

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

Present: Daryl Sammet, Danny Barksdale, Derrick Gatlin, and LaDon Townsend. Absent: Collin Daly.

The meeting began with the Pledge of Allegiance.

**MOTION** was made by Danny Barksdale and seconded by LaDon Townsend to approve the minutes of December 19, 2022.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; LaDon Townsend, aye; Daryl Sammet, aye; and Derrick Gatlin, aye. Motion carries unanimously.

**MOTION** was made by Derrick Gatlin and seconded by Danny Barksdale to approve the following claims:

12/20/2022	Check # 0068328	\$ 50.00
12/22/2022	Check # 0068329 - 0068380	\$ 867,328.78
12/29/2022	Check# 0068381	\$ 190.00
12/30/2022	Check# 0068382 – 0068454	\$ 2,127,411.44
	Total:	<hr/> 2,994,980.22

with detailed claims of the above being on file for review upon request to the County Administrator.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Derrick Gatlin, aye; Danny Barksdale, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by LaDon Townsend and seconded by Derrick Gatlin to:

1. Approve to hire Keeona McKenzie as a Corrections Officer, effective January 3, 2023, pending a drug screening.
2. Approve to hire Nicklas Hendershot as a Corrections Officer, effective January 3, 2023, pending a drug screening.
3. Approve to hire Journi Travis as a Corrections Officer, effective January 3, 2023, pending a drug screening.
4. Approve to hire River Gillum as a Corrections Officer, effective January 3, 2023 pending a drug screening.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Derrick Gatlin, aye; Danny Barksdale, aye; and Daryl Sammet, aye. Motion carries unanimously.

**MOTION** was made by Danny Barksdale and seconded by Derrick Gatlin to approve the following job descriptions for the Solid Waste Department:



**Superintendent**  
Solid Waste

**SW/1**  
**Grade 21**

**JOB SUMMARY**

This position reviews needs of the Solid Waste Department and personnel and coordinates daily activities to ensure waste pickup is completed in a reasonably safe and effective manner.

Under the general supervision of the County Engineer, the employee is responsible for overseeing and directing office, truck and shop crews. The employee assists with long term planning, estimating and responding to customer service issues. Assists the County Engineer in managing the department budget.

**MAJOR DUTIES**

- Directs and oversees personnel engaged in the solid waste collection programs.
- Oversees the collection of solid waste throughout the county, both private and commercial, during standard and non-standard hours.
- Oversees maintenance of heavy and specialized equipment and miscellaneous vehicles, whether performed by equipment operators, solid waste shop, or equipment manufacturer's service personnel.
- Serves as the Solid Waste Department's Safety Officer on the Limestone County Safety Board.
- Plans and schedules objectives that should be accomplished daily, weekly, monthly and yearly and coordinate staff and equipment to accomplish at the most reasonable cost to the program.
- Coordinates with the County Engineer on departmental policies and long-term

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

planning of needs for vehicles, equipment, supplies and materials.

- Responds to customer service issues in accordance with department policies and procedures.
- Uses specialized software to track collection progress.
- Maintains documents and records of all work completed.
- Participates in professional associations and job-related organizations.
- Researches internet and professional sources for current practices and techniques. Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of solid waste collection principles and practices.
- Knowledge of equipment maintenance and repair principles.
- Knowledge of Alabama Department of Public Health solid waste collection requirements.
- Knowledge of research, data analysis, and report preparation methods.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs. (Can be acquired on the job.)
- Knowledge of County road and bridge systems. (Can be acquired on the job.)
- Knowledge of safety rules including accident causation and prevention.
- Knowledge of traffic regulations.
- Skills in problem solving, prioritizing, planning, directing the work of personnel, and written and verbal skills to communicate effectively with supervisor and co-workers.

**SUPERVISORY CONTROLS**

The County Engineer assigns work in terms of general instructions. The supervisor reviews work through conferences, reports, and observations of activities.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

**GUIDELINES**

Guidelines include the Alabama Department of Public Health, Alabama Department of Environmental Management, as well as county and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of varied supervisory and management duties. The balance of competing interests and priorities contributes to the complexity of the work.
- The purpose of this position is to oversee solid waste collection. Successful performance contributes to safe, well-maintained, and efficient equipment and timely collection of customer waste.
- Work requires a willingness to work overtime or irregular hours.

**CONTACTS**

- Contacts are typically with coworkers, other county employees, contractors, vendors, utility companies, local government officials, bankers, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, bending, crouching, stooping, or crawling in restricted areas. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- This position has direct supervision over office, truck and shop crews.

**MINIMUM**

- Knowledge and level of competency commonly associated with completion of a High School Diploma and 5 or more years in a professional construction or public services environment.
- Possession of a current and valid Driver's License (CDL Class B or higher preferred); must be insurable.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023  
COMMISSION MEETING MINUTES**



**Clerk**  
Solid Waste

**SW/3  
Grade  
12**

**JOB SUMMARY**

This position performs clerical work functions associated with assisting customers, dispatching route information, and providing general office support.

Under the direction of the Solid Waste Superintendent, the employee is responsible for daily clerical and customer service tasks.

**MAJOR DUTIES**

- Receives daily tasks and assignments from supervisor.
- Assists customers with billing inquiries and adjustments; resolves customer complaints or refers to appropriate personnel.
- Composes, prepares, and/or generates a variety of routine correspondence, forms, reports, and other documents via computer and/or typewriter.
- Performs statistical calculations as appropriate; posts financial transactions; maintains records of departmental expenditures.
- Locates roads and houses on county maps.
- Dispatches route information and service requests as appropriate; communicates via two-way radio to send/receive messages in compliance with FCC rules and regulations.
- Maintains a record of complaints, radio communications, fuel usage, and other data in logs for reference and reporting purposes.
- Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate.
- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

## **MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023 COMMISSION MEETING MINUTES**

- Responds to routine requests for information from officials, employees, local utilities, vendors, general public, or other individuals.
- Prepares departmental files; maintains file system of departmental records.
- Photocopies and distributes correspondence, memoranda, reports, and other related materials.
- Maintains timecard.
- Performs related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of general office procedures.
- Knowledge of computer and automated office equipment.
- Ability of utilize mathematical formulas; add, subtract, multiply and divide.
- Knowledge of County road and bridge systems. (Can be acquired on the job.)
- Knowledge of safety rules including accident causation and prevention.

### **SUPERVISORY CONTROLS**

The Solid Waste Superintendent assigns work in terms of specific instruction. The supervisor reviews work through reports and observations of activities.

### **GUIDELINES**

Guidelines include the Alabama Department of Public Health, Alabama Department of Environmental Management, as well as county and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of regular duties. The need to balance varying tasks and priorities contributes to the complexity of the work.
- The purpose of this position is clerical and customer assistance. Successful performance contributes to safe, well-maintained, and efficient equipment and timely collection of customer waste.
- Work requires a willingness to work overtime or irregular hours.
- Contacts are typically with coworkers, other county employees, contractors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, bending, crouching, stooping, or crawling in restricted areas. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has no direct supervisory responsibilities.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of a High School Diploma.
- Experience with typing and general office tasks.
- Possession of a current and valid Commercial Driver's License; must be insurable.



**SW/4**  
**Grade 14**

**Mechanic**  
Solid Waste

**JOB SUMMARY**

This position is responsible for the mechanical repair and maintenance of county vehicles and equipment.

**MAJOR DUTIES**

- Performs engine, exhaust, electrical, brake, hydraulic, transmission, and other repairs on a variety of vehicles and equipment.
- Performs scheduled preventative maintenance functions, including checking the condition of and operation of batteries, tires, lights, transmissions, exhaust systems, brakes, etc.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

- Performs a variety of engine diagnostic procedures.
- Performs welding repairs, modifications, and fabrication.
- Maintains work orders; enters supplies and parts used for the completion of each work order.
- Performs emergency roadside repairs on vehicles as required; troubleshoots vehicle/equipment failures at job sites.
- Keeps work area clean and organized.
- Orders parts and supplies as needed.
- Operates a variety of refuse collection equipment and county vehicles as needed.
- Trains operators in the operation of new equipment.
- Responds to after-hours breakdowns as needed.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the methods, tools and equipment utilized in the repair and maintenance of a wide variety of vehicles and equipment.
- Knowledge of department and county policies and procedures, and relevant federal, state, and local laws and regulations.
- Knowledge of work safety principles.
- Knowledge of preventative maintenance schedules.
- Knowledge of computers and job-related software programs.
- Skill in the operation of a variety of vehicles and equipment.
- Skill in the diagnosis and repair of a variety of vehicles and equipment.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.



**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

**SUPERVISORY CONTROLS**

The Solid Waste Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include manufacturer maintenance and repair manuals, work safety guidelines, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLESITY/SCOPE OF WORK**

- The work consists of related vehicle and equipment maintenance and repair duties. The variety of equipment to be maintained contributes to the complexity of the work.
- The purpose of this position is to repair and maintain county vehicles and equipment. Successful performance helps ensure the provision of safe and well-maintained vehicles for a variety of department operations.

**CONTACTS**

- Contacts are typically with co-workers, vendors, suppliers, and other county employees.
- Contacts are typically to exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a garage, stockroom, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of a high school diploma and specialized training in the field of work.
- Sufficient experience to understand the basic principles relevant to the major duties of

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid commercial driver's license issued by the State of Alabama for the type of vehicle or equipment operated.



**Truck Operator**  
Solid Waste

**SW/2**  
**Grade 12**

**JOB SUMMARY**

This position operates a side load automatic refuse truck in the performance of moderately complex driving and service activities to ensure waste pickup is completed in a reasonably safe and effective manner.

Under the direction of the Solid Waste Superintendent, the employee is responsible for daily operation and service of automatic side load refuse truck. Daily the employee loads and hauls refuse to be picked up from customer locations to transfer station/landfill, performs preventative maintenance and reports customer complaints to supervisor.

**MAJOR DUTIES**

- Receives daily tasks and assignments from supervisor.
- Performs operations with a sideload automatic refuse truck.
- Completes assignments within specified time frames.
- Follows plans and instructions regarding projects.
- Performs daily and monthly safety and maintenance vehicle inspections on assigned equipment.
- Performs preventative maintenance on equipment; checks tires, oil, fluid levels and lights.
- Monitors gauges and other indicators during equipment operation for non-standard conditions.
- Reports equipment maintenance status to the Supervisor.
- Performs work or may assist Supervisor or mechanic with mechanical repairs such as engine tuning, repair and overhaul, and ignition, fuel, brake, and hydraulic system repair and overhaul.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

- Assists in delivery of refuse carts to pick up locations.
- Maintains timecard.
- Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of solid waste collection principles and practices.
- Knowledge of equipment maintenance and repair principles.
- Knowledge of Alabama Department of Public Health solid waste collection requirements.
- Knowledge of traffic regulations.
- Moderate skill level in the operation of equipment assigned.
- Knowledge of County road and bridge systems. (Can be acquired on the job.)
- Knowledge of safety rules including accident causation and prevention.

**SUPERVISORY CONTROLS**

The Solid Waste Superintendent assigns work in terms of specific instruction. The supervisor reviews work through reports and observations of activities.

**GUIDELINES**

Guidelines include the Alabama Department of Public Health, Alabama Department of Environmental Management, as well as county and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of regular duties. The need to balance in cabin and exterior priorities contributes to the complexity of the work.
- The purpose of this position is to collect and haul refuse from customer to dumping locations. Successful performance contributes to safe, well-maintained, and efficient equipment and timely collection of customer waste.
- Work requires a willingness to work overtime or irregular hours.
- Contacts are typically with coworkers, other county employees, contractors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK**

- The work is typically performed while intermittently sitting, standing, bending, crouching, stooping, or crawling in restricted areas. The employee frequently lifts light and heavy objects,

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in a commercial truck cabin and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has no direct supervisory responsibilities.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of a High School Diploma or 4 or more years in a solid waste collection public services environment.
- Possession of a current and valid Commercial Driver's License; must be insurable.



**Laborer - Part-Time**  
Solid Waste

**SW/5**  
**Grade**  
**4**

**JOB SUMMARY**

This position operates light equipment and performs manual labor associated with refuse collection, assembly and delivery of refuse carts, ordering and picking up supplies and providing general support to the department.

**MAJOR DUTIES**

- Receives daily tasks and assignments from supervisor.
- Follows plans and instructions regarding projects.
- Performs daily and monthly safety and maintenance vehicle inspections on assigned equipment.
- Performs preventative maintenance on equipment; checks tires, oil, fluid levels and lights.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

- Monitors gauges and other indicators during equipment operation for non-standard conditions.
- Reports equipment maintenance status to Supervisor.
- Assists crew leader or other repairmen with various mechanical repairs.
- Collects refuse utilizing small collection truck in areas of limited access or missed stops by primary drivers.
- Assembles and delivers refuse carts to new residences or repairs or replaces carts for existing customers.
- Picks up parts and supplies at vendor locations.
- Maintains timecard.
- Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of county rules, regulations, policies and procedures.
- Knowledge of traffic regulations.
- Reading skills to comprehend operator manuals, directives, procedures and instructions.
- Ability to use measuring instruments and read equipment gauges
- Knowledge of County road and bridge systems. (Can be acquired on the job.)
- Knowledge of safety rules including accident causation and prevention.

**SUPERVISORY CONTROLS**

The Solid Waste Superintendent assigns work in terms of specific instruction. The supervisor reviews work through spot checks and observations of activities.

**GUIDELINES**

Guidelines include traffic laws, work safety policies, ALDOT regulations, and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

**COMPLEXITY/SCOPE OF WORK**

- The work consists of regular duties. The need to balance varying tasks and priorities contributes to the complexity of the work.
- The purpose of this position is to operate light equipment and perform manual labor associated with refuse collection. Successful performance contributes to safe, well-maintained, and efficient equipment and timely collection of customer waste.
- Work requires a willingness to work overtime or irregular hours.

**CONTACTS**

- Contacts are typically with coworkers, other county employees, vendors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, bending, crouching, stooping, or crawling in restricted areas. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, shop and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT**

This position has no direct supervisory responsibilities

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of a High School Diploma.
- Some work experience operating basic machinery and equipment preferred. Possession of a current and valid Driver's License; must be insurable.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; Derrick Gatlin, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by Derrick Gatlin and seconded by Danny Barksdale to approve the job descriptions for the Commission:

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**



**Accounting Specialist**  
Commission

COMM/2  
Job Grade: 24

**JOB SUMMARY**

This position is responsible for assisting the Chief Financial Officer in administering and maintaining a comprehensive program of sound financial management and oversight of the county's finances.

MAJOR DUTIES will be **ASSISTING** the Chief Financial Officer with the below:

- Overseeing and directing of all accounting and financial procedures to ensure compliance with applicable rules, regulations, laws, and county policies; ensure compliance with best practices, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) guidelines; ensures that internal controls are adequate to safeguard assets and the integrity of financial statements.
- Preparation of revenue and expenditure forecasts for budget and management decisions; preparation, presentation, and administration of the annual comprehensive budget.
- Monitoring of budget and financial variables, revenues, and expenditure levels of all county departments for compliance with budgetary and management objectives; generation of financial reports for distribution to election officials, department heads, and other personnel; review of budget revision requests for additional funding.
- Oversight of the county's cash management program; monitoring of daily cash reports; ensures proper cash flow and authorizes bank transfers; maintains and reconciles bank accounts; monitoring of accounts receivable for the timely collection of monies owned to the county; provision of assistance with purchase orders as needed; reconciliation of general ledger accounts; preparation of adjusting journal entries and balances all fiscal year-end reports.
- Preparation of all financial statements, schedules, and notes to financial statements and Management Discussion and Analysis for financial audit; coordination of actuarial

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

studies, gathers information and prepare reports; reviews completed actuarial reports regarding pension and other post-employment benefits liabilities; oversight of the recording of fixed assets; preparation of capital assets and depreciation schedules for financial audits.

- Review and monitoring of debt requirements and performs cost/benefit analysis; assistance in capital financing alternatives and develops funding options; coordination of bond ratings information and ensures continuing disclosure requirements are met; assists external auditors in the completion of annual audits; preparation of analysis of transactions and accounts and provides statistical data.
- Oversight of the preparation of 941 reconciliations, Alabama withholdings, and W2 forms; provision of assistance to the Human Resources Coordinator with reports related to employee benefits.
- Direction of the planning, implementation, and maintenance of accounting software; troubleshooting of issues as needed.
- Service as financial advisor for grants; setting up of funds.
- Performance of related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of accounting principles and practices.
- Knowledge of budget management principles and practices.
- Knowledge of public administration principles and practices.
- Knowledge of GAAP, GASB guidelines, Government Auditing Standards, budgetary best practices, and internal controls.
- Knowledge of relevant local, state, and federal laws.
- Knowledge of computer accounting systems, applications, and hardware.
- Knowledge of data analysis and forecasting. Skill in the analysis of financial systems.
- Skill in the implementation of proper accounting methods, procedures, forms, and records.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.



**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

- Skill in oral and written communication.

**GUIDELINES**

Guidelines include the Code of Alabama, Alabama Attorney General's Opinions, federal guidelines for grants, the county financial manual, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position assists with the development of department guidelines.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management and accounting duties. Strict and frequently changing regulations contribute to the complexity of the position.
- The purpose of this position is to assist the Chief Financial Officer with directing the county's financial functions. Successful performance ensures the efficiency and effectiveness of those functions, the accuracy of financial records, and compliance with relevant laws, guidelines, policies, and procedures.

**CONTACTS**

- Contacts are typically with coworkers, elected and appointed officials, representatives of other government agencies, representatives of financial institutions, bond rating and issuing authorities, actuarial companies, representatives of the Retirement Systems of Alabama, auditors, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate and justify matters, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.

**CR/1**  
**Job Grade:**  
**21**



**Grants, Community Relations, and Legal Specialist**  
**Community Relations**

**JOB SUMMARY**

This position is responsible for managing the administration of grants, for directing county community relations and marketing functions, and for assisting the County Attorney with legal functions.

**MAJOR DUTIES**

- Oversees grant application and management processes for all county departments; researches and identifies grant funding sources; maintains county data used in grant applications; presents grant proposals to the Commission for approval; attends grant compliance workshops; reviews regular reports from department receiving grants; prepares and submits required reports to granting agencies; files reimbursement requests.
- Prepares newsletters and press releases to communicate with the general public.
- Takes photographs and videos for use by the County Commission and for distribution to the news media.
- Provides information to the news media regarding upcoming events, programs, and projects.
- Maintains a comprehensive press release policy, communicates the policy to departments, and monitors compliance.
- Updates and maintains the county website and social media accounts.
- Attends special events to represent the county.
- Reads, drafts, revises, researches, reviews, and verifies correspondence, reports,

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

and legal documents.

- Represents County Attorney by communicating on his or her behalf and obtaining information, following-up on delegated assignments, and knowing when to act and when to refer matters to County Attorney.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of grant application and management principles.
- Knowledge of communications and public relations principles and practices.
- Knowledge of media relations principles and practices.
- Knowledge of emergency communications principles and practices.
- Knowledge of legal principles applicable to county government.
- Knowledge of county policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in communicating critical information to the public.
- Skill in public relations.
- Skill in oral and written communication.
- Skill in coordinating activities with wide variety of parties.

**SUPERVISORY CONTROLS**

The County Attorney assigns work in terms of goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

**GUIDELINES**

- Guidelines include relevant federal, state, and local laws; grant requirements; and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.
- The work consists of varied public relations, grant management, and legal work duties. The need to communicate clearly and effectively to a diverse audience contributes to the complexity of the position.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

**CONTACTS**

- Contacts are typically with county department heads, representatives of federal and state agencies, elected and appointed officials, members of the news media, TV A employees, representatives of a variety of community groups and organizations, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, justify matters, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office and outdoors.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Derrick Gatlin, aye; Danny Barksdale, aye; Daryl Sammet, aye; and LaDon Townsend, aye. Motion carries unanimously.

**MOTION** was made by LaDon Townsend and seconded by Derrick Gatlin to approve the following merit increases, which are included in the base pay and cost of living pay as listed below.

Name	Position	Effective Date
Andrew Mark Vickers Jr.	Corrections Officer	1/3/2023
Caleb King	Deputy Sheriff	1/26/2023

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023  
COMMISSION MEETING MINUTES**

Christopher Thompson	Corrections Officer	1/21/2023
Cody Lewter	SRO	1/10/2023
Donna Powell	Senior Center Manager	1/11/2023
Emery McGill	Corrections Officer	1/3/2023
Justin Brown	Equipment Operator III	1/7/2023
Johnny Smith	Senior Center Manager	1/11/2023
Laura Then	Revenue Clerk	1/9/2023
Myra Moss	Communications Officer	1/28/2023
Nicholas Roberson	Equipment Operator II	1/19/2023

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. LaDon Townsend, aye; Derrick Gatlin, aye; Danny Barksdale, aye; and Daryl Sammet, aye. Motion carries unanimously.

**MOTION** was made by Danny Barksdale and seconded by LaDon Townsend to

1. Approve the following subdivisions:

Name	S/D Type	Approval Type	Lots	District	Location
Chadwick Place, Phase 2 - replat Lot 12 Block 2	Minor	Preliminary & Final	1	2	23910 Chadwick Drive

2. Approve the following subdivisions that have been resubmitted with changes:

Name	S/D Type	Approval Type	Lots	District	Location
Jerrie Lynn Subdivision -replat of Tracts 8 & 9 of Kari K Anderson Estate	Major	Final	50	4	South side of Sewell Rd west of Edgewood Rd intersection

The Chairman asked if there was any discussion. There was no discussion. The Administrator called the roll. Danny Barksdale, aye; LaDon Townsend, aye; Daryl Sammet, aye; and Derrick Gatlin, aye. Motion carries unanimously.

Commissioner Townsend expressed his appreciation to the Commissioners, employees of Districts 1, 2, 3, and 4, and Engineering Department for the help extended on the Sugar Creek Estates project.

Commissioner Sammet stated that the new Solid Waste Department was going to be a big change and for the betterment of the County.

**MINUTES, LIMESTONE COUNTY COMMISSION, JANUARY 3, 2023**  
**COMMISSION MEETING MINUTES**

Adjourned at 9:30 a.m. until 9:00 a.m. on Tuesday, January 17, 2023, at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.