

ORDINANCE NO. 1835

AN ORDINANCE OF THE CITY OF TALLADEGA TO PROVIDE A JOB/POSITION DESCRIPTION FOR EMPLOYEES OF THE CITY OF TALLADEGA.

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

WHEREAS, the City of Talladega is dedicated to providing equal opportunity for employment to all qualified applicants and insuring fair treatment for all employees; and,

WHEREAS, pursuant to the authority of State Act Number 2004-436, Section 7, the City Manager after consultation with the Civil Service Board and the employee committee has proposed the adoption of job/position descriptions for Exempt and Classified Employees of the City of Talladega; and,

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

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

**Section 1.** Upon adoption of this ordinance, subsection 2 of section A Compensation of the COMPENSATION AND BENEFITS chapter of the Personnel Rules and Regulations is hereby repealed.

**Section 2.** Upon adoption of this ordinance, positions set forth in the City's Classification Plan as listed in Ordinance No. 1830 will have the following titles and job descriptions:

City Manager's Office

City Manager

Executive Assistant

City Clerk's Office

City Clerk

Administrative Assistant

City Wide Jobs

Custodian

Equipment Operator I

Equipment Operator II

Labor Maintenance I

Labor Maintenance II

Community Appearance Department

Director

Administrative Assistant

Crew Chief

Litter Crew

Supervisor

Court Office

Chief Court Clerk

Magistrate

Finance Department

Director

Accounts Payable

Administrative Clerk

Revenue Officer

Fire Department

Fire Chief

Administrative Assistant

Assistant Fire Chief

Captain

Firefighter

Firefighter – Recruit

- Lieutenant
- Sergeant
- Human Resources Department
  - Director
  - Human Resources Assistant
- Library
  - Library Director
  - Business Manager
  - Library Aide
  - Library Assistant I/ IT
  - Library Assistant I
  - Library Assistant II
- Municipal Services
  - Director
  - Building Inspector
  - City Planner
  - Code Enforcement
  - Purchasing Agent
- Parks and Recreation Department
  - Director
  - Athletics Coordinator
  - Center – Nutrition Manager
  - Driver Transportation
  - Maintenance Superintendent
  - Program Coordinator
  - Program Manage, Aquatics and Senior Citizen Programs
  - Recreation Center Associate
  - Recreation Aide
- Police Department
  - Chief
  - Administrative Assistant
  - Captain – Investigations
  - Captain – Operators
  - Lieutenant - Patrol
  - Lieutenant – Training
  - Police Officer
  - Police Recruit
  - Receptionist
  - Sergeant – Administrative
  - Sergeant – Patrol
  - System Administration/ Grant Coordinator
  - Task Force Agent
  - Warrants Clerk
- Public Works Department
  - Director
  - Administrative Coordinator
  - Animal Facility Manager
  - Animal Facility Technician
  - Head Mechanic
  - Mechanic
  - Superintendent
- Water and Sewer Department
  - Director
  - Administrative Clerk
  - Billing Clerk
  - Construction and Maintenance Crew Chief
  - Construction and Maintenance Supervisor
  - Construction and Maintenance Worker I
  - Construction and Maintenance Worker II
  - Customer Service Supervisor
  - Customer Service Worker I
  - Customer Service Worker II

Inventory Clerk  
Maintenance Technician- Construction and Maintenance  
Maintenance Technician – Water Treatment  
Meter Reader  
Office Manager  
Operations Technician  
Wastewater Treatment Operator III  
Wastewater Treatment Operator Trainee  
Wastewater Treatment Supervisor  
Water Treatment Operator IV  
Water Treatment Operator Trainee  
Water Treatment Supervisor

**Section 3. Severability.** If any section or provision of this ordinance be declared invalid or unconstitutional by a judgment or decree of a court of competent jurisdiction, such judgment or decree shall not affect the remaining sections or provisions of this ordinance, which shall remain in full force and effect.

**Section 4.** This Ordinance shall take effect from and after the date of its adoption and publication as provided by law.

**ADOPTED and APPROVED** this the 4<sup>th</sup> day of December, 2017.

Council President David Street  
Councilman Horace Patterson  
Councilman Jarvis Elston  
Councilman Gerald Cooper  
City Manager Patrick Bryant

**ATTESTED TO:** Elizabeth Cheeks, City Clerk