

# **Job Descriptions**

## **The City of Boaz, Alabama**

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**April 2000**

Amended 9/28/2015

Police Captain

Police Sergeant

Jail Administrator

Added

Executive Assistant to Mayor

Assistant Personnel Manager/Payroll Clerk

# THE CITY OF BOAZ, ALABAMA

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### FOREWORD

Job specifications are intended to provide information regarding the kind and responsibility of work performed which will provide a guide in determining pay levels and in evaluating an applicant's eligibility for employment. These specifications are intended to be descriptive and explanatory, defining the duties and responsibilities of each job rather than prescribing the restrictions with regard to such duties. Each specification includes a job title, a job definition, a list of essential functions of the job, an indication of the requirements in terms of knowledge, skills, and abilities necessary for successful performance, and a section on the qualifications in terms of training and experience which should qualify the person to successfully perform in the job. The different sections of the job specifications should be interpreted as follows:

**JOB TITLE:** The job titles have been selected to provide a brief but descriptive name for jobs or positions classified under this job title. It has been necessary to use generalized titles because they often cover positions which are similar, but differ in specific assignments. By using the job title on payrolls, personnel reports and other official forms dealing with positions or employees, a common understanding of the positions so named will be provided. It is anticipated that at times it will be necessary and desirable to use a more appropriate working title or legal title for such internal operations as signing correspondence or other public or official contacts.

**JOB DEFINITION:** This section is intended to set forth the type of work and the responsibilities which characterize the job classification. A consideration of such factors as variety and difficulty of the work, hazards, and supervision received and exercised, and other distinguishing features may be included.

**ESSENTIAL FUNCTIONS:** This section lists typical tasks which are common to positions of this job. These examples show further the range of duties performed by employees with the same job title. They are not intended, however, to define or limit the duties that may be assigned to employees. Any single position of a job title will not usually involve all of the duties listed, and some positions may involve duties which are not listed. This section of the specification primarily serves to provide a more complete definition of the typical duties assigned to a given job title.

**KNOWLEDGE, SKILLS, AND ABILITIES:** This section includes a list of the knowledge, skills, and abilities which are desirable for effective work in this specific job. This information may be useful to administrators, supervisors, and appointing officials in developing standards of work, and in judging the relative efficiency of employees. Such personal characteristics as honesty, courtesy, sobriety, industry, dependability, and adequate physical condition to perform the job are not specifically mentioned, but these are implied qualifications for all jobs.

The degree of knowledge required in jobs is indicated through the use of phrases which have the meanings specified below:

***Some Knowledge*** - Some knowledge implies familiarity with the elementary principles and terminology of the subject or subjects indicated.

***Working Knowledge*** - Working knowledge implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations.

**Considerable Knowledge** - Considerable knowledge implies an advanced knowledge and understanding of the subject matter so as to permit solution of unusual as well as commonplace work problems, advising on technical questions and planning methods for difficult work situations.

**Extensive Knowledge** - Extensive knowledge implies an unusually broad and specialized knowledge and means that the job calls for an almost complete mastery of the subject. It is used rarely and only for highly specialized, higher-level management or other advanced positions.

**QUALIFICATIONS:** This section presents a general statement of the type and amount of training and experience which might be expected to afford adequate preparation for the duties of the job classification. Any combination of training and experience equivalent to that specified is to be considered satisfactory. In defining experience, general phrases have been used to indicate the relative amount of experience needed for the various jobs. It is intended that recruiting authorities interpret and apply experience qualifications in terms of specific numbers of years of experience as seems warranted by conditions existing at the time of recruitment.

The following interpretations apply to the various experience phrases:

**Some Experience:** This implies a small amount of experience sufficient to enable persons to acquire some familiarity with methods and terminology in common work situations of the occupational field (generally six to twelve months experience).

**Experience:** This implies sufficient experience for meeting normal work situations of the job classification (generally one to two years experience).

**Considerable Experience:** This implies sufficient experience to provide familiarity with problems, methods, and results in a wide variety of work problems with which the incumbent will be confronted on the job (generally two to five years experience).

**Extensive Experience:** This implies unusually broad and extensive experience in substantially all activities characteristic of the job classification. It means sufficient experience to plan and administer major programs, solve unusual problems, and determine or advise on major policies (generally more than five years experience).

**NECESSARY SPECIAL REQUIREMENTS:** This section is normally used only if a statutory provision, or an administrative order or regulation requires registration, certification or the possession of a license.

**CITY OF BOAZ, ALABAMA**  
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<u>CODE</u>	<u>JOB TITLE</u>	<u>CODE</u>	<u>JOB TITLE</u>
<b>ADMINISTRATION</b>		<b>FIRE DEPARTMENT</b>	
100	Personnel/Purchasing Director	400	Fire Chief
102	Mayoral Secretary	402	Assistant Fire Chief/Fire Marshall
104	Building Inspector	404	Captain
106	Secretary	406	Lieutenant
108	City Clerk/Treasurer	408	Firefighter
110	Accountant		
112	Administrative Clerk		
114	Accounts Payable Clerk		<b>STREET DEPARTMENT</b>
115	Asst. City Clerk/Treasurer	500	Superintendent
116	Personnel/Purchasing Manager (adopted 4/8/13)	502	Supervisor
117	Administrative Assistant (adopted 5/13/13)	504	Secretary
	<b>SENIOR CENTER</b>	506	Heavy Equipment Operator
120	Manager	508	Shop Mechanic
122	Social Services Program Director	509	Multi-Task Employee
124	Bus Driver/Center Worker	510	Driver/Light Equipment Operator
	<b>MUNICIPAL COURT</b>	512	Laborer
126	Court Clerk	116	Mall Supervisor
128	Magistrate	118	Mall Laborer
		130	Cemetery Supervisor
		132	Cemetery Laborer
			<b>POLICE DEPARTMENT</b>
	<b>LIBRARY</b>	600	Police Chief
200	Librarian	602	Deputy Police Chief
202	Assistant Librarian	604	Chief Investigator
204	Library Assistant	606	Investigator
206	Children's Librarian	608	Captain
		610	DARE Officer
		612	Animal Control Officer
		613	Jail Administrator
		614	Sergeant
		616	Police Officer
		618	Police Records Clerk/Secretary I
		620	Police Records Clerk/Secretary II
		622	Dispatcher
		624	Jailer/Dispatcher
		625	Judicial Enforcement Officer
		626	Warrant Officer/Fugitive Office
		627	School Resource Officer/Police Officer
	<b>PARKS &amp; RECREATION</b>		
300	Director of Parks & Recreation		
301	Athletic Director		
302	Assistant Director		
304	Secretary		
306	Softball Complex Manager		
307	Baseball Complex Manager		
308	Assistant Softball Complex Manager		
310	Maintenance Worker		
312	Parks and Recreation Worker		

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## ***Administration***

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: PERSONNEL/PURCHASING DIRECTOR**

**CODE: 100**

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**JOB DEFINITION**

This position consists of highly responsible administrative work in directing and coordinating the personnel and purchasing program of the City. Responsibility includes the development, implementation, and administration of all City personnel programs including recruitment, selection, placement, position classification and pay and benefit activities, employee relations and training and safety programs. In addition, the Director is responsible for developing, coordinating and implementing the budget and appropriations for personnel costs for all City departments. Work is performed under the general supervision of the Mayor with assignments reviewed for results and general conformance with the City administration policies, and through discussions and analysis of recommendations and reports. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Conduct personnel recruitment and training including written, oral, and performance examinations and materials.
- < Establish position classifications; prepare and revise class specifications; post notice of vacancies. Create and maintain personnel folders.
- < Devise methods for improving quality and efficiency of personnel activities; evaluate and devise needed improvements in the utilization of human resources.
- < Process insurance claims and assess liability; administer employee health, dental, life and workmen's compensation programs.
- < Investigate problems incident to re-allocation of personnel, working conditions, disciplinary actions, and employee complaints, and recommend appropriate action.
- < Interpret personnel policies to departmental officials and employees.
- < Conduct periodic pay surveys and recommend appropriate revisions to the pay plan; verify time cards and retirement reports and leave records including annual and sick leave balances.
- < Prepare budget for administrative and general government budgets; develop personnel costs for all departments; approve all purchases and insure conformance with budgets.
- < Prepare solicitations for all bids and administer the awarding of contracts; insure compliance with State Competitive Bid Law.
- < Maintain and monitor the personnel records and complete job performance evaluations on all subordinate personnel.
- < Direct the establishment, implementation, and maintenance of the benefit functions, insurance and Employee Services.
- < Make employee and occupational adjustments as required; approve all status and payroll changes.
- < Administer the Drug Free Workplace program; all employment laws including ADA and FMLA requirements; and EEOC requirements.
- < Direct the City's human resources efforts; responsible for the overall results obtained; plan, organize and monitor conformance with policies and personnel laws.
- < Recommend and report as necessary to the Mayor and City Council; attend Council meetings as required; and attend meetings representing the Mayor.
- < Supervise operation of the Mall and Cemetery.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles of modern personnel management, employee relations, and applicable employment and Equal Employment Opportunity laws and rulings.
- < Thorough knowledge of fundamental principles and practices of personnel administration including classification, selection, compensation, examination, and personnel transactions.
- < Considerable knowledge of the administration of city governmental functions, organizations and purchasing.
- < Considerable knowledge of the practices, terminology, and requirements of a wide variety of occupations.
- < Considerable knowledge of modern office practices and procedures.
- < Considerable knowledge of statistics and mathematics for calculations and projections of personnel actions and activities.
- < Ability to plan, assign, and coordinate the activities of assigned personnel.
- < Ability to direct examination and training activities and to assist in the development of long-range plans for effective administration of the City's personnel programs.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to thorough knowledge of personnel management, including experience in a responsible technical capacity, preferably in a governmental unit. Must complete 2 years of OJT before personnel certification.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to meet all requirements for Public Personnel Director Certification.
- < Graduation from an accredited college with major field of study in Human Resource Management, public administration, or a related field of study.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: MAYORAL SECRETARY**

**CODE: 102**

**JOB DEFINITION**

This position consists of highly responsible secretarial work involved in coordinating the Mayor's activities. Responsibility includes maintaining the activities and appointments calendar for the Mayor as well as all other secretarial duties. Work is performed under the general supervision of the Mayor; however, the employee is required to work with minimum supervision. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < General secretarial duties which include maintenance of the Mayor's calendar; taking dictation, typing, and filing correspondence; answering phone and routing messages or handling complaints.
- < Prepare agenda for Council meetings and coordinate with Council members when required.
- < Serve as Notary Public for Mayor and Council.
- < Open, sort, and route mail on a daily basis, answer complaints and correspondence as required under the Mayor's general guidelines.
- < Maintain Tree City certification and budget.
- < Represent the Mayor and the City on County boards.
- < Perform public relations activities to assist Mayor in promoting City.
- < Administer the computer system for City Hall.
- < Assist in obtaining supplies and other general procurement needs as required.
- < Assist Personnel/Purchasing Director as needed with correspondence, research, and recording data; assist other department heads when requested by Mayor.
- < Assist the Mayor by coordinating charity drives when required; United Way, etc.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles and practices of secretarial procedures.
- < Thorough knowledge of business English and correspondence preparation, spelling and basic mathematics.
- < Thorough knowledge of the principles of modern office practices, procedures, and equipment.
- < Thorough knowledge of governmental agencies and the administrative laws and procedures of the State of Alabama applying to municipalities.
- < Considerable knowledge of general municipal agency operations and organizations.
- < Ability to work without supervision and to exercise delegated authority to make decisions in accordance with the Mayor's established procedures and guidelines.
- < Ability to read and interpret City ordinances and resolutions, and the State Code of Alabama.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports and answer questions.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, officials with other municipalities, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to thorough experience in secretarial and clerical work, preferably in a governmental organization. Graduation from a senior high school with additional courses in secretarial subjects is preferred. Experience in public relations is desired. Training in transcribing oral dictation may be required.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to have advanced computer skills.
- < Must pass required physical examination after position is offered.

April 24, 2000

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: BUILDING INSPECTOR**

**CODE: 104**

**JOB DEFINITION**

This position consists of highly responsible administrative and technical skills involved in coordinating and executing City building inspections. Included responsibilities involve City zoning activities and the enforcement of zoning regulations. Incumbent also has responsibility for enforcing ordinances concerning the enforcement of subdivision regulations. Work is performed under the general supervision of the Mayor; however, the employee is required to work with minimum supervision. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Conduct building inspections to include structural adequacy, mechanical operation of installed equipment, electrical installation and safety, and plumbing layout and fixtures.
- < Determine zoning locations and appropriate setbacks.
- < Accept and approve applications for permits; examines specifications, blueprints, and plans to ensure code compliance.
- < Deal with public to answer questions regarding inspection procedures and applicable zoning ordinances. Answer questions concerning zoning requirements within stated zones.
- < Prepare statements of zoning certification for area businesses.
- < Maintain subdivision regulations and insure compliance of occupants.
- < Inspect roads, drainage structures and utilities in subdivisions on a weekly basis.
- < Gather information on annexations and prepare petitions for presentation to the Mayor and City Council.
- < Assist other departments with technical advice when needed for construction; provide reports as needed to County, State, and federal agencies.
- < Complete job performance appraisals on subordinate personnel.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of mechanical, electrical and plumbing codes for building inspections, including all City, County, and State laws which apply as well as ability to read and interpret applicable code books for construction.
- < Thorough knowledge of zoning ordinances and their application to specific subdivisions and business locations.
- < Working knowledge of general municipal agency operations and organizations.
- < Thorough knowledge of zoning ordinances and their application to specific subdivisions and business locations.
- < Working knowledge of general correspondence preparation, spelling, and basic mathematics.
- < Working knowledge of general municipal agency operations and organizations.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, officials with other municipalities, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to thorough experience in general construction work involving electrical, mechanical, and plumbing systems. Graduation from a senior high school with additional courses in skills related to general construction. Knowledge of blueprint reading is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Certification as a Building Inspector by SBCCI and related continuing education courses if required.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: SECRETARY**

**CODE: 106**

**JOB DEFINITION**

This position consists of highly responsible secretarial work and some administrative duties involved in coordinating the activities and responsibilities of the City Building Inspector. Responsibilities include maintaining the activities and appointments calendar and preparing correspondence for the Purchasing Director. Work is performed under the general supervision of the Building Inspector; however, the employee is required to work with minimum supervision.

**ESSENTIAL FUNCTIONS**

- < General secretarial duties which include taking dictation, typing, and filing correspondence; answering phone and routing messages or handling complaints or information requests.
- < Prepare all correspondence for the Building Inspector and the Personnel/Purchasing Director.
- < Accept applications for zoning amendments or variances and schedule necessary hearings.
- < Create appropriate files of proceedings and notify adjacent property owners of pending hearings; attend hearings and record proceedings.
- < Generate purchase orders and maintain appropriate files.
- < Issue deeds for City cemetery plots and maintain up-to-date records; contact Cemetery Supervisor to arrange for grave openings; and maintain accounts receivable files for cemetery.
- < Collect and file required governmental building statistics on a monthly and annual basis.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles and practices of secretarial procedures.
- < Thorough knowledge of business English and correspondence preparation, spelling, and basic mathematics.
- < Thorough knowledge of the principles of modern office practices, procedures, and equipment.
- < Considerable knowledge of general municipal agency operations and organizations.
- < Working knowledge of keyboarding and the use of computers as well as training in Microsoft Word and EXCEL software.
- < Some knowledge of governmental agencies and the administrative laws and procedures of the State of Alabama applying to municipalities.
- < Ability to work without supervision and to exercise delegated authority to make decisions in accordance with established procedures and guidelines.
- < Ability to read and interpret City ordinances and resolutions as they pertain to building codes and zoning laws.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports and answer questions.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, officials with other municipalities, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to thorough experience in secretarial and clerical work, preferably in a governmental organization. Graduation from a senior high school with additional courses in secretarial subjects is preferred. Experience in public relations is desired. Training in transcribing oral dictation may be required.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to have computer skills.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: CITY CLERK/TREASURER**

**CODE: 108**

**JOB DEFINITION**

This position consists of highly responsible financial management activities including supervisory responsibilities for accounting and clerical procedures. Work involves directing and coordinating all financial activities of the City with the exception of purchasing. Responsibilities include administration of the general fund, payroll, budgeting, internal auditing and accounting. Work is performed under the general supervision of the Mayor, however, the employee is required to work with minimum supervision. This position is classified **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Administer the General Fund and monitor the expenditure of all special funds.
- < Oversee the administration of grant funds to maintain proper accounting procedures; documentation and billing; and internal auditing and reporting.
- < Administer payroll to include approving time cards for subordinates; certify payroll checks; and transfer necessary funds to payroll accounts.
- < Prepare and revise budgets in coordination with other administrators; compare expenditures with budget and prepare necessary reports.
- < Supervise management of accounts payable; verify account codes; oversee payments.
- < Review business license applications; interview applicants and issue licenses; and insure applicable codes and regulations are being met.
- < Maintain and control miscellaneous cash receipts including checking codes, identifying and correcting problems, maintaining reports, and insuring deposits are accurately recorded.
- < Use proper accounting procedures for ledger entries, banking records, and account analysis.
- < Conduct internal audits of all financial transactions, reports and procedures.
- < Attend and maintain official records of City Council Meetings to include writing of resolutions, ordinances, minutes, and sundry financial records and reports; answering financial questions posed by the Council and conducting research when necessary.
- < Complete job performance appraisals for subordinate personnel.
- < Providing necessary information to the public using appropriate media.
- < Administer the election process for the City.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles and practices of governmental financial accounting.
- < Thorough knowledge of business English and correspondence preparation, spelling, and basic mathematics.
- < Thorough knowledge of the principles of modern office practices, procedures, and equipment to include use and understanding of computer systems.
- < Considerable knowledge of general municipal agency operations and organizations to include legal requirements relating to the maintenance and preservation of municipal records
- < Considerable knowledge of City ordinances and the administrative laws and procedures of the State of Alabama applying to financial administration for municipalities.
- < Ability to work without supervision and to exercise delegated authority to make decisions in accordance with established procedures and guidelines.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports and answer questions.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, officials with other municipalities, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to thorough experience in financial management and accounting preferably in a governmental organization. Graduation from an accredited college with major field of study in accounting, finance or public administration is desirable. Experience in public relations is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to have computer skills.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ACCOUNTANT**

**CODE: 110**

**JOB DEFINITION**

This position consists of responsible accounting duties involving maintaining the General Ledger, petty cash reimbursements and disbursements, and monitoring of the general budget. Work involves controlling and accounting for City VISA cards, monthly reports of revenue and expenses, and financial statements. Responsibilities also include acting as a special assistant to the City Clerk/Treasurer as necessary to assist with internal audits and other financial related activities. Work is performed under the general supervision of the City Clerk/Treasurer.

**ESSENTIAL FUNCTIONS**

- < Make appropriate journal entries into the General Ledger.
- < Prepare court reports on a daily basis.
- < Answer phone and respond to information requests as necessary.
- < Prepare City payroll insuring all necessary taxes and deductions are current, correct any errors and incorporate changes.
- < Perform miscellaneous functions including tape backups of records, process returned checks, insure daily budget checks are made to monitor expenditures, and assist in Accounts Payable when needed.
- < Reconcile bank statements on a monthly basis; maintain records concerning uses of VISA cards; prepare necessary reports.
- < Maintain petty cash disbursements, reimbursements and necessary records.
- < Make computer entries for the City budget including budget amendments, budget adjustments, and reconciliations.
- < Prepare monthly revenue and expense reports; financial statements; and weekly reports as necessary.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles and practices of governmental financial accounting.
- < Thorough knowledge of the principles of modern office practices, procedures, and equipment to include use and understanding of computer systems.
- < Considerable knowledge of business English and correspondence preparation, spelling and basic mathematics.
- < Considerable knowledge of general municipal operations and organizations to include legal requirements relating to the maintenance and preservation of municipal financial records
- < Ability to work with minimal supervision and to perform within established procedures and guidelines.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to maintain administrative and fiscal records and reports and to respond accurately and concisely to questions concerning the budget, accounts payable, City credit cards, etc.
- < Ability to establish and maintain effective working relationships with elected officials, department heads, and other employees, and the general public.

## **QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in accounting preferably in a governmental organization. Graduation from a senior high school with additional courses in finance and accounting is preferred. Experience in public relations is desired.

## **NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to have computer skills.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ADMINISTRATIVE CLERK**

**CODE: 112**

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**JOB DEFINITION**

This position consists of responsible clerical duties involving receipt of cash payments. Work involves accepting payments and issuing approved business licenses for the City. Issues purchase orders and bids for Personnel Director. Provides secretarial support for Building Inspector. Work is performed under the general supervision of the City Clerk/Treasurer.

**ESSENTIAL FUNCTIONS**

- < Collect all City receipts as required. Included are tobacco, gasoline, Ad Valorem, auto license, beverage and excise taxes, City and County sales taxes, privilege license fees, business license fees, rental fees and miscellaneous receipts.
- < Issue licenses and permits in accordance with City ordinances and codes.
- < Review City license codes and ordinances to provide information as requested by taxpayers.
- < Maintain records of business licenses and renewal dates. Assess penalties, issue invoices and provide follow-up on all delinquent license renewals.
- < Maintain manual and computer files of taxpayers with identification of current versus inactive taxpayers.
- < Maintain manual and computer files on Hillcrest Cemetery.
- < Provide delinquent notices, inventory, and logs of tobacco and gasoline taxes; provide reports as necessary.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles of modern office practices, procedures, and equipment to include use and understanding of computer systems.
- < Considerable knowledge of business English and correspondence preparation, spelling, and basic mathematics.
- < Considerable knowledge of general municipal agency operations and organizations to include legal requirements relating to the maintenance and preservation of municipal financial records.
- < Considerable knowledge of City ordinances and the administrative laws and procedures of the State of Alabama applying to tax and fee collections for municipalities.
- < Ability to work without supervision and to exercise delegated authority to make decisions in accordance with established procedures and guidelines.
- < Ability to maintain administrative, fiscal, and general records; and to prepare reports and answer questions.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, department heads, and other employees, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in accounting preferably in a governmental organization. Graduation from a senior high school with additional courses in finance and accounting is preferred. Experience in public relations is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to have computer skills.
- < Must pass required physical examination after position is offered.

April 23, 2001

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ACCOUNTS PAYABLE CLERK**

**CODE: 114**

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**JOB DEFINITION**

This position consists of responsible clerical duties involving accounts payable and the requisite disbursements for the City. Prepare necessary reports of all disbursements, reconcile payments with invoices, and key necessary data into the computer software. Responsibilities include reconciliation of receipts with collections using software that the City is currently using. Responsible for all accounts payable functions and 1099 reports. Work is performed under the general supervision of the City Clerk/Treasurer.

**ESSENTIAL FUNCTIONS**

- < Compare accounts payable paper trail to insure agreement including the purchase requisition, purchase order, receiving ticket, the materials received slip, and matching the invoice to the printed check.
- < Verify and/or code necessary account codes on all accounts payable invoices.
- < Enter invoice data into the computer, verify accuracy of entries, print invoice packets, and post to the general ledger. Insure all invoices have been paid.
- < Print all reports required for accounts payable checks including General Fund, Men's Softball, Dixie Youth, etc.; and print checks.
- < Process uniform allowance forms, prepare invoices and reimbursements and provide information to the City and employee of available funds.
- < Prepare Voucher Approval report for presentation to City Council.
- < Prepare daily cash deposits, print reports and post to general ledger, document activity, and file reports.
- < Provide W-9 forms to new vendors or vendors without tax identification numbers on file.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles of modern office practices, procedures, and equipment to include use and understanding of computer systems.
- < Considerable knowledge of business English and correspondence preparation, spelling, and basic mathematics.
- < Considerable knowledge of the principles and practices of bookkeeping and their application to accounting procedures required for governmental financial accounting.
- < Considerable knowledge of general municipal agency operations and organizations to include legal requirements relating to the maintenance and preservation of municipal financial records.
- < Working knowledge of City ordinances and the administrative laws and procedures of the State of Alabama applying to tax and fee collections for municipalities.
- < Ability to work with minimal supervision and to exercise good judgment in job performance in accordance with established procedures and guidelines.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports and answer questions.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, department heads, and other employees, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in accounting preferably in a governmental organization. Graduation from a senior high school with additional courses in finance and accounting is preferred. Experience in public relations is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to have computer skills.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ASSISTANT CITY CLERK/TREASURER**

**CODE: 115**

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(January 13, 2003)

**JOB DEFINITION**

This position consists of highly responsible financial management activities including supervisory responsibilities for accounting and clerical procedures. Work involves directing and coordinating all financial activities of the City with the exception of purchasing. Work is performed under the general supervision of the City Clerk/Treasurer, however, the employee is required to work with minimum supervision.

**ESSENTIAL FUNCTIONS**

- < Compare accounts payable paper trail to insure agreement including the purchase requisition, purchase order, receiving ticket, the materials received slip, and matching the invoice to the printed check.
- < Print all reports required for accounts payable checks including General Fund, Men's Softball, Dixie Youth, etc.; and print checks.
- < Process uniform allowance forms, prepare invoices and reimbursements and provide information to the City and employee of available funds.
- < Prepare Voucher Approval report for presentation to City Council.
- < Prepare daily cash deposits, print reports and post to general ledger, document activity, and file reports.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles of modern office practices, procedures, and equipment to include use and understanding of computer systems.
- < Considerable knowledge of business English and correspondence preparation, spelling, and basic mathematics.
- < Considerable knowledge of general municipal agency operations and organizations to include legal requirements relating to the maintenance and preservation of municipal records.
- < Considerable knowledge of City ordinances and the administrative laws and procedures of the State of Alabama applying to financial administration form municipalities.
- < Working knowledge of City ordinances and the administrative laws and procedures of the State of Alabama applying to tax and fee collections for municipalities.
- < Ability to work with minimal supervision and to exercise good judgment in job performance in accordance with established procedures and guidelines.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports and answer questions.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, department heads, and other employees, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in accounting preferably in a governmental organization. Graduation from a senior high school with additional courses in finance and accounting is preferred. Experience in public relations is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to have computer skills.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: PERSONNEL/PURCHASING MANAGER**

**CODE: 116**

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(Adopted Council Action April 8, 2013)

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**JOB DEFINITION**

This position consists of highly responsible administrative work in directing and coordinating the personnel and purchasing program of the City. Responsibility includes the development, implementation, and administration of all City personnel programs including recruitment, selection, placement, position classification and pay and benefit activities, employee relations and training and safety programs. In addition, the Director is responsible for developing, coordinating and implementing the budget and appropriations for personnel costs for all City departments. Work is performed under the general supervision of the Mayor with assignments reviewed for results and general conformance with the City administration policies, and through discussions and analysis of recommendations and reports. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Conduct personnel recruitment and training including written, oral, and performance examinations and materials.
- < Establish position classifications; prepare and revise class specifications; post notice of vacancies. Create and maintain personnel folders.
- < Devise methods for improving quality and efficiency of personnel activities; evaluate and devise needed improvements in the utilization of human resources.
- < Process insurance claims and assess liability; administer employee health, dental, life and workmen's compensation programs.
- < Investigate problems incident to re-allocation of personnel, working conditions, disciplinary actions, and employee complaints, and recommend appropriate action.
- < Interpret personnel policies to departmental officials and employees.
- < Conduct periodic pay surveys and recommend appropriate revisions to the pay plan; verify time cards and retirement reports and leave records including annual and sick leave balances.
- < Prepare budget for administrative and general government budgets; develop personnel costs for all departments; approve all purchases and insure conformance with budgets.
- < Prepare solicitations for all bids and administer the awarding of contracts; insure compliance with State Competitive Bid Law.
- < Maintain and monitor the personnel records and complete job performance evaluations on all subordinate personnel.
- < Direct the establishment, implementation, and maintenance of the benefit functions, insurance and Employee Services.
- < Make employee and occupational adjustments as required; approve all status and payroll changes.
- < Administer the Drug Free Workplace program; all employment laws including ADA and FMLA requirements; and EEOC requirements.
- < Direct the City's human resources efforts; responsible for the overall results obtained; plan, organize and monitor conformance with policies and personnel laws.
- < Recommend and report as necessary to the Mayor and City Council; attend Council meetings as required; and attend meetings representing the Mayor.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles of modern personnel management, employee relations, and applicable employment and Equal Employment Opportunity laws and rulings.
- < Thorough knowledge of fundamental principles and practices of personnel administration including classification, selection, compensation, examination, and personnel transactions.
- < Considerable knowledge of the administration of city governmental functions, organizations and purchasing.
- < Considerable knowledge of the practices, terminology, and requirements of a wide variety of occupations.
- < Considerable knowledge of modern office practices and procedures.
- < Considerable knowledge of statistics and mathematics for calculations and projections of personnel actions and activities.
- < Ability to plan, assign, and coordinate the activities of assigned personnel.
- < Ability to direct examination and training activities and to assist in the development of long-range plans for effective administration of the City's personnel programs.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to thorough knowledge of personnel management, including experience in a responsible technical capacity, preferably in a governmental unit. Must complete 2 years of OJT before personnel certification.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to meet all requirements for Public Personnel Director Certification.
- < Graduation from an accredited college with major field of study in Human Resource Management, public administration, or a related field of study; or ten years' experience in municipal government administration.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**CODE: 117**

(Adopted Council Action May 13, 2013)

**JOB DEFINITION**

This position consists of highly responsible clerical and administrative work. Work is performed under the general supervision of the Personnel/Purchasing Manager; however, the employee is required to work with minimum supervision.

**ESSENTIAL FUNCTIONS**

- < Assume receptionist duties, answering phone and routing messages, greet public, refer visitors to appropriate personnel.
- < Responsible for providing essential administrative support at City Hall including word processing, filing, and handling complaints under general guidelines.
- < Open, sort, and route mail on a daily basis.
- < Prepare daily cash deposits, print reports, post to general ledger, document activity, and file reports.
- < Assist Mayor, Personnel/Purchasing Manager, Building Inspector and City Clerk/Treasurer with administrative duties as required including but not limited to correspondence, research, and recording data.
- < Assist in the promotion of the City by helping coordinate promotional events such as the Summer Concert, National Day of Prayer, Arbor Day, Award Picnic, Blood Drive and Award Banquet.
- < Assist in obtaining supplies and other general procurement needs as required.
- < Maintain Tree City certification and budget as a member of the Tree Commission.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the business English, spelling, basic mathematics, principles of modern office practices and procedures and equipment to include use and understanding of computer systems.
- < Some knowledge of Microsoft Office.
- < Some knowledge of governmental agencies and the administrative laws and procedures of the State of Alabama applying to municipalities.
- < Ability to work with little supervision and to exercise delegated authority to make decisions in accordance with established procedures and guidelines.
- < Ability to read and interpret City ordinances and resolutions, and the State Code of Alabama.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports and answer questions.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, officials with other municipalities, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to thorough experience in office administration and clerical work, preferably in a governmental organization. Graduation from a senior high school required. Some college and/or additional courses in office administration subjects preferred. Experience in public relations is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Incumbent is required to have advanced computer skills.
- < Must pass required physical examination, including pre-employment drug test, after position is offered.

## ***Senior Center***

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: MANAGER**

**CODE: 120**

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**JOB DEFINITION**

This position consists of administrative and supervisory work involved in directing the Senior Center. Work involves responsibility for administering a program of social services and activities for senior citizens. The Center provides daily meals, recreation and general nurturing and fellowship with other senior citizens. The Center manager works under the supervision of the Mayor. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Insure the safety of all assigned personnel.
- < Ascertain that all personnel are present and prepared to perform assigned tasks.
- < Inventory supplies to determine if all necessary items have been delivered for the day.
- < Prepare all meals for the daily Meals-on-Wheels.
- < Be prepared to greet daily participants as they arrive at Center.
- < Open necessary records to begin daily reports of Center activity.
- < After all busses have arrived, begin the daily program of devotional, exercise period, community singing, and Bingo.
- < Serve noon meal to all participants.
- < Clean-up of equipment and center area; insure all senior citizens have been provided transportation.
- < Evaluate results of the daily Meals-on-Wheels program.
- < Visit homes and/or hospitals to check on program participants.
- < Prepare reports and present as necessary to City Council.
- < Exercise people skills in dealing with the elderly and be capable of fostering good public relations.
- < Complete job performance appraisals on subordinate personnel.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of food preparation and the planning of balanced meals.
- < Working knowledge of nutrition for senior citizens and the special needs based on various medical problems.
- < Working knowledge of State laws and City ordinances and regulations concerning facilities for handicapped people.
- < Working knowledge of the use of general cleaning materials and the associated hazards.
- < Ability to effectively organize and direct helpers in keeping Center neat and clean.
- < Ability to operate the Center in compliance with Health Department rules and regulations.
- < Ability to express problems and suggestions clearly and concisely to the supervisor.
- < Ability to deal with the public and to promote good public relations.
- < Ability to respond with discretion and tact to various problems associated with the care of the elderly and the handicapped.

**QUALIFICATIONS**

Any combination of experience and training equivalent to working knowledge and experience involving food service preparation and developing programs for senior citizens to maintain their mental health and provide recreation and exercise. Graduation from a senior high school or equivalent is required.

**NECESSARY SPECIAL REQUIREMENTS**

- <       ust have Cardio-Pulmonary Resuscitation (CPR) certification or be able to acquire such.
- <       Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: SOCIAL SERVICES PROGRAM DIRECTOR**

**CODE: 122**

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**JOB DEFINITION**

This position consists of semi-professional work of an administrative and supervisory nature involved in assisting the Senior Center Manager in all activities. The work is specifically directed toward program planning and coordination of recreational activities. Responsibilities include planning and coordinating all special activities such as parties, field trips, etc. Assists in providing daily meals, recreation and general nurturing to clients and fostering fellowship with other clients. The Program Director works under the supervision of the Center Manager.

**ESSENTIAL FUNCTIONS**

- < Prepare and maintain meal delivery instructions, bus routing sheets and other reports as needed.
- < Prepare client registration forms; interview and evaluate homebound referrals.
- < Assist in preparation of meals for the daily Meals-on-Wheels; pack and serve meals.
- < Be prepared to greet daily participants as they arrive at Center.
- < Assist manager as necessary in preparing food service accountability reports, client attendance reports and other required reports.
- < Plan and conduct special education seminars for clients on such topics as general health, nutrition, medications, exercise etc.
- < When possible, assist elderly with personal finances (e.g. money order preparation, addressing mail, preparing correspondence, various applications, insurance claims, etc.)
- < Arrange for special educational and informational speakers and programs.
- < Plan and coordinate special activities such as parties, birthday celebrations, Senior-of-the-Month, field trips, etc.
- < Develop monthly activity calendar, coordinate decorating for special occasions and prepare posters and bulletin boards as required.
- < Assist in preparation of reports as necessary for presentation to the City Council.
- < Order and maintain supplies for all Center activities.
- < Monitor Center vehicles for required maintenance and make arrangements when necessary.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of food preparation and the planning of balanced meals.
- < Considerable knowledge of the operation of senior citizen centers.
- < Working knowledge of nutrition for senior citizens and the special needs based on various medical problems.
- < Working knowledge of State laws and City ordinances and regulations concerning facilities for handicapped people.
- < Working knowledge of the use of general cleaning materials and the associated hazards.
- < Some knowledge of general office procedures and practices.
- < Ability to effectively organize and direct helpers in keeping Center neat and clean.
- < Ability to operate the Center in compliance with Health Department rules and regulations in the absence of the Manager.
- < Ability to express problems and suggestions clearly and concisely to the Manager.
- < Ability to respond with discretion and tactfully to various problems associated with the care of the elderly and the handicapped and to promote good public relations.

**QUALIFICATIONS**

Any combination of experience and training equivalent to working knowledge and experience involving food service preparation and developing programs for senior citizens to maintain their mental health and provide recreation and exercise. Graduation from a senior high school or equivalent is required.

**NECESSARY SPECIAL REQUIREMENTS**

- < Cardio-Pulmonary Resuscitation (CPR) certification or be able to acquire such.
- < Commercial Driver's License (CDL) or the ability to acquire.
- < Basic computer skills.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: BUS DRIVER/CENTER WORKER**

**CODE: 124**

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**JOB DEFINITION**

This position consists of varied manual work required for transporting clients and assisting with activities and services provided to the senior citizens by the Center. Work involves responsibility for transporting clients to and from the Center for a variety of requirements including shopping trips and medical appointments. The employee delivers meals and performs various cleaning and maintenance duties. Work is performed under the general supervision of the Program Coordinator.

**ESSENTIAL FUNCTIONS**

- < Drive bus and provide transportation for clients to and from the Center for medical appointments and for various special outings.
- < Deliver meals to the home bound when required; serve homebound meals.
- < Transport clients to and from various shopping areas, banks, and post office so they may conduct personal business.
- < Serve meals at the Center and assist in recreational activities including crafts, exercise, etc.
- < Assist with custodial duties involving general maintenance and cleaning of the Center.
- < Maintain records of travel mileage and other necessary expenses for gas and maintenance and provide reports to Manager.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of safe operation of bus used to transport senior citizens.
- < Knowledge of applicable laws and regulations related to transport of passengers.
- < Knowledge of safe driving practices and defensive driving techniques.
- < Skill in the safe operation of a bus on public streets and highways.
- < Ability to relate to clients courteously and compassionately and to handle any problems or difficulties they may have with discretion and tact.
- < Ability to express ideas clearly and concisely, orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to experience in the safe operation of a bus transporting elderly/handicapped and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL REQUIREMENTS**

- < Cardio-Pulmonary Resuscitation (CPR) certification or be able to acquire.
- < Commercial Driver's License (CDL) or the ability to acquire.
- < Must pass required physical examination after position is offered.

***Municipal Court***

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: COURT CLERK**

**CODE: 126**

**JOB DEFINITION**

This is specialized administrative and supervisory work in the operation of the municipal court. Employee must perform complex clerical and court related duties including the supervision and direction of subordinate court personnel. Work is performed under the general supervision of the Mayor and the Municipal Court Judge, however, the incumbent must take responsibility for making independent decisions based on experience and knowledge of court operations, municipal ordinances, and State law. The Court Clerk acts for the judge in all cases except those express exceptions. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Enter new cases into the municipal court software for both traffic and non-traffic violations.
- < Supervise and direct subordinate court personnel in preparing and maintaining dockets and pertinent court records; issue subpoenas.
- < Interview complainants, document complaints and determine probable cause and issue arrest warrants when required; enter dispositions of completed cases into court records by case number.
- < Set amounts for release bonds and approve release.
- < Receive and receipt court fines and costs; balance monies received with daily report and submit report to City Clerk.
- < Accept guilty pleas for certain specified offenses and assess fines.
- < Enter backlog of old court cases into the software.
- < Issue conditional bond forfeitures and follow-up procedure as required IAW with Rule 7 of Rules of Judicial Administration.
- < Be on-call after hours to discharge administrative functions of the municipal court.
- < Complete job performance appraisals on subordinate employees.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of laws, rules, regulations, and procedures governing the legal process related to court administration.
- < Considerable knowledge of legal terminology, documents, and the laws, rules, and regulations governing the filing and recording of legal instruments.
- < Considerable knowledge of financial record keeping procedures required for court administration.
- < Considerable knowledge of clerical procedures and record keeping involved in court operation.
- < Skill to confer with attorneys and other interested parties in regard to rules and procedures.
- < Skill dealing with public and preparing correspondence concerning operation of the municipal court.
- < Skill in maintaining official court records and files as required.
- < Ability to express ideas clearly and concisely both orally and in writing.
- < Ability to establish and maintain effective working relationships with attorneys, City employees, subordinate clerical personnel, and the general public.
- < Ability to verify compliance with court rules and governing laws for papers and documents prepared by the clerical staff and submitted by attorneys.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in specialized court clerical duties, preferably including supervisory experience, and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL REQUIREMENTS**

- < Requires certification by The Administrative Office of the Courts, The Alabama League of Municipalities, The Alabama Municipal Court Clerk and Magistrates Association.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: MAGISTRATE**

**CODE: 128**

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**JOB DEFINITION**

This is specialized, complex administrative work involving the operation of the municipal court. Employee must perform complex clerical and court related duties. Work is performed under the general supervision of the Court Clerk; however, the incumbent must take responsibility for making independent decisions based on experience and knowledge of court operations, municipal ordinances, and State law. The Magistrate acts for the Court Clerk when the Clerk is absent.

**ESSENTIAL FUNCTIONS**

- < Enter new cases into the municipal court software for both traffic and non-traffic violations, assign case numbers and print computer generated case action summary sheets.
- < Attach all documentation to specific cases and file folders and cases by court date.
- < Enter court dispositions into the computer software after judgement is made.
- < Accept pleas from accused and set court date for ANot Guilty≡ pleas; process AGuilty≡ pleas; accept cash for fines and issue appropriate receipt.
- < Complete all necessary forms for youthful offenders, felony DUI's and appeals.
- < Solicit certified reports from other courts to obtain proper adjudication; maintains official court records and files as required.
- < Receive and receipt court fines and costs, balance monies received with daily report and submit report to City Clerk for deposit.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of laws, rules, regulations, and procedures governing the legal process related to court administration.
- < Considerable knowledge of legal terminology, documents, and the laws, rules, and regulations governing the filing and recording of legal instruments.
- < Considerable knowledge of financial record keeping procedures required for court administration.
- < Considerable knowledge of clerical procedures and required records involved in court operation.
- < Skill to confer with attorneys and other interested parties in regard to rules and procedures.
- < Skill in dealing with public and preparing correspondence concerning operation of the municipal court.
- < Skill in maintaining official court records and files as required.
- < Ability to express ideas clearly and concisely both orally and in writing.
- < Ability to establish and maintain effective working relationships with attorneys, City employees, subordinate clerical personnel, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in specialized court clerical duties and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL REQUIREMENTS**

- < Requires certification by The Administrative Office of the Courts, The Alabama League of Municipalities, The Alabama Municipal Court Clerk and Magistrates Association.
- < Must pass required physical examination after position is offered.





***Library***

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: LIBRARIAN**

**CODE: 200**

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**JOB DEFINITION**

This position consists of administrative and professional work in directing, planning and managing all activities of the library system. Work is subject to general policies established by the Library Board and the Mayor. The Librarian has full responsibility for developing detailed procedures and for maintaining standards in professional and related activities adequate for the attainment of the objectives of the library system. Work is performed under general supervision of the Mayor. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Plan, direct, manage and coordinate all activities of the library.
- < Insure the safety of all assigned personnel.
- < Promulgate and supervise adherence to rules and regulations of the library.
- < Supervise all library employees and other personnel responsible for physical plant repair and yard work.
- < Instruct personnel in general policies and procedures; conduct staff conferences and meetings; and conduct informal technical training in library techniques and procedures.
- < Conduct a variety of public relations activities in interpreting the library to the public and in stimulating its use by the public including hosting special events, programs, workshops, and other activities to promote use of the library.
- < Meet, work, and plan with the Library Board on a regular basis to establish the activities, services, and regular operation of the library.
- < Plan and administer all acquisitions; supervise and assist in cataloging collections and processing of library materials; and prepare grant applications for special additions.
- < Assess needs for replacement or repairs of library materials including books and tapes.
- < Prepare job performance evaluations on all subordinate personnel.
- < Assist as needed with collections, serving patrons, answering questions or assisting with research requests, and shelving library materials.
- < Prepare reports and present broad policy matters for the Library Board's consideration as required including budget expenditures and statistical reports.
- < Supervise and assist in planning for summer reading programs.
- < Complete job performance appraisals on subordinate personnel.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- < Extensive knowledge of the principles, methods, and materials of library administration.
- < Thorough knowledge of reader interest levels, and of books and authors.
- < Considerable knowledge of the basic operations and practices of the publishing trade.
- < Considerable knowledge of modern principles and practices of management in relations to the operation of a library system.
- < Ability to effectively plan, organize, and administer the overall operation of the municipal library system.
- < Ability to explain the operations and services of the library system to the public and to conduct effective public relations.
- < Ability to analyze library needs and to evaluate library services and equipment.
- < Ability to express ideas clearly and concisely, orally and in writing.
- < Ability to effectively supervise assigned personnel.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable progressively responsible experience in professional library work including experience in supervising professional library personnel. Course work in Library Science is desired with graduation from a college or university; a Bachelors or Masters Degree in Library Science is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ASSISTANT TO LIBRARIAN**

**CODE: 202**

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**JOB DEFINITION**

This position consists of administrative and professional work in assisting in the management of all activities of the library system. Responsibilities include operation of the computer system, cataloging and shelving books and materials, and maintaining records of library patrons. Responsibilities are performed under the guidelines and general policies established by the Library Board and the Mayor. Work requires considerable contact with the public and requires highly developed interpersonal skills. Work is performed under general supervision of the Librarian.

**ESSENTIAL FUNCTIONS**

- < Explains and interprets library policies and services to the general public; assists in the use of facilities; and promotes library to the public.
- < Perform sundry administrative tasks on a daily basis to include opening and closing library, turning on library computer system, and entering patrons into the computer.
- < Provide assistance to patrons in operating library computers; assist in genealogy research using Internet and other references.
- < Process books in computer; covering and repair of books and other materials.
- < Alphabetize patron cards and book cards; prepare daily reports for circulation; and sort books by categories.
- < Assist with children's program.
- < Assist as needed with collections, serving patrons, answering questions or assisting with research requests, and shelving library materials.
- < Assist in planning for summer reading programs.
- < Perform related work as assigned or required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of the principles, methods, and techniques of library science.
- < Considerable knowledge of the reader interest levels, and of books and authors.
- < Working knowledge of modern principles and practices of the operation of a library system.
- < Working knowledge of the basic operations and practices of the publishing trade.
- < Ability to explain the operations and services of the library system to the public and to conduct effective public relations.
- < Ability to analyze library needs and to evaluate library services and equipment.
- < Ability to express ideas clearly and concisely, orally and in writing.
- < Ability to effectively operate and explain use of the library computer system and to assist patrons in the use.
- < Ability to effectively supervise assigned personnel in the absence of the Librarian.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable progressively responsible experience in professional library work and graduation from a senior high school or equivalent. Course work in Library Science is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: LIBRARY ASSISTANT**

**CODE: 204**

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**JOB DEFINITION**

This position consists of administrative and semi-professional work in providing library services to the general public. Responsibilities include operation of the computer system, cataloging and shelving books and materials, and maintaining records of library patrons. Responsibilities are performed under the guidelines and general policies established by the Library Board and the Mayor. Work requires considerable contact with the public and requires interpersonal skills. Work is performed under supervision of the Librarian.

**ESSENTIAL FUNCTIONS**

- < Perform assigned administrative tasks on a daily basis to include opening and closing library, turning on library computer system, and entering patrons into the computer database.
- < Explain and interpret library policies and services to the public.
- < Assist in explaining the use of computer facilities used to locate books.
- < Process books by checking order list and removing accessions, bar code new books, type cards and enter books into computer.
- < Identify books which need repair and cover and repair books and other materials as necessary.
- < Provide service to patrons at circulation desk, process book and other materials being returned or checked out.
- < Assist with children's program.
- < Assist as needed with collections, serving patrons, answering questions or assisting with research requests, and shelving library materials.
- < Assist with summer reading programs.
- < Perform related work as assigned or required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of the principles, methods, and techniques of library science.
- < Working knowledge of the reader interest levels, and of books and authors.
- < Working knowledge of modern principles and practices of the operation of a library system.
- < Working knowledge of the basic operations and practices of the publishing trade.
- < Ability to explain the operations and services of the library system to the public and to conduct effective public relations.
- < Ability to analyze library needs and to evaluate library services and equipment.
- < Ability to express ideas clearly and concisely, orally and in writing.
- < Ability to effectively operate and explain use of the library computer system and to assist patrons in the use of the system.

**QUALIFICATIONS**

Any combination of experience and training equivalent to working knowledge and experience involving library work. Graduation from a senior high school or equivalent. Completion of continuing education courses in Library Science is highly desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: CHILDREN'S LIBRARIAN**

**CODE: 206**

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**JOB DEFINITION**

This is administrative and limited professional library work required in the operation of the municipal library system. Work is subject to general policies established by the Librarian and the Library Board. The work requires responsibility for specific segments of library operations principally dealing with assisting and instructing children and students in the use of the library facilities and services. Work includes responsibility for performing any tasks required in the overall operation of the library and providing service to patrons. Work is performed under the supervision and guidance of the Librarian.

**ESSENTIAL FUNCTIONS**

- < Explain proper use of the library and its services to the public with particular emphasis toward children; promote use of the library; and assist patrons in the use of library facilities.
- < Classify and catalogs books and materials for library; assist patrons as requested; types shelf cards, pockets, and spines; and shelve books as required for the children's department.
- < Perform work in library necessary for daily operations; advise patrons in selection of reading and reference materials; familiarize teachers and students of special teaching aids.
- < Conduct story time for pre-school age children and their parents.
- < Compile reports and records as required; perform routine clerical work; and maintain shelves in a neat and orderly condition ensuring books are properly shelved.
- < Conduct a variety of public relations activities in promoting the library to the public and in stimulating its use including hosting special events and programs including scheduling special guests, occasionally serving refreshments or other special activities to increase interest in the children's department of the library.
- < Perform related work as assigned or required when not engaged in primary tasks.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of the principles, methods and materials of library operation.
- < Considerable knowledge of local reader interests and of available books and authors.
- < Considerable knowledge of the objectives, procedures and materials which characterize the principle functional areas of responsibility with particular emphasis on children's literature.
- < Working knowledge of terminology, programs, and services.
- < Some knowledge and understanding of the basic operations and practices of the publishing trade.
- < Some knowledge of the Alabama standards for the operation and administration of public libraries.
- < Ability to perform light manual tasks involved in the receiving, storing and shelving of materials; and tasks involved in the upkeep of the library.
- < Ability to explain the operations and services of the library to the public and to conduct effective public relations.
- < Ability to perform routine clerical and secretarial tasks, including the use of routine office and library machines such as copier, typewriter, computer terminal, calculator, microfilm and microfiche reader/printer, and other library equipment.
- < Ability to apply the principles, procedures and techniques of library science to work in the assigned functional areas.
- < Ability to express ideas clearly and concisely both orally and in writing.
- < Ability to maintain effective working relationships with associates and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some knowledge and experience involving library work. Graduation from a senior high school or equivalent. Completion of continuing education courses in library science is highly desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must pass required physical examination after position is offered.

## ***Parks & Recreation***

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: DIRECTOR OF PARKS & RECREATION**

**CODE: 300**

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**JOB DEFINITION**

This position involves professional administrative and technical work in the direction of the activities of the Parks and Recreation Department of the City of Boaz. The employee is responsible for developing, administering, and supervising a comprehensive citywide recreational program, including the maintenance of a wide variety of recreational areas, facilities and equipment. In addition, the employee exercises general supervision over the maintenance, beautification and improvement of parks and public grounds. The employee must exercise independent judgment and ingenuity in accomplishing program objectives and interpreting the needs and desires of the public. Work is performed under the general supervision of the Mayor. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Insure the safety of assigned personnel.
- < Organize and direct activities and use of public recreational facilities including playgrounds, swimming pool, nature park, athletic fields, and community recreational facilities.
- < Exercise supervision over technical and supervisory personnel responsible for the care and maintenance and beautification of park areas and other public grounds.
- < Plan and develop recreational programs and activities for the community, evaluate the effectiveness of programs and recommend improvements.
- < Explain recreational program and needs to public as necessary and exercise liaison with other City departments for assistance with Parks & Recreation programs.
- < Organize and direct comprehensive athletic, recreational, and sport programs for all age groups and genders.
- < Evaluate job performance of all subordinate personnel.
- < Select and assign recreational personnel; supervise training of assigned employees; and participate in maintenance of buildings, grounds, and equipment.
- < Participate in delivering a variety of recreational programs; provide technical knowledge in organizing programs; arbitrate disputes and complaints.
- < Coordinate the City program with other community recreational activities and assist representatives of other groups in developing and extending recreational programs.
- < Prepare budget estimates for Parks and Recreation Department and direct the expenditure of funds.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Extensive knowledge of the objectives of public recreation, including a thorough understanding of activities which make up a community recreational program.
- < Extensive knowledge of the facilities and equipment needed in a broad recreational program and of the proper arrangement of recreational areas.
- < Thorough knowledge of a wide variety of recreational activities, the associated equipment and necessary safety requirements.
- < Considerable knowledge of human behavior, psychology, and mental hygiene as applied to varied groups participating in recreational activities.
- < Considerable knowledge of the methods, equipment and materials used in parks and grounds maintenance.

- < Considerable knowledge of the established rules which govern organized youth athletics.
- < Ability to plan, organize, coordinate and direct the activities and personnel involved in a well-rounded recreational program.
- < Ability to establish and maintain effective working relationships with employees, City officials, other City departments, social organizations, and the general public.
- < Ability to effectively explain the policies of the department to the employees and the public.
- < Ability to communicate clearly and concisely, both orally and in writing.

**QUALIFICATIONS**

Any combination of training and experience equivalent to extensive experience of a progressively responsible nature in organized recreational activities, including considerable experience in a supervisory capacity. Graduation from an accredited College or University with a degree in Recreation Administration or related field is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Basic computer skills.
- < One year of on-the-job training is required.
- < A valid State of Alabama Driver's license and evidence of a safe driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ ALABAMA**

**PARKS AND RECREATION  
ATHLETIC DIRECTOR**

**Code 301**

**JOB DEFINITION**

This is a working position with the primary responsibility of assisting in the planning development, promotion and continuance of quality athletic programs for the City. Duties include the coordination of fields, facilities, and personnel to best support planned activities. Work requires extensive contact with the public, community leaders, and various civic groups. Incumbent works under the general supervision of the Parks and Recreation Director. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- Assist in the planning, development, promotion and continuance of quality athletic programs for the City.
- Provide for the coordination of fields, facilities and personnel to best support planned activities.
- Resolve issues between participants at sporting events.
- Attend most if not all City – sponsored sporting events.
- Enforce safety and other regulations as they apply to City-sponsored sporting activities.
- Perform administration functions as needed.
- Responsible for maintenance and appearance of all Parks and Recreation facilities.
- Ensure all sport related equipment is maintained and stored properly .
- Represent City at various meetings and conventions.
- Hold regular meeting and training sessions to ensure staff is knowledgeable of current rules and regulations.
- Recommend programs and policies to the Director of Parks and Recreation to optimize use of facilities by the public.
- Perform other job related duties or tasks as assigned or required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of Park and Recreation Department facilities capability and capacity.
- Extensive knowledge of the rules and regulations pertaining to City – sponsored sporting events.
- Considerable knowledge of typical programs, leagues and activities normally sponsored by municipalities of similar size.
- Facilitate proper and efficient record keeping.
- Ability to explain rules, regulations and expectations in a clear and unambiguous manner.
- Ability to resolve issues between participants, coaches and spectators in a firm but calm manner.

- Ability to coordinate the use of Parks and Recreation facilities across various activities and times.
- Ability to professionally represent the City at various meetings and conventions.
- Ability to keep and maintain appropriate records.

#### **QUALIFICATIONS**

**Be a graduate of an accredited high school or hold a certificate of high school equivalency (GED). Graduation from an accredited college or university, with major course work in physical education, recreation or related field is desirable. Have two (2) years of responsible experience in the parks and recreation field and interacting with the public in the development, maintenance, and operation of parks and recreation programs. Hold or have the ability to obtain required certifications. Be physically able to perform the essential functions of the position.**

#### **NECESSARY SPECIAL REQUIREMENTS**

**Basic computer skills.**

**A valid State of Alabama Driver's License and a driving record suitable for insurance. Must pass required physical exam and drug screen after position is offered.**

ADOPTED 12/19/2011

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ASSISTANT DIRECTOR**

**CODE: 302**

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**JOB DEFINITION**

This position involves administrative and technical expertise in the supervision and coordination of the activities of the Parks & Recreation Department of the City of Boaz. Work involves responsibility for assisting the Director as required in the organization, promotion, supervision, and coordination of a citywide recreational program, and the maintenance of the City recreational areas, facilities, and equipment. Work requires extensive contact with the public, community leaders, and various civic groups. Work is performed under supervision of the Director with considerable independent judgment required. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Supervise assigned personnel and assist in the maintenance and preparation of athletic fields, equipment, facilities, swimming pool, nature park, and other public areas.
- < Direct and coordinate City athletic events and programs; supervise the activities and use of community recreational facilities and areas.
- < Maintain records and inventory of assigned equipment; supervise custodial care of recreational facilities, concession stands, restrooms, and other facilities.
- < Promote the use of community recreational areas to the general public; respond to requests for special events and use of parks and recreational areas; recommend programs and policies to the Director of Parks & Recreation to optimize use of facilities by the public.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of a variety of competitive and group sports coupled with the ability to organize, direct and supervise well-rounded recreational programs for the City.
- < Considerable knowledge of maintenance and preparation of recreational grounds, athletic fields, park and nature areas, and other community recreational facilities; and the maintenance of necessary equipment.
- < Ability to establish and maintain effective public and working relationships with sports leaders, team members, and the general public in the use of City recreational facilities.
- < Ability to effectively supervise assigned personnel and maintain effective working relationships with City employees, elected officials, and the general public.
- < Ability to maintain required reports, records, and information concerning activities and the use of City park and recreational facilities.
- < Ability to communicate clearly and concisely, both orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in the management and direction of organized recreational activities. Graduation from an accredited college or university with major course work in physical education, recreation or related field is desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < Basic computer skills.
- < A valid State of Alabama Driver's license and evidence of a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: SECRETARY**

**CODE: 304**

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**JOB DEFINITION**

This position consists of highly responsible secretarial work and some administrative duties involved in coordinating the activities and responsibilities of the Director, Parks & Recreation. Responsibilities include maintaining activities and appointments calendars as well as all other secretarial duties. The employee is required to work with minimum supervision.

**ESSENTIAL FUNCTIONS**

- < General secretarial duties which include typing, filing correspondence, answering phone, and routing messages or handling complaints or information requests.
- < Prepare all correspondence for the Director, Parks & Recreation Department.
- < Provide communication with supervisors and other City departments by radio.
- < Maintain time cards and file accident reports for all departmental employees.
- < Generate purchase orders and maintain appropriate files.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles and practices of secretarial procedures.
- < Considerable knowledge of business English and correspondence preparation, spelling, and basic mathematics.
- < Considerable knowledge of the principles of modern office practices, procedures, and equipment.
- < Working knowledge of general municipal agency operations and organizations.
- < Some knowledge of governmental agencies and the administrative laws and procedures of the State of Alabama applying to municipalities.
- < Ability to work with minimal supervision.
- < Ability to read and interpret City ordinances and resolutions as they pertain to the Street, and Parks & Recreation Department activities.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports.
- < Ability to respond tactfully and courteously when interacting with the public and their complaints and requests for information.
- < Ability to establish and maintain effective working relationships with elected officials, department heads, employees, governmental agencies, officials with other municipalities, and the general public.
- < Ability to communicate clearly and concisely, orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in secretarial and clerical work, preferably in a governmental organization. Graduation from a senior high school with additional courses in secretarial subjects is preferred. Experience in public relations is desired. Training in transcribing oral dictation may be required.

**NECESSARY SPECIAL REQUIREMENTS**

- < Basic computer skills.
- < Incumbent is required to have computer skills.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: SOFTBALL COMPLEX MANAGER**

**CODE: 306**

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**JOB DEFINITION**

This position consists of technical and administrative work in the supervision and coordination of the activities of the Softball Complex for the Parks and Recreation Department. Work involves responsibility for the organization, promotion, supervision, and coordination of a four (4)-field softball complex, concessions, facilities, equipment, personnel, and maintenance of grounds. Work is performed with considerable independence and latitude of action under supervision of the Athletic Director. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Supervise assigned personnel and assist in the maintenance, preparation and clean up of the softball complex, equipment, facilities, and grounds.
- < Organize, direct, schedule, and promote the softball program, including league play and tournaments.
- < Order supplies and food and stock concession stand.
- < Initiate and carry out promotional and public relation programs including news releases to provide results and to present schedule of coming events.
- < Maintain records and inventory of assigned equipment.
- < Supervise custodial care of the softball complex, including concession stands, restrooms, and other facilities.
- < Promote the use of the softball complex to the general public; respond to requests for special events and use of the softball complex.
- < Recommend programs and policies to the Athletic Director for optimal use of the facility.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the City Softball Program and the necessary plans to complete the program.
- < Thorough knowledge of maintenance and preparation of athletic fields, and the maintenance of equipment used performing assigned duties.
- < Ability to organize, direct, and supervise this program for the City.
- < Ability to promote the use of the Softball Complex and to interact courteously and tactfully with various age groups.
- < Ability to resolve problems arising with the use of facilities tactfully and firmly.
- < Ability to establish and maintain effective public and working relationships with sports leaders, team members and the general public in the use of City recreational facilities.
- < Ability to effectively supervise assigned personnel and maintain effective working relationships with City employees, elected officials and the general public.
- < Ability to maintain required reports, records, and information concerning activities and the use of recreational facilities.
- < Ability to communicate clearly and concisely, both orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in the management and direction of organized recreation activities. Graduation from an accredited college or university with major course work in physical education, recreation or a related field is desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < Basic computer skills.
- < Willing to work scheduled hours which will conform to Softball Complex activities.
- < State of Alabama Driver's license and evidence of insurability.
- < Must pass required physical examination after position is offered.

Revised by Council Action March 12, 2012

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: BASEBALL COMPLEX MANAGER**

**CODE: 307**

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**JOB DEFINITION**

This position consists of technical and administrative work in the supervision and coordination of the activities of the Baseball Complex for the Parks and Recreation Department. Work involves responsibility for the organization, promotion, supervision, and coordination of a five (5)-field baseball complex, concessions, facilities, equipment, personnel, and maintenance of grounds. Work is performed with considerable independence and latitude of action under supervision of the Athletic Director. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Supervise assigned personnel and assist in the maintenance, preparation and clean up of the baseball complex, equipment, facilities, and grounds.
- < Organize, direct, schedule, and promote the baseball program, including league play and tournaments.
- < Order supplies and food and stock concession stand.
- < Initiate and carry out promotional and public relation programs including news releases to provide results and to present schedule of coming events.
- < Maintain records and inventory of assigned equipment.
- < Supervise custodial care of the baseball complex, including concession stands, restrooms, and other facilities.
- < Promote the use of the baseball complex to the general public; respond to requests for special events and use of the baseball complex.
- < Recommend programs and policies to the Athletic Director for optimal use of the facility.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the City Baseball Program and the necessary plans to complete the program.
- < Thorough knowledge of maintenance and preparation of athletic fields, and the maintenance of equipment used performing assigned duties.
- < Ability to organize, direct, and supervise this program for the City.
- < Ability to promote the use of the Baseball Complex and to interact courteously and tactfully with various age groups.
- < Ability to resolve problems arising with the use of facilities tactfully and firmly.
- < Ability to establish and maintain effective public and working relationships with sports leaders, team members and the general public in the use of City recreational facilities.
- < Ability to effectively supervise assigned personnel and maintain effective working relationships with City employees, elected officials and the general public.
- < Ability to maintain required reports, records, and information concerning activities and the use of recreational facilities.
- < Ability to communicate clearly and concisely, both orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in the management and direction of organized recreation activities. Graduation from an accredited college or university with major course work in physical education, recreation or a related field is desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < Basic computer skills.
- < Willing to work scheduled hours which will conform to Baseball Complex activities.
- < State of Alabama Driver's license and evidence of insurability.
- < Must pass required physical examination after position is offered.

Adopted by Council Action March 12, 2012

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ASSISTANT SOFTBALL COMPLEX MANAGER**

**CODE: 308**

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**JOB DEFINITION**

This position involves technical and administrative assistance to the Manager in the supervision and coordination of the activities of the Softball Complex for the Parks & Recreation Department. Work involves responsibility for the organization, promotion, supervision, and coordination of a four (4)-field softball complex, concessions, facilities, equipment, personnel, and maintenance of grounds. Work is performed with considerable independence and latitude of action under general supervision of the Manager of the Softball Complex. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Supervise assigned personnel and assist in the maintenance, preparation and clean up of the softball complex, equipment, facilities, and grounds.
- < Assist in organizing, directing, scheduling, and promoting the softball program, including league play and tournaments.
- < Order necessary food and supplies and stock the concession stands.
- < Assist in the conduct of promotional and public relation programs including news releases to provide results and to present schedule of coming events.
- < Maintain records and inventory of assigned equipment.
- < Supervise custodial care of the softball complex, including concessions stands, restrooms, and other facilities.
- < Promote the use of the softball complex to the general public and respond to requests for special events.
- < Recommend programs and policies to the Softball Complex Manager for optimal use of the facilities.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the City softball program and the necessary plans to complete the program.
- < Thorough knowledge of maintenance and preparation of athletic fields, and the maintenance of equipment used performing assigned duties.
- < Ability to organize, direct, and supervise assigned personnel.
- < Ability to promote the use of the Softball Complex and to interact courteously and tactfully with various age groups.
- < Ability to resolve problems arising with the use of facilities tactfully and firmly.
- < Ability to establish and maintain effective public and working relationships with sports leaders, team members and the general public in the use of City recreational facilities.
- < Ability to maintain effective working relationships with City employees, elected officials, and the general public.
- < Ability to communicate clearly and concisely, both orally and in writing.
- < Ability to complete required reports, records, and information concerning activities and the use of recreational facilities.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in the management and direction of organized recreation activities. Graduation from an accredited college or university with major course work in physical education, recreation, or a related field is desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < Basic computer skills.
- < Willing to work scheduled hours which will conform to Softball Complex activities.
- < State of Alabama Driver's license and evidence of insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: MAINTENANCE WORKER**

**CODE: 310**

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**JOB DEFINITION**

This position involves responsible work of a routine nature in participating in the activities, operations, and maintenance of the grounds and facilities of the City Parks & Recreation Department. Work involves responsibility for routine activities and equipment utilization and the efficient execution of assigned duties related to the operation, programs, and maintenance of recreation facilities. Employees of this class follow established policies and procedures to maintain the condition and general appearance of the athletic fields and other facilities. Work is supervised by the Director of Parks and Recreation, and requires judgment and initiative in carrying out specific work assignments.

**ESSENTIAL FUNCTIONS**

- < Maintain tractors and mowers used in preparing recreational areas and athletic fields.
- < Drag athletic fields to prepare for baseball and softball.
- < Clean all outside areas by picking up trash and litter.
- < Cut grass as needed and on scheduled basis.
- < Repair facilities as necessary, clean restrooms, make necessary repairs.
- < Apply herbicides and fertilizer to grass areas as required.
- < Perform a wide variety of maintenance activities including mowing, policing and maintaining grounds and equipment, minor repair, painting and cleaning of various facilities.
- < Perform other duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of first aid and safety precautions for recreational activities.
- < Knowledge of the general rules of sports and games.
- < Knowledge of safety rules and regulations required for assigned recreational activities.
- < Skill in operating tractors, mowers, and other maintenance equipment.
- < Ability to work with minimal supervision in carrying out assigned duties.
- < Ability to acquire specific knowledge regarding activities or programs to which assigned.
- < Ability to establish and maintain effective working relationships with fellow workers and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to knowledge and experience involving general grounds keeping services including maintenance of athletic fields. Graduation from a senior high school or equivalent is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Employee is required to possess or have the ability to acquire a Driver's License and evidence of insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: PARKS & RECREATION WORKER**

**CODE: 312**

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**JOB DEFINITION**

This position requires work of a routine nature in supervising, planning, and participating in the activities, operations; and maintenance of the recreation center, Nature Park, Athletic Fields, and City Recreational Facilities. Work involves responsibility for routine planning and the supervision of activities and equipment utilization and the efficient execution of assigned duties related to the operation, programs, and maintenance of recreation facilities. Employees follow policies and established procedures in exercising supervision over recreational participants and recreational activities. Work is supervised by the Director.

**ESSENTIAL FUNCTIONS**

- < Plan, organize, and supervise participants in the City's program of recreational activities.
- < Assist in teaching and instructing participants in the play and rules of play for various games.
- < Maintain discipline and promote good behavior in a recreation setting while exercising good judgment tactfully and courteously.
- < Set up and arrange table, chairs and recreational equipment for scheduled recreational activities.
- < Insure that the count of equipment satisfies the inventory of equipment used.
- < Cut grass as needed and on scheduled basis.
- < Perform a variety of park and recreation facility maintenance activities including mowing, policing and maintaining grounds and equipment, minor repair, painting, and cleaning of various facilities.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of first aid and safety precautions for recreational activities.
- < Working knowledge of the general rules of sports and games.
- < Working knowledge of the principles, rules, materials, and equipment necessary for use in City recreational activities.
- < Skill in operating tractors, mowers, and other maintenance equipment.
- < Ability to work with minimal supervision in carrying out assigned duties.
- < Ability to acquire specific knowledge regarding activities or programs to which assigned.
- < Ability to establish and maintain effective working relationships with fellow workers and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to knowledge and experience involving general grounds keeping services including maintenance of athletic fields. Graduation from a senior high school or equivalent is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Employee is required to possess or have the ability to acquire a Driver's License and evidence of insurability.
- < Must pass required physical examination after position is offered.

***Fire Department***

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: FIRE CHIEF**

**CODE: 400**

**JOB DEFINITION**

This is position involves administrative, technical and supervisory work in directing all municipal fire prevention and firefighting activities for the City. Must be qualified to participate in all fire fighting functions. Work involves responsibility for preventing and combating fires throughout the City. Work includes responsibility, through study and consultation with City officials, for developing recommendations for the reduction of fire hazards and related conditions. Fire prevention involves recruiting and training personnel. The Chief receives policy and administrative direction and supervision from the Mayor but is expected to work with considerable independence in planning and supervising the technical operation of the department. Work is performed under the general supervision of the Mayor. Serves as Fire Marshall for the City or designate the responsibility. Performs required duties as Director of Emergency Operations Center (EOC). This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Insure the safety of assigned personnel.
- < Plan and direct the operation of the department to include promulgation of standing operating procedures (SOP) to insure efficient use of personnel and apparatus.
- < Check to assure that daily assignments are completed by on-duty personnel.
- < Check equipment/apparatus daily for proper maintenance.
- < Insure communications between shifts and advise shift personnel of special activities, new procedures/rules, new City streets, etc.
- < Recommend a proposed budget and plan procurement of materials, supplies, and equipment.
- < Respond to and assume command of major fires on any shift.
- < Supervise the inspection of structures and furnishings to determine fire hazards or specific violations of fire regulations or ordinances.
- < Supervise and participate in investigation of causes and circumstances surrounding fires to determine the nature and origin.
- < Evaluate and determine need for in-service training; provide guidance and general direction for necessary orientation and in-service training.
- < Prepare departmental budget estimates and develop periodic and special reports of expenditures.
- < Develop and implement external public relations programs for public fire prevention and safety.
- < Supervise maintenance, repair, improvement and replacement of firefighting equipment and other necessary materials and equipment.
- < Cooperate with elected officials in planning the location and modification of fire stations and districts.
- < Complete performance appraisals for subordinate personnel
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Extensive knowledge of fire hazards and fire prevention techniques.
- < Extensive knowledge of the principles, practices, methods, and equipment of modern firefighting techniques.
- < Thorough knowledge of the use of fire records and their application to fire prevention and fire protection administration.
- < Thorough knowledge of modern principles, practices, techniques, and equipment required for municipal fire departments.

**FIRE CHIEF****CODE: 400**

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- < Ability to analyze the effectiveness of the department and to correlate its development with changing conditions.
- < Ability to effectively direct personnel in the use of firefighting equipment to efficiently complete operations under emergency conditions.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to effectively direct the activities of officers and personnel and to maintain discipline and high morale

**QUALIFICATIONS**

Any combination of experience and training equivalent to thorough supervisory experience in firefighting, including fire prevention experience and graduation from a senior high school or equivalent, supplemented by the completion of course work in municipal fire administration. Bachelor's Degree In Fire Protection Science, Public Administration, or a closely related field preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must reside within the City limits of Boaz, Alabama.
- < Valid State of Alabama Driver's License and driving record suitable for insurability.
- < Firefighter I Standard Course Certificate for the State of Alabama.
- < Supplemented by courses in Arson Investigation.
- < Must pass required physical examination after position is offered.

Fire Chief Job Description amended 4/09 by Council Action

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ASSISTANT FIRE CHIEF/FIRE MARSHALL**

**CODE: 402**

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**JOB DEFINITION**

This is responsible administrative, supervisory and technical firefighting work to assist in the direction of the municipal Fire Department, and for performing the duties of Fire Marshal for the City. Work involves responsibility for assisting the Fire Chief in the administration, direction, and coordination of departmental operations. Work is performed with considerable independence in accordance with accepted firefighting practices and departmental regulations under direction of the Fire Chief. Firefighting responsibilities involve the exercise of independent initiative and judgment. Work may involve non-standard hours to provide 24-hour coverage and incumbent is subject to callback duty as required. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Perform required duties as Director, Emergency Operations Center (EOC).
- < Act for the Fire Chief in his/her absence or as directed.
- < Execute general and special assignments in the planning, administration, coordination, direction, and review of departmental operations and activities.
- < Receive emergency calls and respond to alarms; analyze factors, decide strategy and command operations of responding company.
- < Determine need for additional personnel and equipment; may give general alarm calling in off-duty personnel in extreme emergencies.
- < Inspect effective readiness of personnel and equipment.
- < Perform administrative functions including maintenance of time and attendance, leave records, workmen's compensation, etc.
- < Inspect buildings and blueprints to enforce fire codes.
- < Investigate fire scene to determine cause and origin of fire; interview witnesses; and cooperate with investigations of other agencies including law enforcement.
- < Coordinate with outside agencies for additional assistance when needed.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Extensive knowledge of principles, practices, methods, and equipment of modern firefighting techniques.
- < Extensive knowledge of fire hazards and fire prevention techniques.
- < Thorough knowledge of the application of fire records and investigative results to fire prevention and fire protection administration.
- < Thorough knowledge of modern techniques and equipment required for municipal fire departments.
- < Ability to effectively direct personnel in the use of firefighting equipment to efficiently complete operations under emergency conditions.
- < Ability to analyze the effectiveness of the department and to correlate its development with changing conditions.
- < Ability to communicate clearly and concisely, orally and in writing.
- < Ability to effectively direct the activities of officers and personnel and to maintain discipline and high morale.
- < Ability to establish and maintain effective working relationships with subordinates, representatives of cooperating agencies, and the general public.
- < Ability to communicate clearly and concisely, both orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable supervisory experience in firefighting, including fire prevention experience and graduation from a senior high school or equivalent, supplemented by the completion of course work in municipal fire administration.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid State of Alabama Driver's License and driving record suitable for insurability.
- < Firefighter II Standard Course Certificate for the State of Alabama.
- < Supplemented by courses in Arson Investigation.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: CAPTAIN**

**CODE: 404**

**JOB DEFINITION**

This is supervisory and technical work in combating, extinguishing and preventing fires. Work involves responsibility for the protection of life and property through firefighting activities, involving supervision of firefighters at the scene of a fire. Work requires the performance of hazardous tasks under emergency conditions which may involve strenuous physical exertion under such conditions as smoke and cramped surroundings. Employees of this class assume command of the duty tour and command of personnel at the scene of a fire in the absence of superior officers. Work is normally performed under close supervision of the Assistant Fire Chief.

**ESSENTIAL FUNCTIONS**

- < Direct and supervise the lieutenant and firefighters assigned to the shift.
- < Receive emergency calls and respond to alarms; analyze situation, decide strategy, and command operations of company.
- < Maintain proper discipline of subordinates.
- < Inspect subordinates and equipment preparedness and make needed corrections.
- < Supervise and participate in necessary training activities to maintain preparedness.
- < Participate and supervise fire drills and attend classes in fire fighting, participate in training activities.
- < Prepare clear and comprehensive reports of fires, fire prevention and training activities.
- < Direct and participate in general maintenance work in upkeep of Fire Department property, quarters, equipment, and apparatus.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Extensive knowledge of principles, practices, methods, and equipment of modern firefighting techniques, fire prevention, fire administration and emergency management training.
- < Working knowledge of the street system and geography of the City.
- < Working knowledge of a wide variety of firefighting duties and methods, including the operation of a wide variety of firefighting equipment.
- < Ability to interpret and follow complex oral and written instructions.
- < Ability to effectively supervise the work of assigned personnel and maintain effective discipline and readiness of equipment and personnel.
- < Ability to establish and maintain effective working relationship with subordinates, superiors, and the general public.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to work with minimal supervision.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports.
- < Ability to read and interpret City ordinances and resolutions which pertain to the Fire Department.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in fire fighting work and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid State of Alabama Driver's License and evidence of insurability.
- < Firefighter II minimum standard course certification for the State of Alabama and two years satisfactory experience as a Lt. with Boaz Fire Department. (adopted council action 9/14/09)
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: LIEUTENANT**

**CODE: 406**

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**JOB DEFINITION**

This is supervisory and technical work in combating, extinguishing and preventing fires and operating firefighting apparatus. Work involves responsibility for the protection of life and property through supervision of firefighters at the scene of a fire. Work requires the performance of hazardous tasks under emergency conditions which may involve strenuous physical exertion. Employees of this class assume command of the duty tour and command of personnel at the scene of a fire in the absence of the Fire Captain or superior officers. Work is normally performed under close supervision of the Fire Captain.

**ESSENTIAL FUNCTIONS**

- < Respond to fire and medical emergencies.
- < Respond to fire alarms with a company; lay and connect hoses; hold nozzles and direct water streams; raise and climb ladders; use chemical extinguishers, bar, hooks, lines and other equipment.
- < Drive pumper and ladder trucks; operate pumps, aerial ladders and auxiliary fire equipment; remove persons from danger; holds life nets; administer first aid to injured persons; perform salvage operations.
- < Receive and carry out daily shift assignments and participate in completing assignment.
- < Inspect and insure that apparatus and equipment are in good, safe working order.
- < Conduct training classes for shift personnel and participate in or supervise fire drills; attend classes in fire fighting and participate in training activities.
- < Participate in general maintenance work in upkeep of Fire Department property, quarters, equipment and apparatus.
- < Communicate with Captain and provide information to shift personnel; notify the shift Captain of any apparatus or equipment problems.
- < Assume command of duty tour in absence of Fire Captain or when directed.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of a wide variety of firefighting duties and methods, including the operation of a wide variety of firefighting equipment.
- < Working knowledge of the street system and geography.
- < Ability to interpret and follow complex oral and written instructions.
- < Ability to effectively supervise the work of assigned personnel and maintain effective discipline and readiness of equipment and personnel.
- < Ability to establish and maintain effective working relationship with subordinates, superiors and the general public.
- < Ability to communicate effectively, both orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to experience in fire fighting work and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid State of Alabama Driver's License and evidence of insurability.
- < Firefighter II minimum standard course certification for the State of Alabama.
- < ~~Two years satisfactory experience as a firefighter with Boaz Fire Department.~~ (Adopted Council action 9/14/09)
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: FIREFIGHTER**

**CODE: 408**

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**JOB DEFINITION**

This is general duty firefighting work in combating, extinguishing, and preventing fires and operating fire-fighting apparatus for the City of Boaz. Employees in this class are responsible for the protection of life and property through firefighting activities usually performed under close supervision. Work requires performance of hazardous tasks under emergency conditions. Employees may be assigned to the operation of automotive equipment in responding to alarms, employing special skills learned on the job. Work involves supervised training, inspections and maintenance of equipment, and cleaning and maintaining quarters. Work is normally performed under close supervision of the Fire Captain in accordance with well-defined procedures.

**ESSENTIAL FUNCTIONS**

- < Respond to fire alarms with a company; lay and connect hoses; hold nozzles and direct water streams; raise and climb ladder; use chemical extinguishers, bar, hooks, lines and other necessary equipment.
- < Drive pumper and ladder trucks; operate pumps, aerial ladders and auxiliary fire apparatus.
- < Remove people from danger; hold life nets; administer first aid to injured persons; perform salvage operations such as throwing salvage covers, sweeping water and removing debris.
- < Participate in fire drills and attend classes in fire fighting, first aid and related subjects.
- < Inspect equipment and perform preventive maintenance and correct any deficiencies on all firefighting equipment.
- < Perform necessary station work including grounds upkeep and maintenance of training facilities.
- < Promote fire safety and fire prevention.
- < Respond to various medical emergencies.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of the operation, maintenance, and proper use of assigned equipment.
- < Working knowledge of limitations and safety precautions when using or repairing equipment.
- < Some knowledge of the applicable traffic laws, ordinances and regulations in regard to the safe operation of equipment.
- < Some knowledge of the City street system and physical geography of the City.
- < Ability to learn a wide variety of firefighting duties and methods, including the operation of firefighting apparatus.
- < Ability to quickly analyze emergency situations and quickly act in emergency medical situations.
- < Ability to write legibly and to understand and follow oral and/or written instructions.
- < Ability to tactfully and courteously resolve problems or questions from the public when performing job.

**QUALIFICATIONS**

Any combination of experience and training equivalent to experience in fire fighting work and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL QUALIFICATIONS**

- < Valid State of Alabama Driver's License and evidence of insurability.
- < Firefighter I minimum standard course certification for the State of Alabama completed within one year of hire..
- < Must pass required physical examination after position is offered.
- < Must pass pre-employment agility test.

***Street Department***

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: SUPERINTENDENT**

**CODE: 500**

**JOB DEFINITION**

This position involves administrative and supervisory work required in directing all activities of the Street Department of the City. Work involves responsibility for the planning, assigning and supervising the various programs of the street department, including street maintenance, cleaning and repair, maintaining right-of-ways, curb and gutters, and other City areas. Responsibility includes supervision of the maintenance required for all equipment used in these operations. Work is performed under the general supervision of the Mayor. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Insure the safety of assigned personnel.
- < Plan, organize, coordinate and supervise all activities of the street department.
- < Inspect work crew operations, including maintenance, repair and construction of streets, sidewalks, drainage ditches, storm sewers, street rights-of-way, and municipal properties.
- < Supervise and coordinate all maintenance and repair activities of the automotive and equipment repair facilities in the department.
- < Insure that assigned equipment is properly maintained and proper preventive maintenance is established and maintained.
- < Maintain budgetary, purchase, material, expense and personnel records for the street and sanitation departments.
- < Develop all necessary reports of activities and submit as required to the Mayor and City Council.
- < Respond to public requests for information; review and take appropriate action on public complaints or requests.
- < Complete job performance appraisals for subordinate personnel.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the materials, methods, and techniques used in a variety of public works construction and maintenance activities.
- < Thorough knowledge of State and City traffic codes, ordinances, and laws regarding street construction and maintenance.
- < Considerable knowledge of the principles and practices of effective management of public works administration.
- < Ability to effectively plan, organize, coordinate, and supervise subordinate personnel; and to direct street and sanitation departmental programs.
- < Ability to establish and maintain effective working relationship with assigned personnel, other City departments and the general public.
- < Ability to analyze and prepare required reports, records, and information.
- < Ability to communicate clearly and concisely, both orally and in writing.
- < Ability to establish and maintain effective working relationships with employees, City officials, other City departments, social organizations, and the general public.
- < Ability to effectively explain the policies of the street and sanitation departments to the employees and the public.
- < Ability to communicate clearly and concisely, both orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable progressively responsible experience in public works, construction or maintenance activities, and graduation from a senior high school or equivalent. Additional continuing education in management, accounting and related subjects is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Commercial Driver's License and evidence of a safe driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: SUPERVISOR**

**CODE: 502**

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**JOB DEFINITION**

This position involves administrative and technical expertise in the supervision and coordination of the activities of the City Street Department. Work involves responsibility for assisting the Superintendent as required in the planning, organizing, supervising, and coordinating of street department activities including making work assignments and monitoring the progress of daily activities. Work requires extensive contact with the public, community leaders, and other City departments. Work is performed under supervision of the Superintendent with considerable independent judgment required. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Plan, assign, supervise, and review the work of labor crews engaged in street work; respond to public complaints and request for services.
- < Assist in making rounds of work sites throughout the City to give routine and special checks to the jobs in progress.
- < Make reports of material and equipment needs; keep work, time, and material records.
- < May supervise or participate in work relating to maintenance of grounds using mowers or other equipment; install street signs and performs similar work.
- < Drive a truck transporting workers and equipment to and from job sites; operate varied public works equipment; perform minor repair work on equipment and assigned machinery.
- < Operate a variety of light and heavy equipment, including motor grader, backhoe, truck, paint guns, and other public works equipment.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Knowledge of the materials, methods, and techniques used in public works maintenance and projects, and in City Sanitation collection.
- < Knowledge of the operation and maintenance of hand and powered tools and light and heavy equipment used in these projects; knowledge of maintenance and minor repair of equipment.
- < Considerable knowledge of the hazards and safety precautions of the work.
- < Skill in the operation of light and heavy public works equipment.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to establish effective relationships with the general public, and ability to relate tactfully and courteously.
- < Ability to effectively plan, assign, and supervise the work of assigned employees.

**QUALIFICATIONS**

Any combination of experience and training equivalent to experience in labor supervision, public works maintenance or construction activities; and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL REQUIREMENTS**

- < A valid State of Alabama Driver's license and evidence of a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: SECRETARY**

**CODE: 504**

**JOB DEFINITION**

This position consists of highly responsible secretarial work and some administrative duties involved in coordinating the activities and responsibilities of the Superintendent, Street Department. Responsibilities include maintaining activities and appointment calendars as well as all other secretarial duties. The employee is required to work with minimum supervision.

**ESSENTIAL FUNCTIONS**

- < General secretarial duties which include typing, filing correspondence; answering phone and routing messages or handling complaints or information requests.
- < Prepare all correspondence for the Superintendent of the Street Department.
- < Provide communication with supervisors and other City departments by radio.
- < Maintain time cards and file accident reports for all departmental employees.
- < Generate purchase orders and maintain appropriate files.
- < Clean and maintain offices, break area, and restrooms.
- < Performs related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles and practices of secretarial procedures.
- < Working knowledge of business English and correspondence preparation, spelling, and basic mathematics.
- < Working knowledge of the principles of modern office practices, procedures, and equipment.
- < Working knowledge of general municipal agency operations and organizations.
- < Some knowledge of governmental agencies and the administrative laws and procedures of the State of Alabama applying to municipalities.
- < Ability to work with minimal supervision.
- < Ability to read and interpret City ordinances and resolutions as they pertain to the Street Department activities.
- < Ability to maintain administrative, fiscal, and general records, and to prepare reports.
- < Ability to respond tactfully and courteously when interacting with the public and handling complaints and requests for information.
- < Ability to establish and maintain effective working relationships with elected officials, departmental heads, employees, governmental agencies, officials with other municipalities, and the general public.
- < Ability to communicate clearly and concisely, orally and in writing; to receive dictation and transcribe accurately.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in secretarial and clerical work, preferably in a governmental organization. Graduation from a senior high school with additional courses in secretarial subjects is preferred. Experience in public relations is desired. Training in taking and transcribing oral dictation may be required.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: HEAVY EQUIPMENT OPERATOR**

**CODE: 506**

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**JOB DEFINITION**

This position consists of skilled work involving the operation of varied equipment in the maintenance of City streets and adjacent area. Work involves operating heavy equipment on a daily basis. Work is performed under supervision of the Street Superintendent.

**ESSENTIAL FUNCTIONS**

- < Operate assigned equipment including a Track Loader and Drott machine used in required maintenance, repair and construction of City streets and roadways.
- < Service and make minor repairs to equipment.
- < Perform preventive maintenance by checking readiness of equipment prior to beginning daily operation.
- < Assist in maintaining records for assigned equipment.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of the principles and techniques required for operating heavy equipment used in the maintenance of streets.
- < Working knowledge of standard practices, methods, and materials used in street construction and maintenance.
- < Skill in the safe operation of assigned equipment.
- < Ability to make minor repairs and adjustments and to assist in servicing equipment when required.
- < Ability to maintain an effective working relationship with other employees, supervisors, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some experience in the operation and routine maintenance of heavy specialized equipment used in the maintenance and repair of roads. Graduation from a senior high school or equivalent is preferred.

**NECESSARY SPECIAL QUALIFICATIONS**

- < Employee is required to possess or have the ability to acquire a Commercial Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: SHOP MECHANIC**

**CODE: 508**

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**JOB DEFINITION**

This position involves skilled work of a routine nature in maintenance and repair of automotive and related equipment used in routine operations of the Street Department. Work involves responsibility for routine maintenance of all vehicles and equipment used in the daily activities of City operations. This job requires employees to follow established policies and procedures to maintain the condition and general operation of City vehicles and equipment. Work is supervised by the Street Superintendent and requires judgment and initiative in carrying out specific work assignments.

**ESSENTIAL FUNCTIONS**

- < Inspect and repair trucks, tractors, gasoline, and diesel engines and other related powered equipment.
- < Perform preventive maintenance, scheduled repairs, and adjustments to vehicles and equipment.
- < Weld as necessary using oxy-acetylene and electric arc welding; operate cutting torch; and perform general metal fabrication as needed in completing repairs.
- < Inspect, repair and maintain necessary components including ignitions, refrigeration or cooling units, fuel assemblies, exhaust systems, transmissions, and drive train components.
- < Maintain record of work performed including parts and accumulated hours; complete any requested or required reports.
- < Request supplies to insure all stocks are on hand for service including necessary fluids, filters, and repair parts for all vehicles and heavy equipment.
- < Perform roadside repair on various vehicles and equipment.
- < Perform other duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of the methods, materials, tools and standard practices necessary in maintenance and repair of automotive vehicles and components.
- < Considerable knowledge of the occupational hazards and safety precautions of the work.
- < Working knowledge of automotive systems such as electrical, exhaust and cooling systems.
- < Some knowledge of the operating and repair characteristics of a wide variety of equipment such as garbage trucks, tractors, gasoline and diesel engines, etc.
- < Ability to quickly diagnose problems in automotive and mechanical equipment.
- < Ability to understand and follow oral and written instructions and to follow automotive diagrams in maintaining and repairing vehicles and equipment.
- < Ability to work with minimal supervision in carrying out assigned duties.
- < Ability to establish and maintain effective working relationships with fellow workers, supervisors, and other department personnel.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable knowledge and experience as a journeyman automotive mechanic or completion of a recognized apprenticeship. Graduation from a senior high school or equivalent is preferred.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**SHOP MECHANIC**

**CODE: 508**

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**NECESSARY SPECIAL REQUIREMENTS**

- < Employee is required to possess or have the ability to acquire a Commercial Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: MULTI-TASK EMPLOYEE**

**CODE: 509**

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**JOB DEFINITION**

This position demands varied skills and abilities that are necessary in providing the many services essential to the operation of the Street Department. Work will involve operation of equipment and tools to accomplish this task as well manual labor. Work is performed under the supervision of the Street Superintendent and Supervisor.

**ESSENTIAL FUNCTIONS**

- < Safely operate any equipment that is used by the Street Department.
- < Perform preventive maintenance and check readiness of equipment prior to daily operation.
- < Use hand and power tools as required.
- < Perform other duties as assigned or required, including general labor.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Skill in operating trucks, power equipment, pothole patcher, and other equipment that may require working hours other than regular schedule.
- < Carpentry skills to build cabinets, drain boxes, shelving and repairs to buildings.
- < Ability to read blue prints and drawings.
- < Ability to do grade settings and finish work to install drainage.
- < Ability to work with minimal supervision.
- < Ability to establish and maintain effective working relationships with fellow workers and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable knowledge and experience involving the operations and maintenance of street equipment. Graduation from a senior high school or equivalent is preferred.

**NECESSARY SPECIAL QUALIFICATIONS**

- < Employee is required to possess or have the ability to acquire a Commercial Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

Adopted November 8, 2004

Adopted by Council Action April 24, 2000

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**SHOP MECHANIC**

**CODE: 508**

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**NECESSARY SPECIAL REQUIREMENTS**

- < Employee is required to possess or have the ability to acquire a Commercial Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: DRIVER/LIGHT EQUIPMENT OPERATOR**

**CODE: 510**

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**JOB DEFINITION**

This position requires limited skill work of a routine nature in providing sanitation and street cleaning and maintenance for the City. Work involves routine services involving removing trash and debris from the roadways and maintenance of municipal properties throughout the City. Employees follow established policies and procedures in performing job. Work is supervised by the Street Superintendent.

**ESSENTIAL FUNCTIONS**

- < Operate a variety of mechanized equipment including tractors used in grass cutting, leaf truck hose for street maintenance, and as a truck driver for various functions of the Street Department.
- < Perform as a sanitation worker when assigned operating truck or picking up trash and refuse.
- < Cut grass as needed and on a scheduled basis.
- < Service equipment and make minor repairs and adjustments.
- < Use hand and power tools as required.
- < Operate various mechanized equipment including trucks and tractors with bush hog.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of limitations and safety precautions when using or repairing equipment.
- < Skill in operating trucks, tractors, mowers, and other street and roadway maintenance equipment.
- < Ability to work with minimal supervision in carrying out assigned duties.
- < Ability to establish and maintain effective working relationships with fellow workers and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some knowledge and experience involving operation and limited maintenance of light equipment for maintaining streets and roadways. Graduation from a senior high school or equivalent is preferred.

**NECESSARY SPECIAL QUALIFICATIONS**

- < Employee is required to possess or have the ability to acquire a Commercial Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: LABORER**

**CODE: 512**

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**JOB DEFINITION**

This position requires manual work involved with the collection of refuse and trash and the cleaning and maintenance of City streets, roadways and other properties. Employees in this job classification perform a number of tasks such as cutting grass, picking up trash, trimming weeds, painting, etc. Work involves responsibility for equipment utilization and the efficient and safe performance of assigned duties. Employees carry out their assigned tasks under supervision of the Street Supervisor.

**ESSENTIAL FUNCTIONS**

- < Assist in loading and unloading and perform related manual work as required.
- < Collect refuse from residential areas when assigned to a collection crew.
- < Remove limbs and leaves from streets and rights-of-way; clean ditches to maintain adequate drainage.
- < Operate light public works equipment such as lawn mowers, weed trimmers, chainsaws, etc.
- < Perform street maintenance including cleaning, patching streets, and maintaining road or traffic signs.
- < Perform limited custodial work, policing grounds and roadways, mowing, raking, and other manual tasks.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Some knowledge of the methods and techniques of street and grounds maintenance.
- < Some knowledge of the geography and the street system of the City.
- < Skill in the safe use of manual cleaning equipment, rakes, shovels, and brooms.
- < Skill in safe operation of trucks, powered equipment, and other tools and equipment used by the Street Department.
- < Ability to make minor repairs and adjustments and to service equipment when required.
- < Ability to understand and follow oral and written instructions.
- < Ability to establish and maintain effective working relationships with fellow workers and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some experience involving operation of a truck or comparable vehicle used in construction or maintenance of streets and roadways. Graduation from a senior high school or equivalent is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Employee is required to possess or have the ability to acquire a Commercial Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: MALL SUPERVISOR**

**CODE: 116**

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**JOB DEFINITION**

This position consists of unskilled janitorial work and some grounds keeping and required maintenance of ornamental flowerbeds. Work involves responsibility for insuring the mall is maintained in a high state of cleanliness. It includes cleaning bathroom facilities and other janitorial duties. The supervisor is responsible for directing other laborers by assigning tasks and monitoring their work. The mall supervisor works under the general supervision of the Superintendent of Streets.

**ESSENTIAL FUNCTIONS**

- < Insure the safety of assigned personnel.
- < Supervise laborers in the janitorial maintenance of the mall as well as maintain flowerbeds in the common areas.
- < Clean City parking lot; clean mall bathrooms.
- < Instruct subordinate personnel in general policies and procedures.
- < Prepare vacuums and perform preventive maintenance as needed.
- < Inspect flowerbeds and weed, repair and maintain as necessary.
- < Plant flowers and bulbs to insure flowerbeds are attractive year round.
- < Mow grass as needed.
- < Assist in decorating for special events such as Harvest Festival and Christmas.
- < Complete job performance appraisals of assigned personnel.
- < Perform related work as assigned or required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of planting flowers and treatment with insecticides and fertilizers.
- < Working knowledge of the use of mowers and vacuum machines in maintenance of mall.
- < Working knowledge of the use of general cleaning materials and the associated hazards.
- < Ability to effectively direct laborers in keeping mall and common areas neat and clean.
- < Ability to operate all necessary equipment to maintain mall.
- < Ability to express problems and suggestions clearly and concisely to the supervisor.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some knowledge and experience involving general janitorial services including grounds keeping of common areas and maintenance of flower beds.

**NECESSARY SPECIAL REQUIREMENTS**

- < Employee is required to possess or have the ability to acquire an Alabama Driver's License.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: MALL LABORER**

**CODE: 118**

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**JOB DEFINITION**

This position consists of unskilled janitorial work and also includes some grounds keeping, cleaning of parking lots and maintenance of ornamental flowerbeds. Work involves insuring the mall is maintained in a high state of cleanliness to include cleaning bathroom facilities and other janitorial duties. The Mall laborer works under the supervision of the Mall Supervisor and the Superintendent of Streets.

**ESSENTIAL FUNCTIONS**

- < Maintain flowerbeds in the common areas.
- < Clean mall bathrooms.
- < Pick up refuse and clean City parking lot.
- < Prepare vacuums and perform preventive maintenance as needed.
- < Weed, repair and maintain flowerbeds as directed.
- < Remove existing flowers and plant fresh flowers and bulbs to insure flowerbeds are kept attractive year round.
- < Mow grass as needed.
- < Assist in decorating for special events such as Harvest Festival and Christmas.
- < Perform related work as assigned or required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of the use of mowers and vacuum machines in maintenance of mall.
- < Working knowledge of the use of general cleaning materials and the associated hazards.
- < Some knowledge of methods of planting flowers and necessary treatment with insecticides and fertilizers.
- < Ability to recognize problems and make corrections in order to keep mall and common areas neat and clean.
- < Ability to operate all necessary equipment to maintain mall.

**NECESSARY SPECIAL REQUIREMENTS**

- < Employee is required to possess or have the ability to acquire an Alabama Driver's License.
- < Must pass required physical examination after position is offered.

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: CEMETERY SUPERVISOR**

**CODE: 130**

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**JOB DEFINITION**

This is supervisory semi-skilled work required in the operation and maintenance of the municipal cemetery. Work is subject to general policies established by the Mayor and/or Superintendent of Streets. The work includes administrative duties for personnel as well as maintaining necessary records for funerals and the attendant expenses. Work also involves grounds keeping and minor maintenance of mechanical equipment. Work includes responsibility for performing any tasks required in the overall operation of the cemetery and some contact with public. Work is performed under the general supervision and guidance of the Superintendent of Streets.

**ESSENTIAL FUNCTIONS**

- < Insure the safety of assigned personnel.
- < Prepare necessary forms for funerals and contact gravediggers for all grave openings and closings.
- < Mark plots for monuments to be set.
- < Sell burial sites as required and record sale.
- < Prepare time cards and recording of gasoline usage.
- < Supervise cemetery employees in the operations necessary for maintenance of grounds and equipment.
- < Remove flowers from graves after funerals; remove dirt, level grave, and plant grass.
- < Maintain mowing equipment by providing preventive maintenance as well as making minor repairs and replacing parts.
- < Use mowing and weeding equipment to cut and trim the grass areas.
- < Prune shrubs and trees as necessary.
- < Complete job performance appraisals on subordinate personnel.
- < Perform related work as assigned or required when not engaged in primary tasks.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of records required in the administration of cemetery operation.
- < Working knowledge of necessary maintenance required for lawnmowers and weeding machines.
- < Working knowledge of proper methods and techniques of pruning trees and shrubbery.
- < Ability to understand the layout of cemetery property and the tracts, blocks and lot numbers.
- < Ability to interact courteously with the public and to sell cemetery plots and record transactions.
- < Ability to maintain applicable personnel records such as time and attendance forms.
- < Ability to analyze and assign tasks to subordinates to insure continuous upkeep of the cemetery.

**QUALIFICATIONS**

Any combination of experience and training equivalent to working knowledge and experience involving general grounds keeping and light maintenance of machinery used in cutting and trimming grass and shrubs. Graduate of senior high school or equivalent is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Employee is required to possess or have the ability to acquire an Alabama Driver's License.
- < Must pass required physical examination after position is offered.

April 24, 2000

Adopted by Council Action April 24, 2000

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: CEMETERY LABORER**

**CODE: 132**

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**JOB DEFINITION**

This is semi-skilled work required in the operation and maintenance of the municipal cemetery. Work is subject to general policies established by the Superintendent of Streets. Work involves grounds keeping duties required to maintain the cemetery. Work is primarily involved with cutting and trimming grass and shrubs and maintenance of gravesites. Work includes performing any tasks required in the overall operation of the cemetery and some contact with the public. Work is performed under the supervision of the Cemetery Supervisor and Superintendent of Streets.

**ESSENTIAL FUNCTIONS**

- < Use mowing and weeding equipment to cut and trim the grass areas.
- < Show burial sites to prospective buyers, when required, to assist the supervisor.
- < Remove flowers from graves, remove excess dirt and level graves, and re-sod or plant grass.
- < Direct company providing monument to the proper burial site.
- < Prune shrubs and trees and spray with insecticides when required.
- < Perform preventive maintenance of equipment and assist in making minor repairs when required.
- < Perform related work as assigned or required when not engaged in primary tasks.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- < Some knowledge of the use of lawnmowers and weeding equipment.
- < Some knowledge of proper methods and techniques for pruning trees and shrubbery.
- < Ability to understand the layout of cemetery property and the tracts, blocks and lot numbers.
- < Ability to interact courteously with the public and be sensitive to the feelings of people who are mourning.
- < Ability to work with minimal direction and supervision to complete assigned tasks.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some knowledge and experience involving general grounds keeping and light maintenance of machinery used in cutting and trimming grass and shrubs. Graduate of senior high school or equivalent is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must pass required physical examination after position is offered.

April 24, 2000

***Police Department***

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**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: POLICE CHIEF**

**CODE: 600**

**JOB DEFINITION**

This position involves administrative, technical and supervisory work in directing all municipal law enforcement functions for the City. Must be qualified to participate in all police functions. The Work involves responsibility for crime prevention, protection of lives and property and enforcement of laws and ordinances throughout the City. Work includes responsibility, through study and consultation with the City Council and Mayor, for developing recommendations for the reduction of crime. The Chief is responsible for the efficient operation of the Department through the control of activities, the determination of procedures, planning of operations, establishing priorities and goals, and the implementation of discipline. The Chief is also responsible for recruiting and training to maintain sufficient qualified personnel. The Chief receives policy and administrative direction and supervision from the Mayor, but is expected to work with considerable independence in planning and supervising the technical operation of his department. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Insure safety of personnel assigned to the Police Department.
- < Participate in meetings with the Mayor, City Council, and other organizations relative to the operation of the Police Department.
- < Plan and direct the operation of the department to include promulgation of standard operating procedures (SOP) to insure efficient use of personnel and equipment.
- < Check to assure that daily assignments are completed by on-duty personnel and that proper maintenance is performed on vehicles and equipment .
- < Conduct effective meetings with command and supervisory personnel to insure effective communications, discuss special activities, new procedures/rules, changes in assignments, etc.
- < Recommend a proposed budget and plan procurement of materials, supplies, and equipment.
- < Seek sources of grant monies and submit necessary application forms; administer any grant funds awarded.
- < Control expenditures of departmental appropriations and compare budget with actual expenditures; prepare budget estimates for special requests to obtain necessary funding.
- < Supervise and participate in training members of the police force in police procedures, duties, and use of equipment.
- < Responsible for the completion of job performance appraisals on all subordinate personnel.
- < Receive and review complaints and take appropriate action.
- < Coordinate internal investigations of departmental personnel for alleged violations of policy and procedures.
- < Cooperate with other law enforcement agencies of the area and throughout the country in the cooperative detection of crime and apprehension of violators.
- < Maintain knowledge of the current developments in the various police fields.
- < Attend meetings, visit schools, and other places of public assembly to explain the activities and functions of the Police Department and to establish favorable public relations.
- < Plan and conduct inspection visits to include jail operations, vehicles, dispatch efficiency, accuracy of records, investigative procedures, control of evidence, animal control, and the DARE Program.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Extensive knowledge of the principles and practices of modern police science and administration.
- < Thorough knowledge of traffic control and safety, criminal investigation, and the various functional services.
- < Thorough knowledge of the use and maintenance of police records and application to the solution of police problems.
- < Thorough knowledge of the standards by which the quality of police service is evaluated.
- < Ability to command the respect of officers, and to assign, direct, and supervise the work of police personnel.
  
- < Ability to establish and maintain effective working relationships with subordinate personnel, City employees and the general public.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to react quickly and calmly in emergencies.
- < Skill in the use and care of firearms and other police equipment.
- < Ability to effectively direct personnel in the use of police equipment to efficiently complete operations under all conditions and to maintain discipline and high morale.

**QUALIFICATIONS**

Any combination of experience and training equivalent to extensive experience in modern police work which has afforded progressively responsible experience in a variety of police functions including responsible supervisory assignments. Graduation from a senior high school or equivalent. A B.S. Degree in Police Administration, Criminal Justice, Police Science, or related fields is desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must reside within the City limits of Boaz, Alabama.
- < Alabama Driver's License with a driving record suitable for insurability.
- < Meet the basic requirements for a City of Boaz Police officer in accordance with the City code.
- < Requirements of the Alabama Peace Officers Standards and Training Commission to include 20 continuing education units annually.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: DEPUTY POLICE CHIEF**

**CODE: 602**

**JOB DEFINITION**

This is responsible administrative, supervisory and technical police work to assist in the direction of the municipal Police Department for the City of Boaz. Work involves responsibility for supervising the Patrol and Investigation Divisions, communications function, police records and administration of the City Jail through assigned personnel. Work is performed with considerable independence in accordance with accepted law enforcement practices and departmental regulations under direction of the Police Chief. This position is classified as **EXEMPT**.

**ESSENTIAL FUNCTIONS**

- < Acts for the Police Chief in his absence or as directed.
- < Execute routine and special assignments in the planning, administration, coordination, direction, and review of departmental operations and activities including patrol, investigations, communications, records, DARE program, animal control, and school officers.
- < Supervise operation of the City jail.
- < Conduct internal investigations and external complaints against members of the Department.
- < Prepare the annual budget and submit to the Chief; control contracting and purchasing of vehicles and equipment.
- < Perform administrative functions including work schedules, vehicle assignments, maintenance of time and attendance, leave records, workmen's compensation, etc.; prepare weekly payroll.
- < Respond to all major/serious crime scenes and perform patrol and investigative assignments as needed.
- < Control and administer the departmental computer system.
- < Administer the requests for leaves and off-duty employment and approve/disapprove.
- < Conduct training for the department in various subjects, develop and coordinate training schedules, and provide certification and appropriate documentation to obtain credit for continuing education units.
- < Coordinate with outside agencies and coordinate for additional assistance when needed.
- < Insure the readiness of departmental equipment and direct maintenance and repair as needed.
- < Attend meetings, visit schools, and other places of public assembly to explain the activities and functions of the Police Department and to establish favorable public relations.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Extensive knowledge of principles, practices, methods, and equipment of modern police science and techniques.
- < Thorough knowledge of the application of police records and investigative results to crime prevention and police administration.
- < Thorough knowledge of the rules and regulations pertaining to the Police Department including standard operating procedures (SOP).
- < Ability to analyze the effectiveness of the department and to correlate its development with changing conditions.
- < Ability to effectively direct personnel in the use of police equipment to efficiently complete operations under emergency conditions.
- < Ability to effectively direct the activities of officers and personnel and to maintain discipline and high morale.

- < Ability to establish and maintain effective working relationships with subordinates, representatives of cooperating agencies, and the general public.
- < Ability to communicate clearly and concisely, both orally and in writing.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable progressively responsible law enforcement experience including supervisory experience in police work. Graduation from a senior high school or equivalent and preferably supplemented by the completion of additional course work in municipal police administration.

**NECESSARY SPECIAL REQUIREMENTS**

- < State of Alabama Driver's license and evidence of a driving record suitable for insurability.
- < Meet the basic requirements for a City of Boaz Police officer in accordance with the City code.
- < Meet requirements of the Alabama Peace Officers Standards and Training Commission to include 20 continuing education units annually.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: CHIEF INVESTIGATOR**

**CODE: 604**

**JOB DEFINITION**

This position involves administrative and supervisory work in the specialized field of criminal investigation for the City Police Department. Work involves the investigation of reported incidents for possible full criminal investigation. Work is performed under general supervision of the Deputy Chief of Police with considerable independence in accordance with accepted police practices and departmental regulations. The nature of the work involves the application of advanced police skill and specialized and technical knowledge of criminal investigation.

**ESSENTIAL FUNCTIONS**

- < Investigate reported incidents and criminal acts involving persons, property, narcotics, and other illegal activities.
- < Perform surveillance work.
- < Assume responsibility of a crime scene, gather evidence, photograph the crime scene, and preserve evidence.
- < Interview suspects, witnesses, and victims; gather information related to the criminal investigation.
- < Obtain and execute warrants in cases requiring such; arrest and process suspects; prepare cases for Grand Jury or court trial.
- < Prepare case files; compile reports and summaries of activities, complete necessary and required forms; file documentation accurately for possible use in court.
- < Testify in City, State, and federal court as required in criminal and civil cases.
- < Maintain a 24-hour callback status on a bi-weekly basis.
- < Perform sensitive internal affairs investigations of alleged misconduct by members of the police department, completes reports on these matters and forwards to the Chief of Police.
- < Enforce police department rules and regulations as well as City personnel rules and regulations.
- < Maintain discipline among all division personnel.
- < Assign cases to individual investigators; delegate authority/tasks to division personnel.
- < Supervise division personnel to insure efficient and effective performance of all investigative tasks including preparation for court appearances.
- < Prepare and submit department budget, monitor expenses, prepare purchase requests, and compare expenditures to budget and appropriations.
- < Maintain statistics of division activity and submit reports as required.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of modern criminal investigation principles, practices, procedures and techniques.
- < Thorough knowledge of pertinent laws and ordinances and departmental rules and regulations, and ability to enforce them tactfully, firmly and impartially.
- < Considerable knowledge of the geography of the City.
- < Considerable knowledge of the admissibility and preservation of evidence.
- < Skill in the use and care of firearms, vehicles, and other assigned equipment.
- < Ability to observe, analyze and record situations clearly and objectively.
- < Ability to investigate crime scenes with a high degree of concentration and attention to detail.
- < Ability to efficiently operate cameras and other necessary crime scene equipment.
- < Ability to establish and maintain effective working relationships with other officers, supervisors, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience as a police officer, and graduation from a senior high school or equivalent. Additional course work in related subjects of Criminal Justice is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid Alabama Driver's License and driving record suitable for insurability.
- < Meet requirements for the City of Boaz codes for a police officer.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: INVESTIGATOR**

**CODE: 606**

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**JOB DEFINITION**

This position involves specialized field and office work in criminal investigation for the City Police Department. Employee investigates reported incidents for possible full criminal investigation. Work is supervised by the Chief Investigator, but with considerable independence in accordance with accepted police practices and departmental regulations. The nature of the work involves the application of advanced police skill and specialized and technical knowledge of criminal investigation.

**ESSENTIAL FUNCTIONS**

- < Investigate reported incidents and criminal acts involving persons, property, narcotics, and other illegal activities.
- < Assume responsibility of a crime scene, gather evidence, photograph the crime scene, and preserve evidence.
- < Interview suspects, witnesses, and victims; gather and compile information related to the criminal investigation.
- < Obtain and execute warrants in cases requiring such; arrest and process suspects; prepare cases for Grand Jury or court trial.
- < Perform surveillance work.
- < Prepare case files; compile reports and summaries of activities, complete necessary and required forms; file documentation accurately for later use.
- < Testify in City, State, and federal court in criminal and civil cases.
- < Maintain a 24-hour callback status on a bi-weekly basis.
- < Perform background investigations on prospective employees.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of modern criminal investigation principles, practices, procedures, and techniques.
- < Considerable knowledge of pertinent laws and ordinances and departmental rules and regulations, and ability to enforce them tactfully, firmly, and impartially.
- < Considerable knowledge of the geography of the City.
- < Working knowledge of the admissibility and preservation of evidence.
- < Skill in the use and care of firearms, vehicles and other assigned equipment.
- < Ability to observe, analyze, and record situations clearly and objectively with accuracy and a high degree of attention to detail.
- < Ability to efficiently operate cameras and other necessary crime scene equipment.
- < Ability to establish and maintain effective working relationships with other officers, supervisors, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience as a police officer. Graduation from a senior high school or equivalent.

**NECESSARY SPECIAL QUALIFICATIONS**

- < State of Alabama Driver's License and driving record suitable for insurability.
- < Meet the basic necessary requirements for the City of Boaz code for a police officer.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: CAPTAIN**

**CODE: 608**

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**JOB DEFINITION**

This position involves responsible administrative and supervisory law enforcement work in assisting in the command of the City Police Department. Work involves responsibility for directing, coordinating, and supervising operations of an assigned shift. Work involves supervision of subordinate police officers in carrying out their duties including inspection of personnel, uniforms and equipment. Work is performed under general direction of the Deputy Chief in accordance with accepted police practices and departmental regulations. Performance requires the exercise of initiative and judgment in directing operations and making decisions under emergency conditions endangering life and property. Supervision is exercised over subordinate police officers as assigned.

**ESSENTIAL FUNCTIONS**

- < Supervise assigned shift and review the work of police officers and subordinate personnel.
- < Inspect condition and appearance of personnel, quarters, equipment, and cruisers on a regular basis.
- < Patrol assigned areas periodically to supervise proper performance of duties by subordinates.
- < Carry out and transmit orders and instructions of superiors.
- < Advise and assist in the solution of difficult or unusual police problems, maintain discipline, and interpret and enforce departmental regulations.
- < Assign duty and supervise officers in their performance including special details, traffic control, and accident investigation.
- < Notify officers on duty of wanted or missing persons, stolen automobiles and other necessary information or special problems.
- < Analyze information and prepare reports and summaries.
- < Review and evaluate performance of police officers; investigate charges of inefficiency or neglect of duty; recommend awards of merit, recommend appropriate disciplinary measures, and train new employees.
- < When required, read and answer official police departmental correspondence; issue press releases of media information.
- < Assume control of police activities at the scene of major fires, riots, or other emergencies until relieved by superior officer.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of the principles, practices, procedures, and techniques of modern police operations.
- < Considerable knowledge of pertinent laws and ordinances and departmental rules and regulations, and ability to enforce them firmly, tactfully, and impartially.
- < Considerable knowledge of the geography of the City.
- < Considerable knowledge of modern principles, methods, and procedures of police supervision.
- < Ability to assign, supervise, and review the work of subordinates engaged in a wide variety of police duties and to provide instruction and training.
- < Ability to observe, analyze, and record situations clearly and objectively.
- < Ability to communicate effectively, both oral and written.
- < Ability to establish and maintain effective relationships with departmental personnel and the general public.
- < Skill in the use and care of firearms, vehicles and other police equipment.
- < Ability to tactfully and courteously resolve problems or questions from the public when performing job.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable progressive experience as a police supervisor and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid Alabama Driver's License and insurable driving record.
- < Meet the basic necessary requirements of the City code as a police officer for the City of Boaz.
- < Minimum of 2 years experience as a Police Sergeant.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: DARE OFFICER**

**CODE: 610**

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**JOB DEFINITION**

This is specialized educational work involved in presenting drug awareness resistance educational programs and information to students within the community. Work involves the responsibility for planning, organizing, and presenting a variety of educational programs designed to inform students of the dangers of drug abuse and to discourage the use of drugs and intoxicants. Work is performed in accordance with departmental rules and regulations, but the employee is required to use judgment, initiative, and creativity in developing material for presentation. Work requires the exercise of independent judgment and tact in extensive public contact under a variety of circumstances. Work is performed under the general supervision of the Deputy Chief of Police.

**ESSENTIAL FUNCTIONS**

- < Perform a variety of educational programs to students and the community designed to discourage the experimentation and use of drugs and illegal substances.
- < Respond to community and public requests for drug awareness educational presentations and programs on a variety of topics; tailor presentations to the age and educational level of the audience.
- < Utilize a variety of informational resources to develop interesting and informative presentations; use a variety of presentation media to deliver programs and information.
- < Maintain accurate records and information on programs delivered; provide detailed responses to information requests about programs and activities.
- < Represent the Police Department in the community in matters of substance abuse prevention education; project professional image of the Department to students and the community at large.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Thorough knowledge of police methods, practices, and procedures of modern police work and the ability to apply this knowledge to specific situations.
- < Considerable knowledge of applicable laws and ordinances with regard to police work.
- < Considerable knowledge of applicable laws and ordinances which deal with illegal drugs and substances.
- < Working knowledge of current techniques and methods for the prevention of substance abuse and the ability to effectively communicate this information.
- < Ability to speak effectively before groups of varying size.
- < Ability to utilize a variety of presentation methods to deliver interesting and informative educational programs.
- < Ability to plan, organize, and implement a comprehensive drug awareness resistance educational program with a minimum of supervision.
- < Ability to understand and carry out complex oral and written instructions.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to maintain effective working relationships with employees, officials, school, and community leaders, and the general public.
- < Ability to effectively deal with public requests and problems courteously and tactfully.
- < Perform other duties as assigned or required.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience as a police officer, and graduation from a senior high school or equivalent. Some experience in a public speaking or teaching highly desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must possess a valid State of Alabama Driver's License and possess a safe driving record suitable for insurability.
- < Meet the basic requirements of the City of Boaz Police code for police officers.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: ANIMAL CONTROL OFFICER**

**CODE: 612**

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**JOB DEFINITION**

This job involves routine field and custodial work enforcing ordinances relating to animal control and public safety. The officer is responsible for capturing and impounding unlicensed, stray, uncontrolled, diseased, or injured animals and transporting them to a shelter. Work requires the exercise of independent judgment. The officer must exercise tact in dealing with the public and resolving ordinance enforcement problems. Work also involves performing various other duties within the Police Department concerning public safety such as school crossing, traffic control, evidence control, etc. Work is performed under the general supervision of the shift Captain.

**ESSENTIAL FUNCTIONS**

- < Answer calls to investigate complaints of vicious, diseased, injured, stray, or dead animals.
- < Pick up strays, unwanted dogs and cats, and dead animals.
- < Investigate complaints of animal bite cases; set out live traps to catch unwanted animals.
- < Destroy rabid, injured or unclaimed animals as required.
- < Prepare and maintain reports on animals impounded and the disposition made of each; make every effort to notify owner of impounded animal.
- < Examine animal licenses for validity and issue warning or summons to delinquent owner.
- < Pick up and secure evidence from evidence locker; keep up-to-date records of evidence.
- < Secure film from records clerk, have processed and return to Records Clerk for filing.
- < Dispose of no longer needed evidence; maintain log of disposed evidence.
- < Perform various other duties within the Police Department concerning public safety, including school crossing and traffic control.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of humane animal collection, care, and disposal practices.
- < Ability to meet and deal effectively with the public in animal protection work.
- < Ability to apprehend animals, including some of vicious nature.
- < Ability to operate a light truck.
- < Ability to learn operating procedures and applicable ordinances.
- < Sufficient physical condition to perform manual tasks of job.

**QUALIFICATIONS**

Any combination of training and experience equivalent to some experience in the care and restraint of animals; graduation from a senior high school or equivalent, and some experience in meeting and dealing effectively with the public.

**NECESSARY SPECIAL REQUIREMENTS**

- < Be at least 21 years of age.
- < Valid State of Alabama Driver's License and a safe driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: JAIL ADMINISTRATOR**

**CODE: 613**

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**JOB DEFINITION:**

This position involves administrative work in directing the daily operations of the Boaz City Jail. It also involves specialized work in the area of Jail/Corrections Management, for the City of Boaz Police Department and Jail. Work is supervised by the Deputy Chief and Chief of Police, but with considerable independence in accordance with accepted departmental regulations, and police and correctional practices. The nature of the work involves the application of advanced skill, specialized and technical knowledge of Jail Administration.

**ESSENTIAL FUNCTIONS:**

Plans and directs the operations of the City Jail, coordinates the use of personnel, and materials.  
Assists the Chief and Deputy Chief of Police in the development, establishment, and implementation of priorities, plans, policies and procedures to meet operational requirements.  
Provides directions to deal with incidents of violence and potential liability.  
Reviews and investigates inmate grievances, public concerns and complaints, and lawsuits, and assists in preparing written and verbal responses.  
Promotes a positive public image.  
Maintains a safe and clean environment.  
Fosters cooperation with the Court System.  
Ensures efficient operations of facility, staff safety and the proper care of inmates.  
Is responsible for overseeing all dispatch functions of the Boaz Police Department.  
Performs any other related work as assigned by the Chief of Police.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of detention administration and management, including technical and operational principles, practices and procedures of inmate detention and care.  
Thorough knowledge of federal, state, and local laws pertaining to inmate sentences, pre-trial conditions, release, and detention administration, including minimum detention standards issued by the State of Alabama; and of corrections standards and corrections law/constitutional issues regarding inmate rights.  
Ability to communicate effectively verbally and in writing with a wide variety of individuals, including elected officials, the media, and the general public.  
Ability to effectively manage, train, and evaluate the work of subordinate personnel.  
Ability to plan, organize, and evaluate detention programs.  
Ability to exercise sound judgment in making managerial decisions in routine and emergency situations.  
Ability to deal tactfully and firmly with inmates and the public.  
Ability to maintain effective relationships with other employees.  
Possess considerable knowledge of civil and criminal law, and court procedures.  
Considerable knowledge of departmental rules and regulations.  
Possess the knowledge of first aid procedures, safety rules and emergency procedures.  
Be physically fit and emotionally stable to work in stressful situations.

**QUALIFICATIONS:**

Any combination of experience and training equivalent to considerable experience as a jailer and/or police officer. Graduation from a senior high school or equivalent. Additional course work in Jail Administration/Corrections Management is preferred.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Alabama Driver's License and have a driving record suitable for insurability.  
Minimum of two years' experience with Boaz Police Department and/or a police officer.  
Must be subject to random drug screening.  
Must pass a required physical examination and drug screen after the position is offered.

Amended Council Action 9/28/2015

**NECESSARY SPECIAL REQUIREMENTS**

- < Must possess a valid State of Alabama Driver's License and a safe driving record suitable for insurability.
- < Meet the basic requirements of the City of Boaz Police code for police officers.
- < Must have a minimum of two years experience as a Police Officer.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: POLICE OFFICER**

**CODE: 616**

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**JOB DEFINITION**

This is general duty police work in the protection of life and property through the enforcement of laws and ordinances. Work involves responsibility for prevention of crime, apprehension of criminals, direction of vehicular and pedestrian traffic, and the general enforcement of laws and ordinances in a designated area on an assigned shift. Work is performed in accordance with departmental rules and regulations and normally consists of routine patrol, preliminary investigations, and traffic regulation duties which may be performed in cruiser cars, solo, or on foot. Work involves an element of personal danger and employees must be able to act without direct supervision and exercise discretion in meeting emergencies.

**ESSENTIAL FUNCTIONS**

- < Patrol assigned area in a car or on foot to protect life and property and to preserve law and order.
- < Enforce laws, maintain discipline and assist in difficult or unusual situations when requested.
- < Answer calls and complaints and respond to fire, automobile accidents, robberies, and other misdemeanors and felonies.
- < Investigate accidents, interview witnesses, and gather information.
- < Conduct investigations to determine cause of accidents; prepare detailed accident investigation reports.
- < Assist or serve as correction officer at City Jail when required; process prisoners for admission or discharge.
- < Interview persons with complaints; provide advice on laws and ordinances as well as general information when requested.
- < Operate a variety of required police equipment including two-way radios, intoxilizer, radar, etc.
- < Make arrests and transport the accused to jail.
- < Administer first aid, conduct preliminary investigation, gather evidence, and identify witnesses at an accident or crime scene.
- < Testify as a witness in court when necessary.
- < Participate in the Department's public relations program and respond courteously and tactfully to public requests for information and assistance.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of pertinent laws and ordinances and departmental rules and regulations.
- < Working knowledge of the principles, practices, procedures, and techniques of modern police operations.
- < Working knowledge of the geography of the City.
- < Ability to observe, analyze, and record situations clearly and objectively.
- < Ability to communicate effectively, both oral and written.
- < Ability to establish and maintain effective relationships with departmental personnel and the general public.
- < Skill in the use and care of firearms, vehicles and other police equipment.
- < Ability to tactfully and courteously resolve problems or questions from the public when performing job.
- < Serve warrants and subpoenas when required.
- < Provide security at various functions and events when directed.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some experience as a police officer, and graduation from a senior high school or equivalent. When initially employed in this position, officers are required to successfully complete a designated formal police academy.

**NECESSARY SPECIAL REQUIREMENTS**

- < Must possess a valid State of Alabama Driver's License and a safe driving record suitable for insurability.
- < Meet the basic requirements of the City of Boaz Police code for police officers.
- < Must pass required physical examination after position is offered.
- < Must pass a pre-employment agility test.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: POLICE RECORDS CLERK/SECRETARY I**

**CODE: 618**

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**JOB DEFINITION**

This position involves administrative and clerical work in performing duties as the secretary to the Chief of Police. Work involves assisting the Chief of Police by performing routine secretarial functions and relieving the Chief of various administrative details. Employee prepares correspondence, public contacts, maintains the Chiefs schedule calendar, and provides response to information requests. Coordinate collection and preparation of operating reports and the maintenance of Police Department records. Work is performed under the general supervision of the Chief of Police and Deputy Chief.

**ESSENTIAL FUNCTIONS**

- < Relieve Chief of administrative and business details, schedule appointments, and screen callers.
- < Review, compose, and type correspondence in consultation with the Chief.
- < Provide detailed responses to information requests.
- < Insure office supplies are maintained in sufficient supply and replenish as necessary.
- < Prepare letters, reports, proposals, and other materials.
- < Maintain administrative and clerical records of the Department; coordinate and collect operating reports; compile statistical records of performance data.
- < Perform as police records clerk; maintain official records and files.
- < Coordinate gathering, cataloging, and identifying evidence; maintain police department records.
- < Coordinate preparation of statistical and activity reports.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of modern office practices, techniques and procedures.
- < Working knowledge of the organizational structure and administrative practices of the City government.
- < Ability to make routine administrative decisions delegated by the Chief established precedent and to handle administrative matters independently including composition of routine correspondence.
- < Ability to analyze and understand complex reports and to compile, organize, and prepare regular and special reports for the Department.
- < Skill in dealing with the public and in maintaining good public relations.
- < Some knowledge of basic principles and practices of bookkeeping and their application to departmental accounting.
- < Ability to efficiently operate necessary departmental equipment and machines to include computer terminal, copiers, fax machines, etc.

**QUALIFICATIONS**

Any combination of experience and training equivalent to considerable experience in responsible clerical positions involving considerable public contact, preferably in a governmental organization, and graduation from a senior high school or equivalent. Additional course work in secretarial or commercial subjects is desired.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid Alabama Driver's License and a safe driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: POLICE RECORDS CLERK/SECRETARY II**

**CODE: 620**

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**JOB DEFINITION**

This position involves administrative and clerical work in performing duties of Police Records Clerk for the Police Department. Work involves maintaining a variety of records required for daily operations as well as records which are mandated by law. Employee also performs routine secretarial functions and various administrative details for the Department. Employee prepares correspondence, responds to public requests, and provides responses. Assist in collection and preparation of operating reports and the maintenance of Police Department records. Work is performed under the general supervision of the Chief of Police and Deputy Chief.

**ESSENTIAL FUNCTIONS**

- < Prepare departmental correspondence as required in accordance with established guidelines and procedures.
- < Provide detailed responses to information requests and substitute for Records Clerk I when necessary.
- < Maintain a variety of official records, including master index file of names and case references, assign case numbers; maintain fingerprint and photo files.
- < Maintain complete files and reports for accident and collision investigation; prepare necessary monthly and annual reports.
- < Prepare for audit of NCIC, UCR or UTC books; destroy time sensitive materials as required.
- < Make record searches as requested or required in performance of duty.
- < Maintain administrative and clerical records of the Department; coordinate and collect operating reports; compile statistical records of performance data.
- < Perform as police records clerk; maintain official records and files.
- < Coordinate gathering, cataloging and identifying evidence; maintain police department records.
- < Coordinate preparation of statistical and activity reports.
- < Perform related duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of modern office practices, techniques and procedures.
- < Working knowledge of the organizational structure and administrative practices of the City government.
- < Some knowledge of basic principles and practices of bookkeeping and their application to departmental accounting.
- < Some knowledge of applicable criminal codes and laws and regulations involving police records and the maintenance of the records system.
- < Ability to make routine administrative decisions delegated by the Chief in accordance with established precedent, and to handle administrative matters independently including composition of routine correspondence.
- < Ability to analyze and understand complex reports and to compile, organize, and prepare regular and special reports for the Department.
- < Ability to deal with the public and maintain good public relations.
- < Ability to efficiently operate necessary departmental equipment and machines to include computer terminal, copiers, fax machines, etc.

**QUALIFICATIONS**

Any combination of experience and training equivalent to experience in responsible clerical positions involving public contact, preferably in a governmental organization, and graduation from a senior high school.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid Alabama Driver's License and a safe driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: DISPATCHER**

**CODE: 622**

**JOB DEFINITION**

This position involves clerical and dispatching duties required for the receipt and transmission of police, fire, emergency and paramedic calls for City agencies; and receiving calls for utility service emergencies. Work involves dispatching personnel and equipment as necessary; serving as switchboard operator and complaint taker and performing related work as required. Employees in this class perform routine dispatching and communications work by telephone, teletype, or radio. Calls are received for police, fire, ambulance, and other emergency equipment, subsequently the employee contacts the unit or units to be dispatched, giving the type and location of the emergency and other pertinent information. The employee also records all information concerning calls received and complaints. The employee works under general supervision of the shift Captain.

**ESSENTIAL FUNCTIONS**

- < Receive calls by telephone or radio for police, fire, ambulance, or other emergency personnel or equipment.
- < Maintain records of warrants, message traffic and other communications.
- < Determine exact location of the place or point of emergency; dispatch proper unit or units.
- < Transmit such messages as may be necessary in conducting operations from point of emergency; record information as required; when necessary, input information into NCIC for officers.
- < Monitor burglar and fire alarm receiving equipment; transmit and receive special information through wired and radio communications systems.
- < Fill out dispatch accounting form and other data sheets as required; keep activity sheets, jail logs, and other required information.
- < Monitor weather and road conditions and broadcasting emergency warnings.
- < Monitor prisoners in City Jail (TV Monitor); process prisoners upon admission and discharge, safeguard prisoner's property; and assist in maintaining order in jail on an as required basis.
- < Receive and dispatch utility calls after hours and on weekends; receive animal control calls.
- < Respond to requests from citizens who visit the Police Department; and determine proper routing or dispensation.
- < Physically monitor inmates when Jailer/Dispatcher is not on duty.
- < Perform related work as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Considerable knowledge of the geography and the highway and street systems of the City.
- < Some knowledge of Federal and State regulations governing transmission by radio; and ability to effectively use radio and other communications equipment as required.
- < Some knowledge of local ordinances and laws; knowledge of police terminology.
- < Skill in handling emergency calls calmly, detecting the scope and magnitude of an emergency; dealing sympathetically with callers and ability to make rapid decisions under emergency conditions.
- < Ability to accurately operate a typewriter, computer terminal, copy machine, fax machine, Dictaphone, and other standard office and communications equipment.
- < Ability to prioritize incoming messages and determine most urgent need.
- < Ability to perform minimal preventive maintenance on electronic equipment.
- < Ability to speak and communicate clearly and distinctly; and maintain effective working relationship with other employees, superiors, and the general public.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some experience in office work and/or radio communications and completion of senior high school or equivalent. Personal record must be free of criminal convictions.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid Alabama Driver's License and a safe driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: JAILER/DISPATCHER**

**CODE: 624**

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**JOB DEFINITION**

This job is a semi-skilled position performing specialized guard, clerical and custodial work, in the operation and security of the Municipal Jail. Employees in this position assist in the operation of the jail by controlling and performing services for the inmates on an assigned shift/tour of duty. The work is performed under the supervision of the shift Captain/Sergeant. Also included in this work, is the monitoring of the activities of the prisoners and visitors, activities in the jail, booking, releasing, record keeping, prisoner welfare, and security.

**ESSENTIAL FUNCTIONS**

- < Conduct bed checks and cell searches for contraband and inmate counts.
- < Monitor inmates' actions to determine health and safety; transport ill patients needing medical attention; dispense medication when prescribed.
- < Maintain jail areas and insure windows and doors are secure; monitor fire alarms, smoke detectors and security cameras.
- < Check periodically to insure fire extinguishers and emergency lights are functional.
- < Insure inmates receive three meals a day and take a daily shower.
- < Complete all booking procedures of inmates including arrest reports, fingerprinting, mug shots, and medical screening forms.
- < Receive inmates personal property, properly log in and out; when discharging, check for holds on inmate by other departments.
- < Review medical screening sheets and arrange for necessary medical appointments.
- < Isolate inmates according to offense or those with severe mental and medical problems when necessary. Issue clean bedding. Brief other correction officers of any problems.
- < Allow inmates to make phone calls; control visiting hours; maintain visitation records.
- < Assign trustee work assignments to do routine cleaning, painting, scrubbing empty cells after use; monitor work.
- < Insure that inmates sign for personal property when released; advise inmates of charges and bond amounts.
- < Insure inmates sign bonds when required before release; verify and insures validity of all bonds that are presented and orders to release inmates.
- < Monitor sentences and insure that the time is up on a jail sentence, that the inmate is properly identified, and that the correct inmate is being released.
- < Complete daily reports and perform daily maintenance inspections.
- < Maintain a professional appearance and attitude.
- < Participate in training activities.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- < Working knowledge of jail security, inmate rights, first aid, and departmental policies.
- < Some knowledge of basic math skills to include addition and subtraction, to verify bond amounts, count money, and maintain inmate records.

- < Some knowledge of the procedural laws governing confinement, intake, and release of inmates, and the principles and practices of penal institution management including enforcement of discipline.
- < Ability to deal with possibly mentally disturbed, violent, hostile, and suicidal inmates and generally stressful situations.
- < Ability to file and maintain records.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to read and understand SOP and keep prisoners informed.
- < Ability to use all necessary equipment to maintain security, prevent accidents, and respond in an emergency.
- < Ability to give instructions to prisoners and the public.
- < Ability to type, prepare forms, and make phone call.
- < Ability to obtain certification in AIDS handling, C.P.R., NCIC use, etc.
- < Ability to satisfactorily perform functions of a dispatcher.

**QUALIFICATIONS**

Any combination of experience and training equivalent to graduation from senior high school. Some experience in police administration is desirable.

**NECESSARY SPECIAL REQUIREMENTS**

- < At least 21 years of age.
- < Possess a valid Alabama Driver's License and a driving record suitable for insurability.
- < Must pass required physical examination after position is offered.

**JOB DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE:** Judicial Enforcement Officer

**CODE:** 625

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Adopted by Council Action June 11, 2007

**JOB DEFINITION:**

This position involves the enforcement of all laws and ordinances for the City of Boaz Police Department. Employee investigates, and apprehends felony and misdemeanor fugitive warrant violations. Work is supervised by the Chief of Police, but with considerable independence in accordance with accepted police practices and departmental regulations. The nature of the work involves the application of advanced police skill and specialized and technical knowledge of the court system. Work involves an element of personal danger and employees must be able to act without direct supervision and exercise discretion in meeting emergencies.

**ESSENTIAL FUNCTIONS:**

Serve warrants on the accused when charges are brought against them.

Serve Subpoenas, Bond Forfeitures, Re-Arrest Warrants/Orders as issued by the City of Boaz Court/Clerk Magistrates Office.

Shall establish contacts and a good rapport with business owners/managers, other law enforcement agencies, and the general public, in the location and apprehension of any named subject.

Shall work with the Magistrates, Court Clerks, City Attorney, and City Judge to ensure each detail is carried out in the appropriate manner.

Perform surveillance of workplace and/or residence for people who are under outstanding warrants.

Obtain and execute search warrants when required; prepares a comprehensive case file for the Prosecuting Attorney, Grand Jury and Court Trial.

Develops and utilizes informants, supervises the use of informants by other officers in conjunction with outstanding cases of warrants.

Testifies in City, State, and Federal Court in criminal and civil cases.

Shall assist in the booking of prisoners, along with pickup and transporting of individuals who have been arrested on warrants.

Patrols the City of Boaz and surrounding areas for known fugitives.

Work cases involving city ordinance violations, and assist the City Building Inspector when needed on compliance issues.

Uses computer system to search for criminal information in relation to outstanding warrant related issues, and maintains a daily activity log.

Improves skills and increases knowledge through various training seminars.

Performs other duties as assigned or required.

## KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern day Court System Procedures.  
Considerable knowledge of pertinent laws and ordinances and departmental rules and regulations, and the ability to enforce them tactfully, firmly, and impartially.  
Skill in the use and care of firearms, vehicles and other assigned equipment.  
Ability to efficiently operate cameras, surveillance equipment, and other crime scene related equipment.  
Possess the working knowledge of the admissibility and preservation of evidence.  
Possess considerable knowledge of the geography of the City and Police Jurisdiction.  
Possess skills to recognize and handle all types of behavior from the general public.  
Possess the ability to establish and maintain an effective working relationship with other officers, supervisors, and other departments.  
Possess listening and writing skills to complete comprehensive reports, and to accurately take statements.  
Possess knowledge of civil and criminal laws.  
Possess the ability to remember names, faces and details of incidents.  
Possess the knowledge of first aid procedures, safety rules and emergency procedures.  
Be physically fit and capable of pursuing a fleeing individual, subduing a belligerent individual, to have the tolerance to work long hours, to work outdoors under adverse conditions.  
Be emotionally stable to work in stressful and dangerous situations.  
Be willing to work overtime, non-standard hours and weekends.  
Be willing to travel when necessary to follow leads, transport prisoners and attend various schooling to stay abreast of updates in regards to the Court System and Compliance Issues.  
Possess the ability to analyze situations and adopt quick effective and reasonable courses of action.

## QUALIFICATIONS

Any combination of experience and training equivalent to considerable experience as a police officer.  
Graduation from a senior high school or equivalent. Additional course work in related subjects of Criminal Justice is preferred.

## NECESSARY SPECIAL QUALIFICATIONS

Must possess a valid Alabama Drivers License and have a driving record suitable for insurability.  
Meet the basic necessary requirements for the City of Boaz code for a police officer.  
Must pass a required physical examination after the position is offered.  
Must have an Alabama Peace Officers Standards and Training Academy Certificate.  
Must be subject to random drug screening.  
Must pass a pre-employment physical agility test.

**DESCRIPTION  
CITY OF BOAZ, ALABAMA**

**JOB TITLE: WARRANT OFFICER/FUGITIVE OFFICER**

**CODE: 626**

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**JOB DEFINITION**

This is general duty administrative police work involving the serving of warrants and the apprehension of fugitives. Employee conducts surveillance to identify fugitives and to insure the protection of life and property through the enforcement of laws and ordinances. Work involves responsibility for prevention of crime, apprehension of fugitives, and insuring incarceration or resolution of warrants. Work is performed in accordance with departmental rules and regulations. Work involves an element of personal danger and employees must be able to act without direct supervision and exercise discretion in meeting emergencies.

**ESSENTIAL FUNCTIONS**

- < Serve warrants on accused when charges are brought against them.
- < Testify in court when necessary for Grand Jury or trial.
- < Perform surveillance of workplace or residence for people who are under outstanding warrants.
- < Check identification of suspects to determine if they have been issued warrants.
- < Apprehend and arrest fugitives when positively identified.
- < Serve subpoenas when directed by the courts.
- < Coordinate with court magistrate to serve warrants and obtain proper documentation.
- < Assist by booking fugitives into the jail in the absence of the jailer.
- < Patrol the City and surrounding areas for known fugitives.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- < Considerable knowledge of the court system and the serving of subpoenas and warrants.
- < Working knowledge of pertinent laws and ordinances and departmental rules and regulations.
- < Working knowledge of the principles, practices, procedures, and techniques of modern police operations especially as they pertain to apprehension of fugitives.
- < Working knowledge of the geography of the City and surrounding areas.
- < Ability to observe, analyze, and record situations clearly and objectively.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to establish and maintain effective relationships with departmental personnel and the general public.
- < Skill in the use and care of firearms, vehicles, and other police equipment.
- < Ability to tactfully and courteously resolve problems or questions from the public when performing job.

**QUALIFICATIONS**

Any combination of experience and training equivalent to some experience as a police officer, and graduation from a senior high school or equivalent.

**NECESSARY SPECIAL REQUIREMENTS**

- < Valid State of Alabama Driver's License and a safe driving record suitable for insurability.
- < Meet the basic requirements of the City of Boaz Police code for police officers.
- < Must pass the required physical examination after position is offered.

**DESCRIPTION**  
**CITY OF BOAZ, ALABAMA**

**JOB TITLE: SCHOOL RESOURCE OFFICER/POLICE OFFICER**

**CODE: 627**

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(Adopted by Council Action 3/12/2012)

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**JOB DEFINITION**

This position is a community oriented policing position that includes working with the Boaz City School System as well as liaison duties between the school, community and the Police department. The position performs general law enforcement work to protect life and property in the Boaz City School System as well as the City of Boaz.

**ESSENTIAL FUNCTIONS**

- < Patrol assigned area to preserve law, order and safety
- < Investigate criminal activities committed on or adjacent to school property.
- < Counsel school students in special situations, such as students suspected to be engaged in criminal misconduct when requested by a principal or principal designee or the parent or a student.
- < To answer questions that students may have about Alabama Criminal or Juvenile Law.
- < To assist either law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned.
- < To provide traffic control during the arrival and departure of students.
- < To inform the students of their rights and responsibilities as lawful citizens.
- < To formulate educational crime prevention programs to reduce the opportunity for crimes against persons and property in the school.
- < To attend campus activities, student organizations and athletic events when requested by the principals or the Chief of Police.
- < To be aware at all times of the responsibility of the uniformed officer promotes respect and positive images of the Boaz Police Department in the eyes of the staff, students and community
- < To meet with school officials and the Chief of Police on a regular basis to evaluate the effectiveness of the SRO program.
- < To assist the Boaz Police Department when requested.
- < To testify in court if necessary
- < To make arrests and transport the accused to jail or juvenile detention, administer first aid, conduct investigations, gather evidence of a crime scene or accident. Book prisoners into jail; process prisoners to include fingerprints, mug shots, etc.
- < Engage in proactive police activities with the School System; provide guidance and information to students and the public on issues including safety, domestic violence, drug and alcohol abuse and crime prevention.
- < Respond to calls for service related to law enforcement and general safety of the public; perform technical duties and tasks within the Police Department to enforce applicable laws, codes/ordinances of the City of Boaz; respond to criminal activity and disturbances.
- < Investigate vehicle accidents; complete accident reports; operate radar to enforce speed limits.
- < Maintain confidentiality.
- < Exercise no supervision responsibilities.
- < Keep accurate, legal records and reports.
- < Keep all information regarding names and actions taken in the strictest of confidence and in accordance with FERPA, HIPPA, etc.
- < Establish a trusting channel of communication with students, staff and patrons.
- < May require working various hours and days, including evening and weekends.
- < Shall possess an even temperament and set a good example for students, staff and patrons.
- < Perform other duties as assigned or required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- < Working knowledge of pertinent laws and ordinances and departmental rules and regulations.
- < Working knowledge of the principles, practices, procedures, and techniques of modern police operations.

- < Working knowledge of the geography of the City.
- < Ability to observe, analyze, and record situations clearly and objectively.
- < Ability to communicate effectively, both orally and in writing.
- < Ability to establish and maintain effective relationships with departmental personnel and the general public.
- < Skill in the use and care of police equipment.
- < Ability to tactfully and courteously resolve problems or questions from the public when performing job.
- < Serve warrants and subpoenas when required.
- < Provide security at various functions and events when directed.
- < Ability to follow safety rules and practice safe work habits.
- < Have a broad knowledge of youth, social issues; the Juvenile Justice System and the Criminal Justice System, in regards to different age groups that may be encountered during the performance of duties.

### **QUALIFICATIONS**

Any combination of experience and training equivalent to some experience as a police officer, and graduation from a senior high school or equivalent.

### **NECESSARY SPECIAL REQUIREMENTS**

- < Must possess a valid State of Alabama Driver's License and a safe driving record suitable for insurability.
- < Must pass the required physical examination after position is offered.
- < Must pass a pre-employment agility test.
- < Must be APOST Certified.
- < Must be CPR and First Aid Certified; and be able to maintain the certifications as required.
- < Must be able to pass a Criminal Background Check.