road systems.
3. *Knowledge of traffic rules and regulations.
4. *Knowledge of safety rules, including accident causation and prevention, worksite safety regulations, and ability to detect hazards or violations.
5. *Knowledge of safe operation and maintenance of tools and equipment.
6. *Knowledge of personal protective equipment (PPE) and proper usage.
7. *Knowledge of municipal purchasing functions and processes.
8. Knowledge of Bids Laws and application in municipal government.
9. Skills to listen and follow verbal instructions.
10. Communication skills to effectively communicate internally and externally, both orally and in writing.
11. Reading skills to comprehend documents, manuals, laws, licenses, reports, ordinances, directives, procedures and instructions.
12. Verbal skills to communicate effectively with broad and diverse individuals and groups, supervisors, coworkers, and the public.
13. Writing skills to clearly complete routine forms, logs, documents, records, notes, and instructions.
14. Math skills to accurately perform calculations necessary work with project cost parameters and budgets.
15. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines and copiers.
16. Skills to use computers, specialized software, and other methods to conduct research and complete spreadsheets.
17. Ability to apply Bid Laws to departmental and city purchasing processes.
18. Ability to maintain documents, records and reports.
19. Ability to consistently represent the city in a positive, professional manner.
20. Ability to plan, organize, coordinate and carry out work.
21. Ability to effectively collaborate work with others.
22. Ability to maintain and protect confidential and sensitive information and documents.
23. Ability to work in a stressful environment.
24. Ability to work independently with little or no supervision or in part of a work group.
25. Ability to safely drive and operate position related equipment and knowledge of appropriate equipment needed.
26. Required to attend Effective Communication, Customer Service, Time Management, Civility, and Purchasing Law training.

Minimum Qualifications

1. Associate's degree in business or a related field, from an accredited college or university or 5 years' experience working in finance, purchasing, or inventory control; governmental experience preferred.
2. Possess a current and valid driver's license and be insurable.
3. Ability to travel out of town.

4. Ability to respond to emergency situations and environments 24/7.
5. Ability to pass a pre-employment background check and drug screen.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lit, heated and ventilated.

Section 9. Upon adoption of this ordinance, the job description of the **Sergeant - Patrol** shall be amended to read as follows:

Job Title: Sergeant - Patrol
Department: Police Department
FLSA: Non – Exempt

Grade: 7
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: Updated November 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Lieutenant - Patrol
Subordinate Staff: Police Officer
Other Internal Contacts: All City Departments
External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Alabama Police Officer Standards and Training Commission (APOSTC); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; County Jail; Game Warden; Schools; Colleges; Department of Human Resources (DHR); Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; District Attorney; Municipal, District, and Circuit Courts; Work Release Programs; Hospitals; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); Railroads; Chamber of Commerce; Civic Organizations; and E-911.

Job Summary

Under the supervision of the Lieutenant - Patrol, the employee serves as a first-line supervisor that oversees patrol units, ensuring law enforcement, traffic safety, police protection, and proper apprehension and arrest of law violators. The employee ensures proper court testimony and reporting; ensures a strong police presence throughout City. The employee prepares, reviews, and approves required reports, and assists with departmental administrative activities. Provides supervision to assigned officers and other employees; ensures maintenance of assigned vehicles and equipment. The employee also participates in training activities, may address community groups regarding crime prevention and traffic safety. Work is usually performed in accordance with well-defined procedures. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not all inclusive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Administration. The employee provides leadership and direction to personnel in patrol units. The employee is also responsible for administrative tasks required by the Department.

1. Assigns zones/areas for patrol, develop shift schedules, monitors officers on special details such as funeral escorts, sporting events, security duties, etc., observes officers during the shift, and approves time off requests in the absence of the Lieutenant.
2. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicles.
3. Reviews completed paperwork of officers to ensure accurate and appropriate information is reported; reviews and approves incident reports; reviews and validates shift activities; and downloads and conducts body-cam video reviews.
4. Conducts quarterly developmental counseling and performance evaluations on assigned personnel. Reviews appraisals with employees to develop and improve their capabilities.
5. Receives and accounts for money or property left in their possession; takes bond funds to the municipal court office for receipt.
6. Completes on-the-job injury and property damage forms.
7. Observes and interacts with rookie officers; ensures they are thoroughly trained in accordance with the qualifications and requirements of their positions.

8. Discusses officer discipline issues with the Lieutenant; recommends and performs disciplinary actions in accordance with City policies and procedures specifically conducting performance counseling, and issuing corrections, verbal and written reprimands.
9. Monitors the general level of morale and job satisfaction.
10. Receives complaints about officers; conducts initial investigation.
11. Performs other related duties as required.

ESSENTIAL FUNCTION: Patrol Operations and Service Calls. The employee patrols community and ensures all state and local laws are enforced within the community.

1. Conducts daily shift meeting and provides special instructions; issue zone assignments and extra patrol directions; oversee patrol shift; relay information and reviews paperwork from previous shift.
2. Conducts misdemeanor crime investigations and provides strong police presence in areas to discourage crime.
3. Responds to initial felony calls, assists with initial investigations, locates and obtains suspects.
4. Patrols City businesses, schools, churches, private residences and other special areas; conducts building searches when needed; and completes security checks of residential and commercial property during and after business hours.
5. Participates in response to emergency calls; oversees and assists in the apprehension and arrest of law violators, question suspects, interview witnesses, and attend to victims.
6. Provides backup support for other law enforcement officers, including those from other agencies as required.
7. Enforces all laws of the State of Alabama and City and issues Uniform Traffic Citations (UTCs) or electronic tickets for violations; uses a variety of measuring devices to apprehend speed limit violators.
8. Prepares written reports of offenses investigations, arrests, daily activities, unusual events, force used, buildings checked, field interviews, and similar matters.
9. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected DUI related cases; performs tests for other agencies as directed; maintains DPH, ALEA and court related documents and evidence information as required.
10. Responds to traffic accidents on public and private property and conducts investigations, interviews victims and witnesses.
11. Responds to reports of chemical accidents and exposure to hazardous materials; identifies the material by shipping document, placard, four-digit ID number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuates and secures as necessary; contacts communications and supervisor.
12. Directs traffic and/or provides police escort during special events, funerals, accidents, and traffic congestion; ensures traffic flow throughout city.
13. Responds to calls from the public to include domestic violence, accidents, and house alarm calls.
14. Responds to all emergency situations such as medical and fire calls to render first aid and provides assistance and support to emergency personnel.
15. Secures and safeguards all major crime scenes and processes crime scenes not responded to by investigators.
16. Operates two-way radio properly; maintains radio contact with dispatch; provides point-to-point communication with multi-agency responses requiring separate frequency utilization, such as state troopers, county sheriff departments, emergency management, ambulance services, and other emergency personnel
17. Operates vehicle computer and wears required safety and protective devices and equipment according to the situation.
18. Ensures police equipment is functioning properly by checking all fluids levels, tire pressures and the like on patrol car.
19. Maintains firearms in good, clean working order; ensures all requisite ammunition is on hand and restocked; and keeps uniforms and badges clean and neat.
20. Attends training sessions and other continuing education courses as required by department or state.
21. Performs other related duties as required.

ESSENTIAL FUNCTION: Civil and Criminal Process. The employee complies with court issued papers and follows departmental procedures when dealing with arrestees and the community.

1. Receives outline of duties to be performed from supervisor.
2. Serves various types of court issued papers; provides general information to person receiving papers as to their responsibility for response or action; and completes written execution including date of service, place of service and person receiving documentation.
3. Presents and executes warrants of arrest upon persons identified by appropriate issuing authority; ensures exactness in identity of arrestee; provides all identification information necessary for incarceration to appropriate corrections staff or transfer agency and follows up on warrant process after arrest.

4. Places person arrested by warrant in custody and transports to Metro jail; completes formal booking procedures; assists in application of bail within department regulations; assists in transfers to another jurisdictional agency as required.
5. Provides appropriate direction pertaining to applicable criminal laws to victims or persons involved; advises options and procedure for obtaining warrants from jurisdictional magistrate or court clerk.
6. Locates and serves described persons for mental health evaluation as directed by the probate court; utilizes necessary tactics to ensure safety of the public, the detainee and the officer; transports as required and makes written reports to the court, the department file and any mental health treatment facility staff as directed.
7. Advises victims assistance agencies information.
8. Testifies in court as required, answers questions.
9. Performs other related duties as required.

ESSENTIAL FUNCTION: Security. The employee provides security for buildings, meetings, and events throughout the City.

1. Reports to supervisor for special instructions and an outline of duties to be performed.
2. Provides security for inmates transferred from the jail to another facility.
3. Provides security for all public events within the City's jurisdiction including such events as ball games, elections, dignitary visits, and similar public events.
4. Provides security as directed at major crime scenes, fatality wreck scenes, designated protected areas, hazardous materials and chemical spills, etc.; verifies identity of necessary personnel entering crime for investigation purposes; provides security to prevent looting and vandalism in places of natural disaster such as tornado ravaged residential areas; assists EMA and FEMA officials as well as other support agencies.
5. Assists with security as directed by the appropriate jurisdictional court for supervised child visitations and custody disputes.
6. Provides security for intervention cases such as Department of Mental Health, Department of Human Resources, Board of Pardons and Paroles, Crime Victims Compensation Commission, Juvenile Probation, Court Referral Officer, Court Substance Abuse Officer, etc.; takes necessary action to prevent interference with or obstruction to the duties of the agency representative requesting assistance.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district, answering citizens' questions and complaints and assisting in school and community functions.
2. Assists stranded motorists and provide support to other jurisdictions as needed.
3. Escort employees with money deposits from businesses to banks.
4. Refers citizens to appropriate agencies for questions regarding civil matters.
5. Assumes responsibility for assigned vehicle; performs daily check and monthly inspection and arranges for routine and special maintenance with City shop.
6. Maintains videotapes, digital cameras, VCRs, and other surveillance equipment according to requirements; stores equipment as needed.
7. Conducts inspection of police equipment to include weapons, hand-held radios, Tasers, handcuffs, and other assigned items.
8. Attends training and development programs necessary to maintain personal and departmental requirements, attends specialized training to achieve specific expertise needed for current job or promotion, and participates in safety and educational classes.
9. Maintains physical condition required for performance of duties.
10. Wears required safety and protective devices and equipment according to situation.
11. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and Department rules, regulations, policies, and procedures.
2. *Knowledge of the City, its buildings, and road system.
3. Knowledge of disaster and emergency procedures.
4. Knowledge of City, State, and Federal law and court procedures.
5. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
6. Knowledge of modern law enforcement procedures and techniques.
7. Knowledge of all forms and other paperwork required for Department.
8. Knowledge of evidence preservation/collection including fingerprinting.
9. Knowledge of instruction methods and techniques.
10. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
11. Reading skills to read and understand department rules, regulations, policies, and procedures.

12. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
13. Math skills to perform basic calculations (add, subtract, multiply, divide).
14. Listening skills to receive radio calls, take complaints, and interview witnesses.
15. Skills to properly maintain and use all types of weapons required to carry out job duties as described herein.
16. Ability to supervise others.
17. Ability to pursue and detain a fleeing or belligerent individual.
18. Ability to use a computer as needed for data entry, word processing, reports, and investigative strategies.
19. Ability to deal firmly and tactfully with the public.
20. Ability to maintain composure in stressful situations.
21. Ability to analyze situations quickly and objectively and to determine proper courses of action to be taken.
22. Ability to work independently without close supervision.
23. Ability to multi-task and organize files and work assignments.
24. Ability to obtain information through interview and interrogation.
25. Ability to speak clearly and factually in court and other situations.
26. Ability to work outdoors under adverse conditions.
27. Ability to remain on foot for long periods and be able to run, climb, jump, and crawl.
28. Ability to use a two-way radio properly.
29. Ability to wear personal protective equipment (PPE).
30. Ability to drive a vehicle under adverse/emergency conditions.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess and maintain APOSTC certification and ability to maintain.
3. Two (2) years of law enforcement experience with one (1) year at Talladega Police Department.
4. Possess and maintain firearm, NCIC, Draeger, Taser and CPR certifications.
5. Possess a current and valid Alabama driver's license and be insurable.
6. Ability to work non-standard hours.
7. Ability to travel.
8. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which requires a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Section 10. Upon adoption of this ordinance, the job description of the **Wastewater Plant Chief Operator** shall be amended to read as follows:

Job Title:	Wastewater Plant Chief Operator		
Department:	Water and Sewer		
FLSA:	Non – Exempt	Grade: 8	
		Safety Sensitive Job: Yes	
		Security Sensitive Job:	No

Job Description Prepared: March, 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	Wastewater Supervisor
Subordinate Staff:	Operators
Other Internal Contacts:	Customer Service; Water Treatment Division; Public Works; Construction and Maintenance Division
External Contacts:	General Public; Alabama Department of Environmental Management (ADEM); Alabama Department of Public Health (DPH); Environmental Protection Agency (EPA); Contractors; Vendors

Job Summary

Under the supervision of the Wastewater Supervisor, the employee is responsible for supervising, directing and performing safe and efficient operations of chemical and plant controls and for routine plant maintenance activities. The incumbent acts as the lead worker over plant Operators and/or laboring personnel as assigned. This is shift work supervising and/or performing daily operation and maintenance duties at a water treatment facility or site location. Work is usually performed in accordance with well-defined procedures. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Treatment Plant Operations. Controls and monitors wastewater treatment plant processes and equipment operations per established procedures to ensure proper treatment of wastewater per federal/state regulations.

1. Assigns, evaluates and supervises the work of the staff who are responsible for performing a variety of tasks associated with the operation of the wastewater collection system and maintenance duties; ensures completion of assigned duties for appropriate quality and timeliness.
2. Maintains records concerning operations, maintenance and programs; prepares reports on operations and activities; performs the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term activities.
3. Ensures that regular inspections, maintenance, and necessary repairs are performed on all wastewater plants, lift stations, reservoirs, generators, and the SCADA (Supervisory Control and Data Acquisition System).
4. Leads and participates in the monitoring and inspection of all plant equipment and operations for safety, maintenance and proper process operations.
5. Coordinates required testing, inspections, and related activities to ensure compliance with established requirements.
6. Participates in strategic planning.
7. Performs a variety of skilled and semi-skilled water system repairs.
8. Reads, understands and ensures compliance with ADEM guidelines.
9. Attends safety meetings as required, reports all accidents, violations or infractions to Supervisor.
10. Performs other related duties and responsibilities as assigned.

ESSENTIAL FUNCTION: Water Testing. Performs quality control tests to determine the composition of wastewater and to ensure compliance with federal and state regulations for turbidity, chlorine, fluoride, alkalinity, pH, alum, and hardness on both raw and finished water.

1. Ensures regulatory compliance in the production, storage and delivery of water; manage process controls to comply with ADEM standards; communicates with and prepares reports concerning the plant's compliance and performance for regulatory staff, state agencies, supervisors and public.
2. Assigns, supervises, inspects and participates in operation and maintenance of equipment and machinery in the wastewater facilities and lift stations.
3. Responds to emergencies as necessary.
4. Commits to staff development and cooperative management practices; fosters employee empowerment in the delivery of services and development of innovative practices.
5. Oversees the collection of samples of sewage for laboratory analysis and laboratory analyses for permit compliance.
6. Stays abreast of new trends and innovations in wastewater treatment and distribution; directs the incorporation of new developments and program areas as appropriate.
7. Works weekend rotation and overtime as required, including "on-call" time.
8. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of City water distribution systems.
3. Knowledge of principles and practices of effective leadership and employee supervision; including training and performance evaluation.
4. Knowledge of the principles, practices, materials, chemicals and equipment used in wastewater processing, treatment and disposal.
5. Knowledge of the operation of electric motors, pumps, chemical feeders and related equipment.
6. Knowledge of testing procedures and requirements under ADEM guidelines.
7. Knowledge of chemical reagents and their interaction.
8. Knowledge of basic equipment troubleshooting techniques.
9. Knowledge of general plant operations.
10. Knowledge of safety rules including accident causation and prevention.
11. Communication skills to effectively communicate internally and externally, both orally and in writing.
12. Reading skills to comprehend and interpret gauges, operator manuals, directives, procedures and instructions.
13. Verbal skills to communicate effectively with supervisor and co-workers.
14. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, logs, reports, forms, records, etc.
15. Math skills to perform technical calculations and ratios for chemical applications as needed.
16. Ability to supervise, assign, inspect and evaluate the work of others.

17. Ability to make independent technical decisions to maintain proper water production processes.
18. Ability to motivate and evaluate staff and provide for their training and development.
19. Ability to read meters and charts accurately and maintain records and reports.
20. Ability to perform mathematical computations rapidly and accurately.
21. Ability to establish and maintain effective working relationships with other employees and the general public.
22. Ability to troubleshoot equipment.
23. Ability to organize and multi-task.
24. Ability to work independently with little or no supervision.
25. Ability to use hand and power tools.
26. Ability to use computers and office productivity software.
27. Ability to handle stressful situations.
28. Ability to handle and use hazardous chemicals.
29. Ability to wear personal protective equipment (PPE) as required.
30. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Five-year (5) years of work-related experience in a wastewater treatment facility.
3. Possess a valid Alabama Grade III Wastewater Treatment Plant Operator Certification.
4. Possess a current and valid driver's license and be insurable.
5. Ability to maintain continuing education credits.
6. Ability to work non-standard, shift work hours.
7. Ability to be on-call.
8. Ability to travel.
9. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Section 11. Upon adoption of this ordinance, the job description of the **Wastewater Treatment Supervisor** shall be amended to read as follows:

Job Title:	Wastewater Treatment Supervisor		
Department:	Water and Sewer		
FLSA:	Non – Exempt	Grade: 9	
		Safety Sensitive Job: Yes	
		Security Sensitive Job:	No

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director, Water and Sewer

Subordinate Staff: Wastewater Treatment Operators; Mechanics

Other Internal Contacts: Water Treatment Division; Construction and Maintenance; Street Department; Public Works; City Administration

External Contacts: General Public; Alabama Department of Environmental Management (ADEM); Alabama Department of Public Health (DPH); Environmental Protection Agency (EPA); Talladega County Health; City of Lincoln; City of Oxford; Contractors; Vendors

Job Summary

Under the general supervision of the Director, the employee supervises and participates in the operation, maintenance and repair activities involving wastewater treatment and collection. Supervision is exercised over Water Treatment Plant/Well Operations and Utility Maintenance personnel as assigned. This is a working administrative and supervisory position overseeing the daily operational activities of the wastewater treatment plant facilities and collection pumping stations. Work is usually performed in accordance with well-defined procedures. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Management. Supervises and manages the personnel of the City's wastewater processing facilities. Ensures the facilities meet the federal and state regulations.

1. Participates in daily wastewater operational activities and ensures plant safety, maintenance and monitoring procedures are adhered to by employees.
2. Plans, schedules, coordinates, and directs activities of the treatment facility.
3. Assigns work to employees and ensures quality of completed projects.
4. Ensures accuracy of time cards and time sheets.
5. Approves schedules and leave for all assigned employees.
6. Trains new employees; monitors continuing education credits on assigned employees.
7. Conducts performance evaluations on assigned personnel.
8. Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, and issuing verbal and written reprimands.
9. Assesses needs and prepares annual budget covering multiple wastewater processing plants and wastewater lift stations.
10. Monitors and tracks adopted budget throughout fiscal year.
11. Functions as the safety point of contact for the facility.
12. Prepares monthly, quarterly, and annual reports of water treatment activities to ADEM, and EPA as required.
13. Develops long-range plans for infrastructure and plant upgrades to meet growing demands.
14. Analyzes and develops long term testing plans and policies.
15. Orders chemicals and supplies.

ESSENTIAL FUNCTION: Wastewater Plant Operations. Oversees the control of wastewater processing plant processes and equipment per established procedures in order to meet federal/state regulations.

1. Performs inspections of aeration basins.
2. Monitors and ensures proper dissolved oxygen and food/microorganism ratio is maintained.
3. Oversees the cleaning, digging out and raking drying beds and washing down clarifiers.
4. Trains and instructs subordinates.
5. Oversees and monitors chemical feeds for proper levels; adjusts feed rates.
6. Monitors, operates, and calibrates various pumps used to regulate water flow, pressure, and tank levels.
7. Monitors and inspects plant equipment and operations for safety, maintenance and proper process operations.
8. Validates readings from assorted meters/gauges; reads, interprets and records a variety of data.
9. Compiles chart data and records for reporting purposes.
10. Maintains duty logs to document chemical levels and water quality.
11. Prepares and/or completes forms, reports, logs, charts, or other documents; forwards or maintains.
12. Prepares required ADEM and EPA reports.
13. Prepares policies and procedures that guide and support the provision of quality services by the department.
14. Incorporates continuous quality improvement principles in day-to-day activities.
15. Coordinates and conducts plant tours for the general public.

ESSENTIAL FUNCTION: Water Testing. Oversees quality control tests to determine the composition of water and to ensure compliance with federal and state regulations for turbidity, chlorine, fluoride, alkalinity, pH, alum, and hardness on both raw and finished water.

1. Oversees wastewater sample testing to ensure compliance with ADEM guidelines.
2. Oversees the collection of wastewater samples for laboratory analysis; observes and conducts in-house testing of some samples.
3. Monitors and tests concentration of solids and the concentration of sludge returned to the system for further treatment; directs adjustments.
4. Oversees the collection of samples of raw water and processed water at various stages and tests for proper treatment.
5. Monitors checks of turbidity and pH of treated water and water being treated.
6. Monitors laboratory operations and test chemical inventory; orders supplies.

ESSENTIAL FUNCTION: Treatment Plant Maintenance. Oversees and performs treatment plant maintenance on plant equipment and facilities to provide continuous supply of potable water to City customers.

1. Troubleshoots equipment problems and makes minor repairs.
2. Schedules the calibration of all facility equipment and devices.
3. Performs plumbing, mechanical, electrical and electronics tasks to maintain treatment system equipment.
4. Performs cleaning, repair, and preventive maintenance tasks to keep plant, machinery, equipment and tools in good working condition.
5. Oversees general housekeeping and cleaning duties as well as grounds maintenance.
6. Ensures any generators are tested weekly to ensure a standby power source to facility.
7. Performs other related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. Knowledge of City wastewater collection and treatment systems.
3. Thorough knowledge of the operational procedures, equipment, parts and materials utilized in wastewater collection, treatment and disposal activities.
4. Thorough knowledge of the operation, maintenance and repair of large electric motors, pumps and chemical feeders.
5. Thorough knowledge of laboratory testing procedures pertaining to ADEM compliance regulations.
6. Knowledge of chemical reagents and their interaction.
7. Knowledge of water hydraulics.
8. Knowledge of basic equipment troubleshooting techniques.
9. Knowledge of safety rules including accident causation and prevention.
10. Communication skills to effectively communicate internally and externally, both orally and in writing.
11. Reading skills to comprehend and interpret gauges, operator manuals, directives, procedures and instructions.
12. Verbal skills to communicate effectively with supervisor and co-workers.
13. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, logs, reports, forms, records, etc.
14. Math skills to perform technical calculations and ratios for chemical applications as needed.
15. Ability to supervise and evaluate the work of assigned personnel.
16. Ability to read meters and charts accurately.
17. Ability to test, analyze, diagnose and identify treatment modifications necessary to alleviate undesirable conditions.
18. Ability to perform mathematical computations rapidly and accurately.
19. Ability to establish and maintain effective working relationships with other employees and the general public.
20. Ability to troubleshoot equipment and mechanical problems.
21. Ability to organize and multi-task.
22. Ability to work independently with no supervision.
23. Ability to use hand and power tools.
24. Ability to use computers and office productivity software.
25. Ability to handle stressful situations.
26. Ability to handle and use hazardous chemicals.
27. Ability to wear personal protective equipment (PPE) as required.
28. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Five (5) years of work related experience in a water treatment facility or related field; two (2) years of supervisory experience.
3. Possess a valid Alabama Grade III Wastewater Treatment Plant Operator Certification.
4. Possess a current and valid driver's license and be insurable.
5. Ability to maintain continuing education credits.
6. Ability to work non-standard, shift work hours.
7. Ability to be on-call.
8. Ability to travel.
9. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Section 12. Upon adoption of this ordinance, the job description of the **Wastewater Lift Station Technician** shall be amended to read as follows:

Job Title: Wastewater Lift Station Technician

Department: Water and Sewer

FLSA: Non – Exempt

Grade: 5

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: March, 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Wastewater Supervisor
Subordinate Staff: None
Other Internal Contacts: Community Appearance; City Hall; Finance
External Contacts: General Public; Alabama Department of Environmental Management (ADEM); Alabama Department of Public Health (DPH); Alabama Department of Human Resources (DHR); Businesses; Developers; Financial Institutions; Realtors; Contractors; Vendors

Job Summary

Under supervision of the general supervision of the Wastewater Supervisor, this employee performs a variety of skilled and semi-skilled work in the operation and maintenance of the City’s sanitary sewer lift stations. This job is identified as a security-sensitive job and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Operation and Maintenance of wastewater lift stations. Performs duties related to inspection and repair of lift stations.

- 1. Performs skilled and semi-skilled work in the operation and maintenance of the City’s wastewater lift station, operates and checks equipment, pumps, and valves to assure that demands are met, repairs system equipment and related systems as required.
- 2. Inspects lift stations daily and maintains accurate records and logs including flow records; complete periodic reports as required by regulatory agencies.
- 3. Performs inspection of controls and system tools and equipment for safety and mechanical defects; provides and insures maintenance is conducted within safety standards established by federal, state and local laws, ordinance and regulations.
- 4. Utilizes SCADA (Supervisory Control and Data Acquisition) software to monitor, operate and service sewer lift stations.
- 5. Orders parts, supplies and equipment; properly stores and maintains materials and supplies; maintains appropriate inventories to ensure adequate reserves and spare parts are available.

ESSENTIAL FUNCTION: Performs duties to facilitate efficient operations of wastewater lift stations.

- 1. Performs troubleshooting work at lift stations.
- 2. Assists in the preparation and maintenance of records.
- 3. Suggests safety guideline and operational programs
- 4. Overseas the day-to-day operations of all lift stations.
- 5. Performs other job-related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

- 1. *Knowledge of City rules, regulations, policies and procedures.
- 2. *Knowledge of City geography.
- 3. Knowledge of methods and techniques used in the extension, repair and maintenance of sewer lift stations.
- 4. Knowledge of lift station network, including locations of all lift stations.
- 5. Pump, hydraulic and electrical systems.
- 6. Public relations and customer service.
- 7. Reading skills to understand and interpret codes, laws, regulations, ordinances, policies, procedure and other complex documents.
- 8. Verbal skills to communicate effectively with elected officials, supervisor, co-workers, subordinates, general public and City personnel.
- 9. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, reports, forms, records, etc.
- 10. Math skills to perform basic calculations (add, subtract, multiply, divide) and balance accounts as needed.
- 11. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- 12. Skill in planning and coordinating activities and establishing priorities.
- 13. Ability to prioritize work projects and organize files.
- 14. Ability to drive.

Minimum Qualifications

- 1. Possess a high school diploma or GED.
- 2. Two (2) years of experience maintenance and operation of a municipal sewer system.
- 3. Possess a valid and current driver’s license and be insurable.
- 4. Ability to pass a background check.

Physical Demands

The work is heavy work which requires sitting, standing and walking on level and slippery surfaces, twisting, turning, kneeling, bending, stooping, crouching, grasping and making repetitive hand movement inn the performance of daily duties. The ability to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of confined spaces. The incumbent may use disinfecting and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power tools and drive motorized vehicles.

Section 13. Upon adoption of this ordinance, the job description of the **Water Plant Chief Operator** shall be amended to read as follows:

Job Title:	Water Plant Chief Operator		
Department:	Water and Sewer		
FLSA:	Non – Exempt	Grade: 8	
		Safety Sensitive Job:	Yes
		Security Sensitive Job:	No

Job Description Prepared: March, 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to:	Water Treatment Supervisor
Subordinate Staff:	Operators
Other Internal Contacts:	Customer Service; Wastewater Division; Community Appearance; Construction and Maintenance Division
External Contacts:	General Public; Alabama Department of Environmental Management (ADEM); Alabama Department of Public Health (DPH); Environmental Protection Agency (EPA); Contractors; Vendors

Job Summary

Under the supervision of the Water Treatment Supervisor, the employee is responsible for supervising, directing and performing safe and efficient operations of chemical and plant controls and for routine plant maintenance activities. The incumbent acts as the lead worker over plant Operators and/or laboring personnel as assigned. This is shift work supervising and/or performing daily operation and maintenance duties at a water treatment facility or site location. Work is usually performed in accordance with well-defined procedures. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Treatment Plant Operations. Controls water treatment plant processes and equipment per established procedures to purify/clarify water for human consumption and industrial/commercial use and to ensure a continuous, adequate supply of potable drinking water meeting federal/state regulations.

1. Assigns, evaluates and supervises the work of the staff who are responsible for performing a variety of tasks associated with the operation of the water distribution system and water quality duties; ensures completion of assigned duties for appropriate quality and timeliness.
2. Maintains records concerning operations, maintenance and programs; prepares reports on operations and activities; performs the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term water quality activities.
3. Ensures that regular inspections, maintenance, and necessary repairs are performed on all wells, booster stations, reservoirs, generators, and the SCADA (Supervisory Control and Data Acquisition System).
4. Leads and participates in the monitoring and inspection of all plant equipment and operations for safety, maintenance and proper process operations.
5. Coordinates required testing, inspections, and related activities to ensure compliance with established requirements.
6. Participates in strategic planning.
7. Performs a variety of skilled and semi-skilled water system repairs.
8. Reads, understands and ensures compliance with ADEM guidelines.
9. Attends safety meetings as required, reports all accidents, violations or infractions to Supervisor.
10. Performs other related duties and responsibilities as assigned.

ESSENTIAL FUNCTION: Water Testing. Performs quality control tests to determine the composition of water and to ensure compliance with federal and state regulations for turbidity, chlorine, fluoride, alkalinity, pH, alum, and hardness on both raw and finished water.

1. Ensures regulatory compliance in the production, storage and delivery of water; manages process controls to comply with ADEM standards; communicate with and prepares reports concerning the plant's compliance and performance for regulatory staff, state agencies, supervisors and public.
2. Strives to continuously optimize the operation of the Water Treatment Plant; develops and implements operating methods and procedures designed to eliminate operating problems.
3. Responds to emergencies as necessary.
4. Commits to staff development and cooperative management practices; fosters employee empowerment in the delivery of services and development of innovative practices.
5. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of City water distribution systems.
3. Knowledge of principles and practices of effective leadership and employee supervision; including training and performance evaluation.
4. Knowledge of the principles, practices, materials, chemicals and equipment used in water filtration and processing.
5. Knowledge of the operation of electric motors, pumps, chemical feeders and related equipment.
6. Knowledge of testing procedures and requirements under ADEM guidelines.
7. Knowledge of chemical reagents and their interaction.
8. Knowledge of water hydraulics.
9. Knowledge of basic equipment troubleshooting techniques.
10. Knowledge of general plant operations.
11. Knowledge of safety rules including accident causation and prevention.
12. Communication skills to effectively communicate internally and externally, both orally and in writing.
13. Reading skills to comprehend and interpret gauges, operator manuals, directives, procedures and instructions.
14. Verbal skills to communicate effectively with supervisor and co-workers.
15. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, logs, reports, forms, records, etc.
16. Math skills to perform technical calculations and ratios for chemical applications as needed.
17. Ability to supervise, assign, inspect and evaluate the work of others.
18. Ability to make independent technical decisions to maintain proper water production processes.
19. Ability to motivate and evaluate staff and provide for their training and development.
20. Ability to read meters and charts accurately and maintain records and reports.
21. Ability to perform mathematical computations rapidly and accurately.
22. Ability to establish and maintain effective working relationships with other employees and the general public.
23. Ability to troubleshoot equipment.
24. Ability to organize and multi-task.
25. Ability to work independently with little or no supervision.
26. Ability to use hand and power tools.
27. Ability to use computers and office productivity software.
28. Ability to handle stressful situations.
29. Ability to handle and use hazardous chemicals.
30. Ability to wear personal protective equipment (PPE) as required.
31. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Five (5) years of work related experience in a water treatment facility.
3. Possess a valid Alabama Grade IV Water Treatment Plant Operator Certification.
4. Possess a current and valid driver's license and be insurable.
5. Ability to maintain continuing education credits.
6. Ability to work non-standard, shift work hours.
7. Ability to be on-call.
8. Ability to travel.
9. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Section 13. Upon adoption of this ordinance, the job description of the **Grants Coordinator Finance** shall be amended to read as follows:

Job Title: Grants Coordinator Finance

Department: Non-Exempt Grade 6

FLSA: Safety Sensitive Job: No Security Sensitive Job: Yes

Job Description Prepared: August 2025

Note: Statements included in this description are intended to reflect, in general, the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships:

Finance Director, All City Departments

Subordinate Staff: None

Other Internal Contacts: All City Departments

External Contacts: General Public; State and Federal Agencies; congressional and state legislative contacts, and other municipalities.

Job Summary

Under the general supervision of the Finance Director, the employee is responsible for pre-award planning, organization, preparation, and post-award administration of various grants. This employee ensures grants comply with funding, regulatory, and policy requirements. The employee interacts and provides guidance and support to Departments with the identification, development, and management of grants. This position includes development of grant applications and/or action plans, coordination with sub-recipient selection process, monitoring grants, maintaining grant project files, and performing various related administrative tasks. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not all inclusive, and other duties may be required and assigned. A person with a disability that the ADA covers must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Grant Coordination. Performs continuous research on available grants for Departments and projects. Conducts research, completes applications, administers received grants, and monitors grants at the direction of the Finance Director.

1. In conjunction with the Finance Director, consults with the Departments to determine funding needs.
2. Research funding agencies and available funding from each.
3. Create and maintain files with demographic, financial, and narrative information for use in grant applications, updates information routinely.
4. Research requests proposals and determines if funding meets the City's needs.
5. Prepares grant application/proposal with background material and supporting data.
6. Ensures grant application deadlines are met.
7. Attends grant compliance workshop for detailed instructions on grant procedures, limitations, and guidelines.
8. Monitors requested budgetary information and tracks expenditure on grant funds.
9. Create regular periodic reports and submits to the granting agency.
10. Files and submits appropriate documents for reimbursement of funds from the granting agency.
11. Meets with Department Directors on grant approvals, requirements, and reporting.
12. Completes yearly and close-out reports upon completion of the grant period.
13. Coordinates with the Finance Director to ensure proper financial reporting for open grants.
14. Conduct research into available grants and qualifications for each.
15. Conduct research on available sources of funding and communicates with the Finance Director and Departments.
16. Compiles necessary information for application process through collaboration with the Finance Director and Department Directors, database research, and other fact-finding actions and meetings.
17. Conducts continuous tracking of approved grants to ensure requirements and reporting are met.
18. Perform other related duties as assigned.

ESSENTIAL FUNCTION: Administrative and Clerical Functions. Promotes a conducive and coherent work environment by operating under the direction of the Finance Director positively, conducts research on laws and regulations to ensure compliance with the coordination and administration of grants, and maintenance of files and records.

1. Develop and maintain a library of reference documentation, including such information as funding agency requirements, forms, and other pertinent material.
2. Prepare and compile all components of grant submissions, ensuring the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
3. Coordinate and assist in planning and preparation of grant proposals for Departments, providing guidance and assistance in the interpretation of funding agency regulations and requirements.
4. Advise and assist in the preparation of grant documentation; maintains complete and accurate files.
5. Create and distribute standard and special reports, summaries, analyses, as required/needed.
6. Monitor and coordinate administration of post-award grants to ensure budgeting and administrative policies, procedures, and agency requirements are met.
7. Prepare and maintain a city grant list for Auditors.
8. Prepare all grant accounting and compliance reports as required.
9. Prepare and/or supply data for state and federal grant reports or reimbursement requests.
10. Type and/or prepare correspondence, resolutions, agenda items, and various documents as requested.
11. Perform filing tasks.
12. Enter data and operate computers, copiers, scanners, and printers.
13. Create spreadsheets compiling various grant-related data.
14. Develop and maintain grant master files and paperwork related to programs funded by grants.
15. Perform other related duties as assigned.

Knowledge, Skills and Abilities

(Can be acquired on the job)*

1. *Knowledge of City and departmental rules, regulations, policies and procedures.
2. *Knowledge of City buildings, facilities, equipment, properties, and road system.
3. *Knowledge of traffic rules and regulations.
4. *Knowledge of safety regulations and ability to detect potential hazards or violations.
5. *Knowledge of personal protective equipment (PPE) and proper usage.
6. Knowledge of public management practices.
7. Knowledge of federal and state programs providing grant opportunities and funding.
8. Knowledge of management principles and procedures.
9. Knowledge of principles and practices of grant management to include applicable state and federal laws, rules, and regulations as needed to develop and manage grant programs and projects.
10. Knowledge of budgeting policies and practices as needed to prepare or direct the preparation of budgets and review and analyze grant budgets and internal fiscal documents.
11. Knowledge of grant writing to include the application procedures and guidelines for state, federal, private, and corporate foundation grants, as well as administrative regulations for funded projects, as needed to write grants, develop budgets.
12. Knowledge of federal agency guidelines, codes, laws, regulations, standards, and policies and procedures related to grants as needed to ensure compliance and apply to the development, coordination, and supervision of grants.
13. Knowledge of funding sources and basic grant writing.
14. Reading skills to read, understand, and explain federal laws, local ordinances, and guidelines.
15. Communication skills to effectively communicate internally and externally, both orally and in writing.
16. Verbal skills to effectively communicate with co-workers, elected officials, and the general public.
17. Writing skills to create complete technical reports, documents, and presentations using correct English, grammar, punctuation, and spelling.
18. Math skills to accurately project and monitor budgets, monitor grants, and other accounting activities.
19. Computer skills to create documents and enter budget information.
20. Ability to analyze technical problems, develop and apply appropriate solutions.

Minimum Qualifications

1. Requires a minimum of three (3) years of experience in grant solicitation and management with a thorough understanding of local, state, and federal funding sources.
2. A graduate of an accredited college or university with a bachelor's degree in public administration or a related field is preferred.
3. Ability to work nonstandard hours.
4. Ability to travel out of town and locally.
5. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying light items such as papers, books, small parts; driving an

automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

- 1. Ability to use computers and office productivity software and produce appropriate graphics, charts, layouts, and design documents that effectively communicate ideas.
- 2. Ability to efficiently organize and manage daily operations.
- 3. Ability to use standard office equipment and multi-line telephones.
- 4. Ability to deal with all contacts in a courteous and patient manner.
- 5. Ability to work independently with little or no supervision or work in part of a group.
- 6. Ability to handle stressful situations and use good judgment.
- 7. Ability to make presentations in public.
- 8. Ability to safely drive and operate position related equipment and knowledge of the appropriate equipment needed.
- 9. Required to attend Effective Communication, Customer Service, Time Management, Civility, and Grant Administration training.

Minimum Qualifications

- 1. Requires a minimum of three (3) years of experience in grant solicitation and management with a thorough understanding of local, state, and federal funding sources.
- 2. A graduate of an accredited college or university with a bachelor's degree in public administration or a related field is preferred.
- 3. Ability to work nonstandard hours.
- 4. Ability to travel out of town and locally.
- 5. Ability to pass a pre-employment background check.

Physical Demands

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Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Section 15. Severability. If any section or provision of this ordinance, including but not limited to, the provisions of the City of Talladega Personnel Systems Manual be declared invalid or unconstitutional by a judgment or decree of a court of competent jurisdiction, such judgment or decree shall not affect the remaining sections or provisions of this ordinance, which shall remain in full force and effect.

Section 16. Except as herein amended said Ordinance Number 1614, as amended by Ordinances heretofore adopted, shall remain in full force and effect.

Section 17. Upon adoption of this ordinance, any ordinance in conflict herewith is hereby repealed.

Section 18. This Ordinance shall take effect from and after the date of its adoption and publication as provided by law.

Adopted and approved this the 13th day of July, 2026.

Council President Steve Dickerson
Council Member Vickey R. Hall
Councilman Hugh Sims
Council Member Betty C. Spratlin
Councilman Charles D. Keith
City Manager Danny Warwick
Attest: Joanna Medlen, City Clerk

