

RESOLUTION NO. 2026 – 112

TO ADOPT JOB DESCRIPTIONS FOR THE CITY OF CULLMAN

THEREFORE, BE IT RESOLVED by the Cullman City Council that the job descriptions are hereby amended to include the following:

- a) Approve six (6) job descriptions for the Accounting Department.
- b) Approve twelve (12) job descriptions for the Administration Department.
- c) Approve six (6) job descriptions for the Building Inspection Department.
- d) Approve two (2) job descriptions for the Maintenance Department.
- e) Approve twenty-four (24) job descriptions for the Police Department.
- f) Approve one (1) job description for the Risk Management Department.
- g) Approve one (1) job description for the Street Department.
- h) Approve three (3) job descriptions and one (1) new position for the Traffic Department.

ADOPTED BY THE CITY COUNCIL, this the 15th day of June, 2026.

President of the City Council

ATTEST:

City Clerk

APPROVED BY THE MAYOR, this the 15th day of June, 2026.

Mayor

COUNCIL AGENDA REQUEST

Date: 06/11/2026

Department: Human Resources Name: Michelle Bates

Phone: 256-775-7125 Email: mbates@cullmanal.gov

Type of request (select all that apply):

- Alcohol License
- Budget Amendment
- Contract Approval
- Public Comment
- Special Event
- Other
- Annexation
- Change Order
- Petition
- Resolution
- Tax Abatement
- Bid Award
- Codification Change
- Proclamations
- Rezoning
- Variance

Reason for Request:

Requesting to add "Traffic Technician Supervisor" to the classification plan, grade K

Requesting approval for Traffic Technician Supervisor job description

Supporting Documentation:

Attach supporting documentation.

Signed by:
 Signature: Michelle Bates
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Approval Sequence:

1. Administration – City Clerk’s Office

Verifies form is completed and proper documentation is attached.

Approved to Move Forward Rejected Return to Requestor

Comments:

Signed by:
 Signature: Pam Leslie Date: June 11, 2026 | 2:25 PM CDT
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2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward Rejected Return to Admin

Comments:

Signed by:
 Signature: Kim Hall Date: June 12, 2026 | 10:17 AM CDT
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3. Council President

Approved for Council Agenda Rejected Return to Committee

Comments:

Signed by:
 Signature: Kim Hall Date: June 12, 2026 | 10:18 AM CDT
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 06/15/2026

Comments:

Signed by:
 Signature: Wes Moore Date: 06/12/2026
8F02210223EC457...

COUNCIL AGENDA REQUEST

Date: 06/01/2026

Department: Human Resources Name: Michelle Bates

Phone: 256-775-7125 Email: mbates@cullmanal.gov

Type of request (select all that apply):

- Alcohol License
- Budget Amendment
- Contract Approval
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- Special Event
- Other
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- Change Order
- Petition
- Resolution
- Tax Abatement
- Bid Award
- Codification Change
- Proclamations
- Rezoning
- Variance

Reason for Request:

Requesting approval for (24) job descriptions for the Cullman Police Department

Supporting Documentation:

Attach supporting documentation.

Signed by: Michelle Bates
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Approval Sequence:

1. Administration – City Clerk’s Office

Verifies form is completed and proper documentation is attached.

Approved to Move Forward Rejected Return to Requestor

Comments:

Signed by: Wes Moore Date: June 1, 2026 | 4:28 PM CDT
8F02210223EC457...

2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward Rejected Return to Admin

Comments:

Signed by: Kim Hall Date: June 12, 2026 | 3:29 AM CDT
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3. Council President

Approved for Council Agenda Rejected Return to Committee

Comments:

Signed by: Kim Hall Date: June 12, 2026 | 3:29 AM CDT
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 06/15/2026

Comments:

Signed by: Wes Moore Date: 06/12/2026
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COUNCIL AGENDA REQUEST

Date: 06/11/2026

Department: Human Resources Name: Michelle Bates

Phone: 256-775-7125 Email: mbates@cullmanal.gov

Type of request (select all that apply):

- Alcohol License
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- Special Event
- Other
- Annexation
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- Bid Award
- Codification Change
- Proclamations
- Rezoning
- Variance

Reason for Request:

Requesting approval for the following job descriptions:

(1) Street Department (6) Building Inspection

(1) Risk Management (14) Administration

(3) Traffic (6) Accounting

Supporting Documentation:

Attach supporting documentation.

Signed by: Michelle Bates 

Signature: Michelle Bates
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Approval Sequence:

1. Administration – City Clerk’s Office

Verifies form is completed and proper documentation is attached.

Approved to Move Forward Rejected Return to Requestor

Comments:

Signed by: Pam Leslie

Signature: Pam Leslie Date: June 11, 2026 | 9:25 AM CDT
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2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward Rejected Return to Admin

Comments:

Signed by: Kim Hall

Signature: Kim Hall Date: June 11, 2026 | 4:50 PM CDT
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3. Council President

Approved for Council Agenda Rejected Return to Committee

Comments:

Signed by: Kim Hall

Signature: Kim Hall Date: June 11, 2026 | 4:51 PM CDT
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 06/15/2026

Comments:

Signed by: Wes Moore

Signature: Wes Moore Date: 06/11/2026
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Administrative Assistant

Immediate Supervisor

Assistant Chief

Position Summary

The Administrative Assistant is a senior-level clerical and administrative support position responsible for coordinating office operations and providing direct support to the Chief, Assistant Chief, and command staff. This position manages communications, records, scheduling, and administrative processes essential to the efficient operation of the Police Department.

The position requires a high level of discretion, organizational ability, and independence, with regular handling of sensitive and confidential information.

Minimum Qualifications

Education/Experience: A combination of full-time experience preferably in a public administration or public safety related field. A minimum of five years of experience in a position requiring independent judgment and minimal supervision, preferably within a law enforcement environment. Additional related experience may be substituted for this requirement.

Knowledge, Skills, and Abilities

- Thorough knowledge of modern office procedures, practices, and administrative methods.
- Knowledge of police department policies, procedures, and organizational structure.
- Working knowledge of applicable federal, state, and local laws and ordinances.
- Strong proficiency in records management systems and office software.
- Ability to maintain and manage confidential and sensitive information.
- Ability to communicate clearly and effectively with staff, officials, and the public.
- Ability to manage multiple priorities and meet deadlines.
- Ability to support and backfill all other agency clerical positions as needed.
- Ability to establish and maintain effective working relationships.

Essential Duties and Responsibilities

- Manage incoming telephone communications for the Chief's Office, including routing and message coordination.

- Receive, review, and distribute incoming correspondence, including physical and electronic mail.
- Maintain administrative calendars for the Chief, Assistant Chief, and command staff.
- Assist with departmental payroll processing, including verification and submission of related documentation.
- Maintain personnel files for current and former employees in accordance with records retention requirements.
- Maintain departmental inventory records not assigned to other classifications.
- Create and maintain employee information files and administrative records.
- Maintain office supply inventory and coordinate ordering as needed.
- Process purchase requisitions and maintain logs for departmental purchases.
- Receive, review, and process invoices for payment.
- Provide administrative support to other command staff as needed.
- Assist with general office management and coordination of daily administrative functions.

Operational Responsibilities

- Ensure proper handling, storage, and confidentiality of administrative and personnel records.
- Coordinate administrative processes across divisions as needed.
- Provide backup support for other clerical and records positions.
- Maintain compliance with departmental policies and administrative procedures.
- Support command staff with scheduling, documentation, and organizational needs.

Physical Requirements

- Ability to sit or stand for extended periods.
- Ability to perform repetitive clerical tasks including typing and data entry.
- Ability to lift and carry files, boxes, and office supplies as needed.

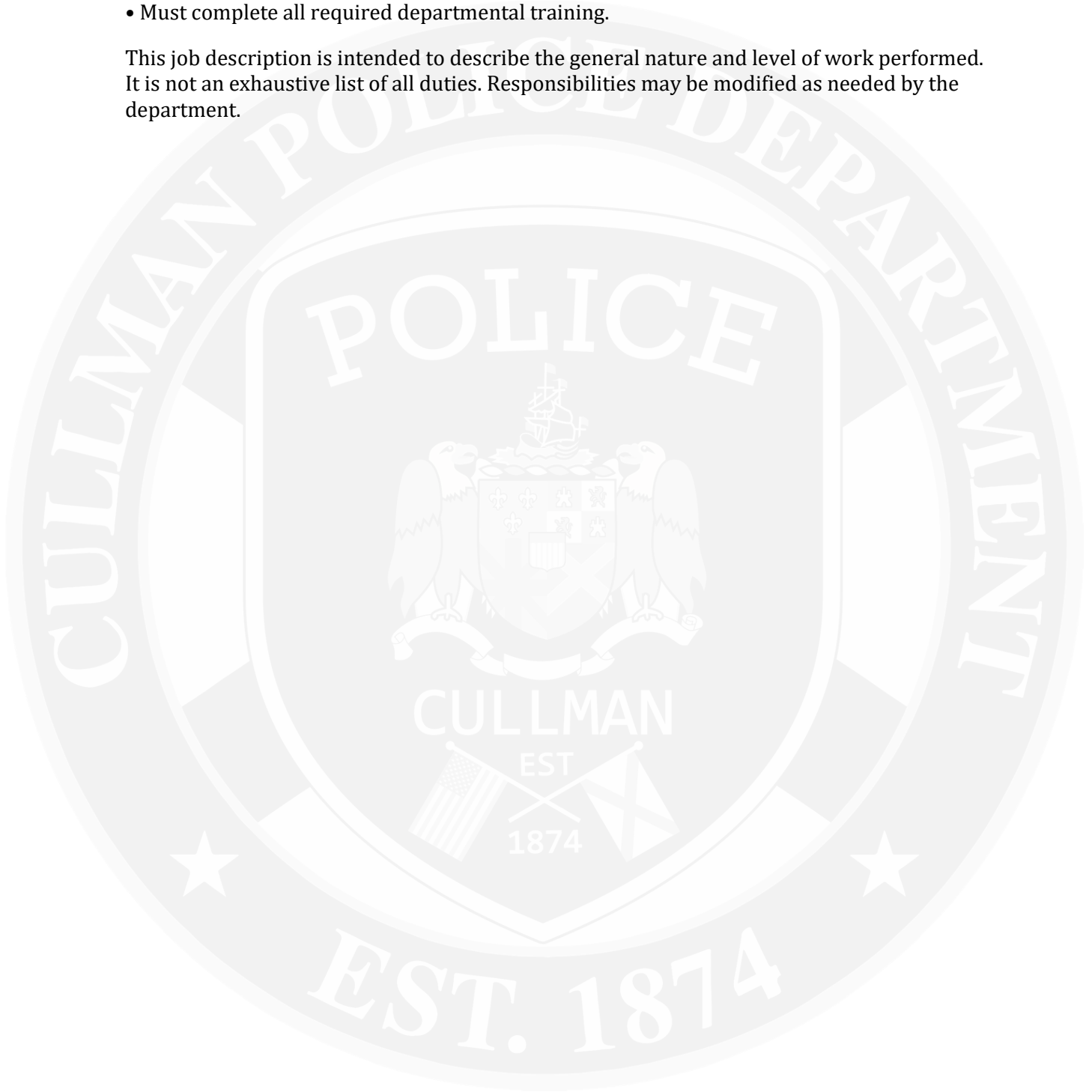
Working Conditions

Work is performed in an office environment with regular interaction with department personnel and the public. Position may involve exposure to sensitive or confidential information and requires professional conduct at all times.

Other Requirements

- Must have no record of arrests or convictions for any felony or misdemeanor involving moral turpitude that would prohibit NCIC access.
- Must maintain a valid driver's license to operate City vehicles when required.
- Must complete all required departmental training.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Animal Control Officer

Department

Police

Immediate Supervisor

Assigned Patrol Sergeant

Position Summary

The Animal Control Officer is responsible for enforcing city ordinances and applicable laws related to animal control, public safety, and animal welfare. This position responds to complaints, manages animal-related incidents, and performs duties associated with the care, control, and disposition of animals.

Work is performed in accordance with established humane practices and may involve exposure to dangerous animals, environmental hazards, and zoonotic diseases. The position also supports shelter operations and coordinates with public health and veterinary professionals when necessary.

The Animal Control Officer also serves at a court bailiff and or transport officer when required.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Must have a successful employment history. Experience with animal handling, control techniques, or related field preferred.

Certification: Must obtain formal Animal Control Officer certification and NCIC limited access certification within six months of employment.

Knowledge, Skills, and Abilities

- Knowledge of local ordinances and laws related to animal control.
- Familiarity with domestic animals and wildlife common to the southeastern United States.
- Knowledge of humane animal handling and control techniques.
- Ability to safely capture, transport, and care for animals.
- Ability to interact effectively with the public in stressful or sensitive situations.
- Ability to prepare reports and maintain documentation.

- Ability to work independently and respond to calls for service.
- Ability to recognize signs of animal abuse, neglect, or disease.

Essential Duties and Responsibilities

- Enforce all laws and ordinances related to animal control within the city.
- Capture and impound animals running at large and provide for their care.
- Investigate reports of animal abuse, neglect, and ordinance violations.
- Assist citizens with animal-related concerns, including vulnerable populations.
- Trap and remove nuisance or dangerous wild animals.
- Humanely euthanize animals when required in accordance with policy and law.
- Remove and dispose of deceased animals.
- Patrol assigned areas for animal-related issues.
- Assist with redemption and adoption processes for impounded animals.
- Prepare reports and maintain records of activities.
- Coordinate with veterinarians and public health officials regarding rabies control.
- Assist other agencies, including county animal control, as needed.
- Serve as court bailiff including court room security and transport.
- Perform additional duties as assigned by supervision.

Operational Responsibilities

- Respond to calls for service involving animals and public safety concerns.
- Operate animal control equipment and vehicles safely.
- Maintain compliance with departmental policy and humane treatment standards.
- Assist with shelter operations and animal care as needed.
- Maintain readiness for on-call response and emergency situations.
- Coordinate with patrol units and supervisors when incidents involve enforcement or safety concerns.

Physical Requirements

- Ability to work in extreme weather and outdoor environments.
- Ability to walk on uneven or rough terrain.

- Ability to bend, lift, and carry animals or equipment.
- Ability to perform physically demanding tasks and handle resistant animals.
- Must meet departmental physical fitness standards.

Working Conditions

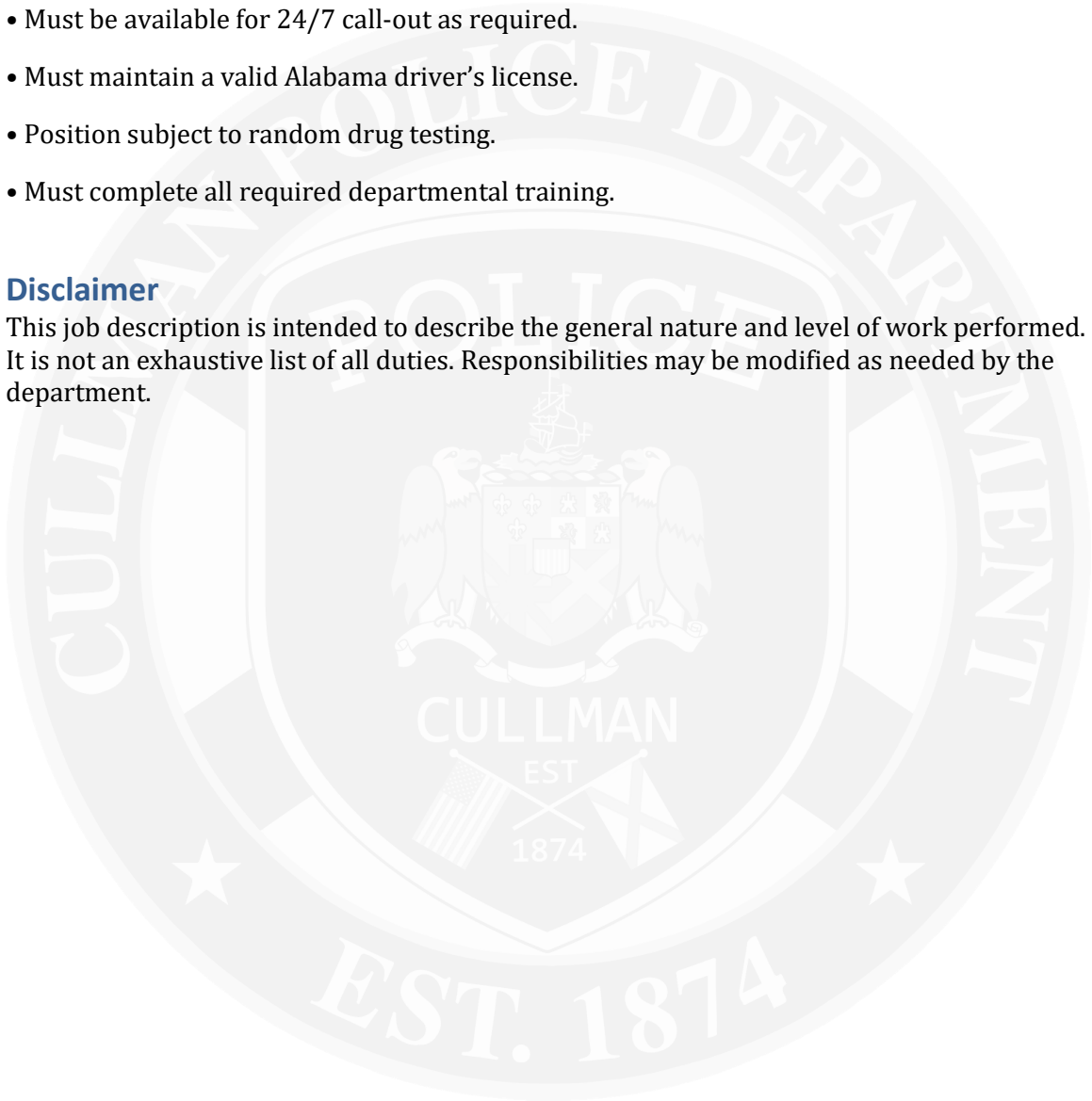
Work is performed in both outdoor and indoor environments, including animal shelters. Exposure to hazardous conditions, aggressive animals, and potential health risks is expected. Schedule may include nights, weekends, and on-call status.

Other Requirements

- Must pass a background check at time of employment.
- Must be willing to work varying shifts, including weekends.
- Must be available for 24/7 call-out as required.
- Must maintain a valid Alabama driver's license.
- Position subject to random drug testing.
- Must complete all required departmental training.

Disclaimer

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Assistant Chief of Police

Department

Police

Immediate Supervisor

Chief of Police

Position Summary

The Assistant Chief receives administrative directions from, and reports to the Chief of Police and receives strategic support from the Mayor.

The Assistant Chief of Police is a senior command-level position responsible for assisting the Chief of Police in the overall administration, coordination, and strategic direction of the Police Department. This position provides executive oversight of departmental operations, personnel, and resources, and ensures alignment with organizational goals, policies, and modern law enforcement practices.

The Assistant Chief serves as second-in-command and assumes full authority in the absence of the Chief of Police. This role functions as a key liaison between command staff, line personnel, city leadership, and external partners.

Minimum Qualifications

Education: High school diploma or equivalent, however associate's degree in a criminal justice related field is preferred.

Experience: Extensive law enforcement experience with significant supervisory experience.

Certification: Must be certified by APOSTC as a law enforcement officer in good standing.

Knowledge, Skills, and Abilities

- Extensive knowledge of police administration and operations.
- Knowledge of federal, state, and local laws.
- Knowledge of departmental policy development and implementation.
- Knowledge of modern investigative and patrol practices.
- Knowledge of budgeting, planning, and resource allocation.
- Knowledge of ICS/NIMS principles.
- Ability to plan, organize, and direct complex operations.
- Ability to analyze crime trends and deploy resources effectively.

- Ability to communicate effectively with staff, officials, and the public.
- Ability to lead, supervise, and evaluate personnel.
- Ability to manage critical incidents and high-risk situations.

Essential Duties and Responsibilities

- Assist the Chief of Police in the administration and management of all department operations.
- Assume command of the department in the absence of the Chief.
- Oversee patrol, investigations, and administrative functions as assigned.
- Direct and coordinate major incident responses and emergency operations.
- Analyze crime trends and recommend deployment strategies.
- Respond to and command major incidents.
- Review and approve reports, policies, and operational plans.
- Participate in hiring, promotion, discipline, and evaluation processes.
- Oversee training programs and ensure compliance with standards.
- Coordinate with city leadership, elected officials, and partner agencies.
- Approve requisitions, purchases, and resource allocations.
- Address complex or sensitive citizen complaints.
- Promote professional standards, accountability, and organizational effectiveness.
- Perform related duties as assigned.

Operational Responsibilities

- Oversee fiscal management of the departmental budget.
- Ensure compliance with departmental policies and legal standards.
- Oversee deployment of personnel and operational effectiveness.
- Support implementation of strategic initiatives and directives.
- Ensure proper documentation, reporting, and evidence practices.
- Coordinate emergency preparedness and large-scale event planning.
- Support incident command operations consistent with ICS/NIMS principles.

Leadership and Supervision

- Provide direct supervision of command staff and assigned personnel.
- Evaluate performance and provide coaching and corrective action.
- Promote professionalism, accountability, and ethical conduct.
- Support leadership development and succession planning.
- Foster a positive organizational culture.

Community and Intergovernmental Relations

- Serve as liaison with elected officials and community stakeholders.
- Coordinate with local, state, and federal agencies.
- Represent the department in meetings, events, and public forums.
- Address community concerns and support public trust initiatives.

Physical Requirements

- Ability to perform duties for extended periods.
- Ability to respond to field operations when necessary.
- Must meet departmental physical fitness standards.

Working Conditions

Work is performed in office and field environments. Position requires irregular hours, including nights, weekends, and emergency response.

Other Requirements

- Subject to random drug testing
- Must complete required training
- Maintain certifications and professional standards

This job description describes the general nature of work performed and is not exhaustive.

Police Chief

Department

Police

Immediate Supervisor

Mayor

Position Summary

The Chief receives administrative direction from, and reports to the Mayor and receives strategic support from the City Council.

The Police Chief serves as the executive leader of the Police Department and is responsible for the overall administration, planning, direction, and control of all departmental operations. The Chief establishes strategic priorities, ensures compliance with legal and professional standards, and advances modern, community-oriented policing practices.

This position provides executive oversight of all divisions, personnel, and resources, and serves as the primary liaison between the Police Department, city leadership, partner agencies, and the community. The Chief is accountable for organizational performance, policy development, fiscal management, and maintaining public trust.

Minimum Qualifications

Education: Associate degree or higher in a related field preferred.

Experience: Minimum of ten (10) years of progressively responsible law enforcement experience, including command-level leadership.

Certification: Must be certified by APOSTC as a law enforcement officer and in good standing.

Knowledge, Skills, and Abilities

- Extensive knowledge of law enforcement administration and operations.
- Knowledge of federal, state, and local laws.
- Knowledge of policy development and implementation.
- Knowledge of budgeting and fiscal management.
- Knowledge of ICS/NIMS principles.
- Ability to lead and direct complex operations.

- Ability to communicate effectively with officials and the public.
- Ability to manage sensitive issues with sound judgment.
- Ability to build partnerships and community trust.

Essential Duties and Responsibilities

- Provide executive leadership for all department operations.
- Develop and implement policies and strategic initiatives.
- Ensure compliance with laws and departmental policies.
- Oversee all divisions including patrol, investigations, and administration.
- Manage budget and resource allocation.
- Participate in hiring, promotion, discipline, and evaluation.
- Respond to and command major incidents.
- Coordinate with city leadership and partner agencies.
- Represent the department publicly and in media.
- Promote community engagement and crime prevention.
- Maintain accountability systems and records.
- Perform related duties as assigned.

Operational Responsibilities

- Ensure effective deployment of personnel and resources.
- Oversee policy implementation and compliance.
- Direct incident command during major events.
- Monitor crime trends and organizational performance.
- Ensure proper reporting and evidence practices.
- Maintain emergency preparedness and planning.
- Coordinate large-scale and special event operations.

Leadership and Supervision

- Provide supervision through the chain of command.
- Establish expectations for professionalism and accountability.

- Evaluate command staff performance.
- Promote training and leadership development.
- Foster organizational culture and morale.

Community and Intergovernmental Relations

- Serve as liaison with elected officials and community stakeholders.
- Build relationships with community and stakeholders.
- Collaborate with other agencies.
- Communicate with the public and officials.
- Address community and citizen concerns and maintain transparency.
- May be required to attend and present updates at City Council meetings or work sessions.
- Supports city wide initiatives
- Provide monthly departmental updates to the City Council Chair

Physical Requirements

- Ability to perform duties for extended periods.
- Ability to respond during emergencies when needed.
- Must meet departmental physical fitness standards.

Working Conditions

Work is performed in office and field environments. Position requires irregular hours and emergency response responsibilities.

Other Requirements

- Subject to random drug testing
- Must complete required training
- Maintain certifications
- Support wellness initiatives

This job description describes the general nature of work performed and is not exhaustive.

Clerk - Investigation

Immediate Supervisor

Division Sergeant

Position Summary

The Police Clerk assigned to Investigation performs intermediate clerical and records processing duties within the Police Department Investigation Division. This position supports accurate collection, entry, maintenance, and release of police investigative records and reports in compliance with departmental policy and applicable laws.

The Investigation Clerk works alongside the Crime Scene Technician, and while the position carries a narrower scope of direct responsibility some duties may be shared as needed. The Investigation Clerk may also be called upon to provide operational guidance to Records staff such as the Records Clerk and Records Specialist.

The Clerk is responsible for maintaining confidentiality of criminal justice information and ensuring timely and accurate data input, output, and statistical information relating to the records management systems.

Essential Duties and Responsibilities

- Staff the Investigation office front counter and serve as the first point of contact for the public.
- Respond to in-person, telephone, and written inquiries with professionalism and accuracy.
- Receive, review, and process Investigation work product for completeness and basic accuracy.
- Enter and maintain data within the Records Management System (RMS).
- File, retrieve, and maintain police records, reports, and related documentation.
- Process records requests in accordance with department policy and applicable law.
- Redact reports under established guidelines and evaluate complex requests.
- Comply with valid court orders and assist with records-related legal requests.
- Operate standard office equipment in support of records functions.
- Maintain organized and accurate filing systems, both electronic and physical.
- Assist with administrative tasks such as data tracking, reporting, and document preparation.
- Assist or advise the Records Specialist and Crime Scene Technician when requested.

Operational Responsibilities

- Ensure timely and accurate processing of records.
- Maintain compliance with departmental policies and CJIS/NCIC requirements.
- Protect the confidentiality and security of sensitive information.
- Identify errors or inconsistencies in reports and refer them for correction when appropriate.
- Support overall efficiency of the Investigation Division through consistent workflow practices.

Knowledge, Skills, and Abilities

- Working knowledge of office procedures, recordkeeping, and data entry.
- Advanced knowledge of computers, typing, and standard office software.
- Advanced knowledge of the records management systems and reporting requirements.
- Ability to follow established procedures and guidelines with accuracy.
- Strong attention to detail and organizational skills.
- Ability to communicate effectively with coworkers and the public.
- Ability to handle confidential information with discretion.
- Ability to work cooperatively within a team environment.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Basic clerical or administrative experience preferred. Experience in criminal justice or records environments is beneficial but not required.

Certification: Must obtain and maintain NCIC certification within six months of employment.

Physical Requirements

Ability to perform duties involving sitting or standing for extended periods. Occasional lifting, bending, and carrying of file boxes and records materials may be required.

Working Conditions

Work is performed in an office environment within the police department. Frequent interaction with the public may occur, including handling sensitive or confidential matters.

This job description is intended to describe the general nature of the work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.

Clerk - Records

Immediate Supervisor

Division Major

Position Summary

The Police Records Clerk (IBR Clerk) performs entry-level to intermediate clerical and records processing duties within the Police Department Records Division. This position supports accurate collection, entry, maintenance, and release of police records and reports in compliance with departmental policy and applicable laws.

This role is considered a foundational records position with defined procedures and expectations. While Records Clerks work alongside Records Specialists as peers, the position carries a narrower scope of responsibility and reduced complexity in decision-making, focusing on routine processing and customer service functions.

The Records Clerk is responsible for maintaining confidentiality of criminal justice information and ensuring timely and accurate data entry into records management systems.

Essential Duties and Responsibilities

- Staff the records office front counter and serve as the first point of contact for the public.
- Respond to in-person, telephone, and written inquiries with professionalism and accuracy.
- Receive, review, and process police reports for completeness and basic accuracy.
- Enter and maintain data within the Records Management System (RMS).
- File, retrieve, and maintain police records, reports, and related documentation.
- Process routine records requests in accordance with department policy and applicable law.
- Redact reports under established guidelines and refer complex requests to a Records Specialist.
- Comply with valid court orders and assist with records-related legal requests.
- Operate standard office equipment in support of records functions.
- Maintain organized and accurate filing systems, both electronic and physical.
- Assist with administrative tasks such as data tracking, basic reporting, and document preparation.
- Escalate complex records issues or discrepancies to a Records Specialist or supervisor.

Operational Responsibilities

- Ensure timely and accurate processing of incoming reports and records.
- Maintain compliance with departmental policies and CJIS/NCIC requirements.
- Protect the confidentiality and security of sensitive information.
- Identify errors or inconsistencies in reports and refer them for correction when appropriate.
- Support overall efficiency of the Records Division through consistent workflow practices.

Knowledge, Skills, and Abilities

- Basic knowledge of office procedures, recordkeeping, and data entry.
- Familiarity with computers, typing, and standard office software.
- Ability to learn records management systems and reporting requirements.
- Ability to follow established procedures and guidelines with accuracy.
- Strong attention to detail and organizational skills.
- Ability to communicate effectively with coworkers and the public.
- Ability to handle confidential information with discretion.
- Ability to work cooperatively within a team environment.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Basic clerical or administrative experience preferred. Experience in criminal justice or records environments is beneficial but not required.

Certification: Must obtain and maintain NCIC certification within six months of employment.

Physical Requirements

Ability to perform duties involving sitting or standing for extended periods. Occasional lifting, bending, and carrying of file boxes and records materials may be required.

Working Conditions

Work is performed in an office environment within the police department. Frequent interaction with the public may occur, including handling sensitive or confidential matters.

This job description is intended to describe the general nature of the work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.

Community Relations Officer

Immediate Supervisor

Assistant Chief

Position Summary

The Community Relations Officer (CRO) is a specialized professional position responsible for managing the department's public information, media relations, and community engagement functions. This position operates under the direction of the Assistant Chief of Police. The CRO serves as the primary point of contact for public communications, media inquiries, and community outreach initiatives.

The CRO develops and implements strategies to promote transparency, strengthen public trust, and ensure accurate and timely dissemination of information.

This position requires availability for response to critical incidents, media events, and public information needs on a 24-hour basis. The position is classified as FLSA exempt with an 80-hour bi-weekly schedule.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Prior experience in public information, community relations, or media engagement preferred.

Training: Completion of recognized Public Information Officer (PIO) training preferred within one year of assignment.

Essential Duties and Responsibilities – Public Information and Media Relations

- Serve as the department's public information officer and primary media contact.
- Develop, prepare, and distribute press releases, public statements, and informational materials.
- Respond to media inquiries, including routine, sensitive, and critical incidents.
- Coordinate press conferences and media briefings as approved by command staff.
- Ensure accurate, timely, and appropriate release of information in accordance with departmental policy and applicable law.
- Provide media coaching and guidance to department personnel.
- Monitor media coverage and public perception of the department.
- Manage official department communication channels including social media and public messaging platforms.

Community Relations and Outreach

- Develop and implement community engagement strategies and programs.
- Coordinate public education initiatives.
- Serve as liaison between the police department and community groups, businesses, and other agencies.
- Promote community policing initiatives and public safety awareness.

- Assist with recruitment efforts, outreach events, and onboarding support functions.
- Build and maintain positive relationships between the department and the community.

Administrative and Operational Responsibilities

- Act as official liaison on behalf of the Chief's Office with media, public, and city leadership.
- Coordinate ADA compliance functions for the department.
- Serve on boards, committees, or task forces as assigned.
- Prepare reports, correspondence, and communication materials.
- Assist with policy communication and organizational messaging.
- Respond to critical incidents requiring public information dissemination.
- Perform other duties as assigned by command staff.

Knowledge, Skills, and Abilities

- Knowledge of public relations, media relations, and communications strategies.
- Knowledge of law enforcement operations and applicable laws related to information release.
- Ability to communicate effectively in written, verbal, and public speaking formats.
- Ability to manage sensitive or high-profile information with discretion.
- Ability to work independently and handle multiple priorities.
- Ability to maintain professional relationships with media, public officials, and community members.
- Ability to operate multimedia and communication tools effectively.

Physical Requirements

Position requires the ability to perform both office and field duties. May involve standing, walking, and responding to active incidents. Must be capable of operating in varied environments including outdoor events. Must pass departmental physical fitness standards.

Working Conditions

Work is performed both in office and field environments. Position requires availability for non-standard hours, including nights, weekends, and on-call response for critical incidents or media events.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.

Crime Scene Evidence Technician

Department

Police

Immediate Supervisor

Investigation Sergeant

Position Summary

The Crime Scene Evidence Technician is a specialized civilian position responsible for the collection, preservation, processing, storage, and disposition of property and evidence. This position operates under limited supervision and ensures compliance with departmental policy, legal standards, and accepted forensic practices.

The position supports both field operations and evidence management functions, including crime scene response, evidence handling, and coordination with investigators, prosecutors, laboratories, and the courts.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Must have a successful employment history and must possess proficient typing skills and be proficient in the use of computers.

Training: Must possess or obtain within six months of appointment formal training and certification in forensically sound evidence collection, evidence storage, organization, and maintenance.

Knowledge, Skills, and Abilities

- Considerable knowledge of departmental policies and procedures related to evidence handling.
- Knowledge of chain-of-custody requirements and legal standards for admissibility of evidence.
- Knowledge of forensic evidence collection and preservation techniques.
- Ability to review and interpret court documents related to property release or destruction.
- Ability to read and interpret complex legal and regulatory materials.
- Knowledge of state laws and city ordinances.

- Strong computer and records management skills.
- Ability to maintain detailed and accurate records and prepare reports.
- Ability to communicate clearly with personnel, the public, and in court proceedings.
- Ability to establish and maintain effective working relationships.
- Ability to handle sensitive materials with integrity and attention to detail.

Essential Duties and Responsibilities

- Receive, collect, package, and process all items taken into evidence.
- Enter, update, and track property and evidence in the records management system.
- Maintain and document chain of custody for all evidence.
- Ensure the security, integrity, and organization of the property/evidence room.
- Process evidence for release, return, or destruction in accordance with court orders and departmental policy.
- Prepare, transport, and retrieve evidence to and from laboratories, courts, or other agencies.
- Respond to crime scenes to collect or assist in the collection and packaging of evidence.
- Act as the primary evidence vault custodian.
 - Assist investigators with complex crime scene processing.
- Maintain inventory of evidence supplies and coordinate ordering as needed.
- Testify in court regarding evidence handling and chain of custody.
- Participate in community events and departmental outreach as assigned.
- Perform related duties as assigned in support of departmental operations.

Operational Responsibilities

- Ensure compliance with all policies governing evidence control, storage, and disposition.
- Maintain strict adherence to chain-of-custody procedures.
- Coordinate with investigators, prosecutors, and forensic laboratories.
- Prepare documentation and evidence for court proceedings.
- Assist with audits, inspections, and inventory control of evidence.
- Maintain readiness for on-call response to crime scenes and major incidents.

Physical Requirements

- Ability to sit or stand for extended periods.
- Ability to bend, lift, and carry items of various sizes and irregular shapes.
- Ability to operate in indoor and outdoor environments, including difficult terrain and weather conditions.

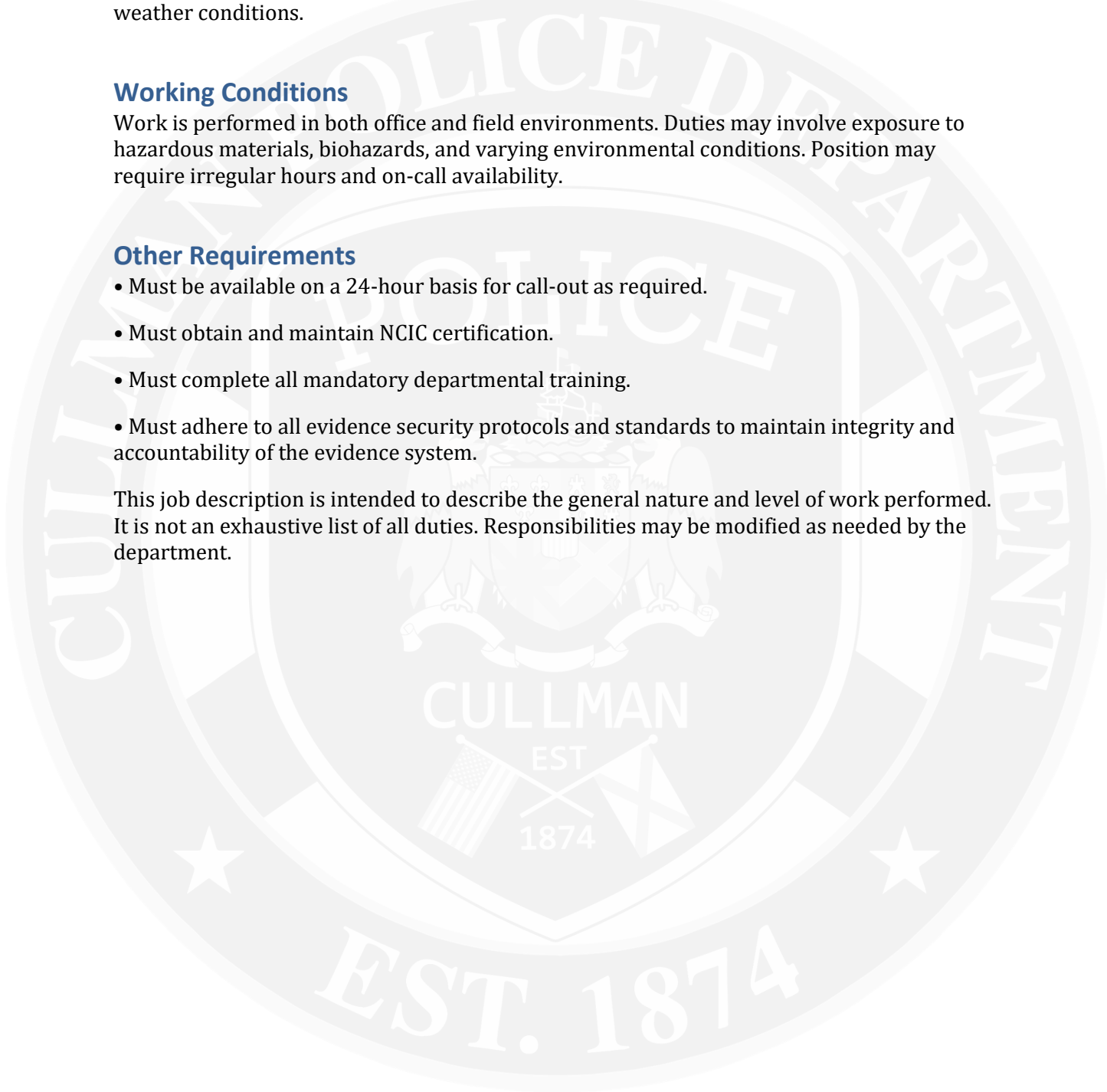
Working Conditions

Work is performed in both office and field environments. Duties may involve exposure to hazardous materials, biohazards, and varying environmental conditions. Position may require irregular hours and on-call availability.

Other Requirements

- Must be available on a 24-hour basis for call-out as required.
- Must obtain and maintain NCIC certification.
- Must complete all mandatory departmental training.
- Must adhere to all evidence security protocols and standards to maintain integrity and accountability of the evidence system.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Police Officer – Lake Patrol

Immediate Supervisor

Day Shift Patrol Lieutenant

Position Summary

The Lake Patrol Officer is a sworn law enforcement position responsible for the protection, enforcement, and preservation of city-owned water resources, including lakes, tributaries, and associated infrastructure. This position operates under the supervision of the Day Shift Patrol Lieutenant and performs specialized patrol and enforcement duties focused on environmental protection, public safety, and ordinance compliance.

The Lake Patrol Officer ensures the safety and lawful use of municipal water resources, supports utility operations, and enforces applicable laws and regulations. The position also supports Cullman Municipal Court operations during routinely scheduled court dates.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Minimum of two years of experience as a full-time sworn law enforcement officer.

Certification: Must possess and maintain Alabama Peace Officers Standards and Training (APOSTC) certification.

Special Requirements: Must obtain and maintain appropriate vessel operation licensing and demonstrate proficiency in boating operations.

Essential Duties and Responsibilities

- Patrol city-owned lakes, tributaries, and surrounding buffer zones to enforce laws and ordinances.
- Enforce environmental protection laws related to water quality, illegal dumping, and hazardous materials.
- Identify and address violations including illegal disposal, contamination risks, and unauthorized activity.
- Patrol boat launch areas and ensure compliance with state and local boating regulations.
- Conduct inspections for equipment compliance including engine size restrictions and safety requirements.
- Provide law enforcement presence at water treatment facilities, pump stations, and utility properties.
- Assist with monitoring construction or land use activities near waterways.
- May provide security and enforcement at water-related events such as fishing tournaments or recreational gatherings when requested in advance and approved by the lake patrol officer's immediate supervisor.
- Coordinate with utility personnel and other agencies regarding water system protection.
- Perform enforcement actions including warnings, citations, or arrests as appropriate.
- Maintain documentation and reports related to patrol activities and enforcement actions.
- Work Cullman Municipal Court sessions as court room security and inmate transport if needed.

Operational Responsibilities

- Respond to incidents occurring on or around water resources and related facilities.
- Operate patrol vehicles and watercraft safely and effectively.
- Support emergency response operations involving water rescues or environmental hazards when needed.
- Work scheduled municipal court sessions as assigned, unless operational needs require otherwise.
- Assist with general law enforcement duties when directed by supervision.
- Operate within National Incident Management System (NIMS) and Incident Command System (ICS) principles when applicable.

Knowledge, Skills, and Abilities

- Knowledge of modern law enforcement practices and procedures.
- Knowledge of environmental laws, waterway regulations, and local ordinances.
- Knowledge of boating laws, safety practices, and vessel operation.
- Ability to operate watercraft safely and effectively.
- Ability to identify environmental hazards and violations.
- Ability to work independently in remote or outdoor environments.
- Ability to communicate effectively with the public and other agencies.
- Ability to prepare clear and accurate reports.
- Ability to respond effectively to emergency situations.

Physical Requirements

Must pass departmental physical fitness test annually. Must be proficient in swimming and capable of working in and around water environments. Shall pass departmental swimming test or alternatively always wear a life vest while on the boat. Ability to work outdoors in extreme weather and traverse uneven terrain is required. Duties may involve bending, lifting, and physically demanding activity consistent with both law enforcement operations and boating operations.

Working Conditions

Work is performed in both outdoor and field environments, including water-based operations. Schedule may vary and include weekends, evenings, and special events. Position may involve exposure to weather, water hazards, and environmental conditions.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.

Lieutenant - Administration

Duty Assignment

Administrative Division (Operations Lieutenant / Departmental Training Director)

Immediate Supervisor

Division Major

Position Summary

The Administrative Lieutenant serves as a command-level leader responsible for the planning, coordination, and oversight of the department's training programs, administrative functions, and operational support systems. This position functions as the department's Training Director and ensures compliance with all applicable training standards, certification requirements, and professional development expectations.

The Administrative Lieutenant is responsible for developing and maintaining the department's training plan, ensuring compliance with Alabama Peace Officers Standards and Training (APOSTC) requirements, and maintaining accurate training records for all personnel. This position also supports organizational planning, policy development, and administrative operations under the direction of the Major.

This position is classified as FLSA exempt with an 86-hour biweekly schedule.

Minimum Qualifications

Experience: Extensive law enforcement experience with demonstrated leadership and training involvement including no less than two years in a full-time law enforcement sworn supervisory position.

Certification: Must possess and maintain APOSTC certification.

Training: Instructor certification and advanced training coursework preferred.

Essential Duties and Responsibilities

- Develop, implement, and maintain the department's comprehensive training plan.
- Ensure compliance with all APOSTC training standards and reporting requirements.
- Oversee scheduling, coordination, and delivery of in-service and specialized training.
- Evaluate training effectiveness and implement improvements based on operational needs.
- Coordinate with instructors, vendors, and partner agencies for training delivery.
- Oversee Daily Training Bulletin (DTB) program administration and compliance.
- Establish and manage a departmental training committee to review needs and recommend improvements.
- Maintain complete and accurate training records for all department personnel.
- Ensure proper documentation, filing, and retention of all training-related records.
- Oversee completion and submission of required APOSTC documentation.
- Maintain individual training files for each employee.

- Prepare documentation for audits, inspections, or legal proceedings related to training compliance.
- Assist in development and implementation of departmental policies and procedures.
- Support onboarding and field training program coordination.
- Coordinate equipment and resource needs related to training operations.
- Assist command staff with planning for operational readiness and personnel development.
- Participate in command-level planning and administrative decision-making.
- Provide supervision and direction to training personnel, including the Training Sergeant.
- Promote professional development and leadership growth among department personnel.
- Ensure accountability and adherence to departmental standards.
- Support a culture of continuous improvement and ethical conduct.

Knowledge, Skills, and Abilities

- Knowledge of modern law enforcement training principles and practices.
- Knowledge of APOSTC standards and law enforcement certification requirements.
- Knowledge of adult learning concepts and instructional methodologies.
- Ability to develop and manage comprehensive training programs.
- Ability to maintain detailed and accurate records.
- Ability to communicate effectively with personnel at all levels.
- Ability to analyze operational needs and translate them into training solutions.

Physical Requirements

Ability to perform duties in both office and field environments. May require standing, walking, and participation in training exercises.

Working Conditions

Work is primarily performed in office environments but may include field environments. May require irregular hours based on training schedules and operational needs.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.

Lieutenant – Patrol

Immediate Supervisor

Patrol Major

Position Summary

The Patrol Lieutenant is a mid-level command position responsible for the planning, coordination, and supervision of patrol operations and personnel. This position provides oversight of multiple shifts or functional areas and ensures effective delivery of law enforcement services.

The Patrol Lieutenant is responsible for operational readiness, personnel management, policy compliance, and incident command during major events. This role serves as a key link between command staff and first-line supervisors and assists in achieving departmental goals and objectives.

This position is classified as FLSA exempt with an 86-hour biweekly schedule.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Considerable law enforcement experience. Minimum of two years in grade as a Sergeant with the department.

Knowledge, Skills, and Abilities

- Knowledge of the operations, services, and functions of a municipal law enforcement agency.
- Knowledge of departmental policies, procedures, and City administrative guidelines.
- Knowledge of federal, state, and local laws, including search and seizure and rules of evidence.
- Knowledge of supervisory principles, training practices, and performance evaluation methods.
- Proficiency in departmental technology systems and analytical tools.
- Ability to plan, organize, and direct law enforcement operations.
- Ability to communicate clearly and effectively in both oral and written forms.
- Ability to analyze complex situations and implement effective solutions.
- Ability to establish and maintain effective working relationships.

Essential Duties and Responsibilities

- Assist the Patrol Major in planning, directing, and managing patrol operations and personnel.
- Oversee the implementation of departmental goals, policies, and procedures.
- Supervise and support Patrol Sergeants in the performance of their duties.
- Respond to major incidents and assume Incident Command when appropriate.
- Ensure administrative and internal investigations are conducted in accordance with policy.
- Review and evaluate operational performance and recommend improvements.
- Address and resolve complex or sensitive citizen complaints.
- Assist in the development and mentoring of supervisory personnel.
- Participate in professional meetings and interagency coordination.
- Prepare recommendations related to personnel, equipment, and budget needs.
- Maintain effective coordination with other divisions and external agencies.
- Occasionally fill in as the first-line supervisor when required due to minimum staffing.
- Perform related duties as assigned.

Operational Responsibilities

- Ensure compliance with departmental policies, procedures, and legal standards.
- Oversee shift operations, staffing, and resource allocation.
- Monitor operational effectiveness and respond to emerging issues.
- Coordinate response to major incidents and critical events.
- Support implementation of ICS/NIMS principles during large-scale operations.
- Ensure proper documentation, reporting, and evidence handling practices across patrol functions.

Leadership and Supervision

- Provide supervision and guidance to Patrol Sergeants and assigned personnel.
- Evaluate performance and provide feedback, coaching, and corrective action.
- Promote accountability, professionalism, and ethical conduct.
- Support training, development, and succession planning within the Patrol Division.

Physical Requirements

- Ability to work in extreme weather conditions and varied terrain.
- Ability to bend, lift, and carry objects.
- Ability to physically respond to law enforcement situations when necessary.
- Must meet departmental physical fitness standards.

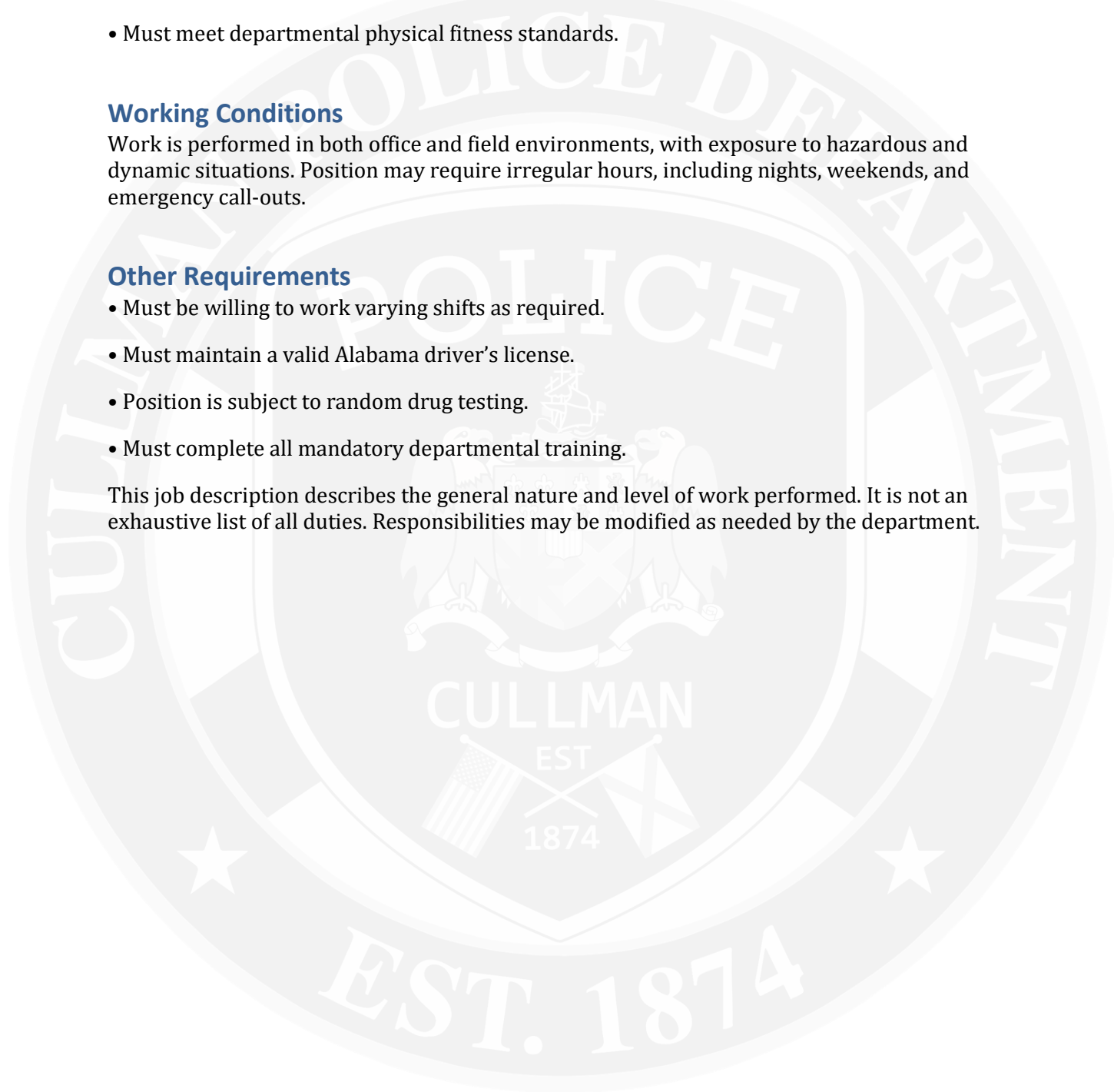
Working Conditions

Work is performed in both office and field environments, with exposure to hazardous and dynamic situations. Position may require irregular hours, including nights, weekends, and emergency call-outs.

Other Requirements

- Must be willing to work varying shifts as required.
- Must maintain a valid Alabama driver's license.
- Position is subject to random drug testing.
- Must complete all mandatory departmental training.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Police Major

Immediate Supervisor

Assistant Chief

Position Summary

The Police Major is a senior command-level position responsible for strategic leadership, operational management, and administrative oversight of divisions within the Police Department. Under the direction of the Chief of Police and Assistant Chief, the Major manages departmental programs, personnel, technology systems, and operational initiatives to ensure effective law enforcement services and organizational performance.

The Major coordinates complex law enforcement operations, oversees policy implementation, manages budgets and resources, and represents the department in interagency, governmental, and community partnerships. The Major may assume command of the department in the absence of the Chief and Assistant Chief of Police.

This position is classified as FLSA exempt with an 80-hour bi-weekly schedule.

Minimum Qualifications:

Education: High school diploma or equivalent, however associate's degree in a criminal justice related field is preferred.

Extensive progressively responsible law enforcement experience including supervisory and command-level leadership within a municipal or comparable law enforcement agency.

Essential Duties and Responsibilities

- Assist the Chief's office in planning, directing, coordinating, and evaluating Police Department operations and personnel.
- Command and manage divisions or operational programs within the department.
- Develop, implement, and evaluate departmental goals, policies, and strategic initiatives.
- Oversee operational planning and deployment strategies to address crime trends and community safety needs.
- Analyze crime data, operational metrics, and performance indicators to guide decision-making and resource allocation.
- Coordinate activities with other municipal departments, regional agencies, and public safety partners.
- Represent the department in professional meetings, committees, community forums, and interagency task forces.
- Respond to major incidents and support or assume roles within the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS).
- Provide executive-level staff support to the Chief's office including research, planning, and preparation of reports and recommendations.
- Serve as the agency head temporarily when assigned.

Leadership and Personnel Management

- Supervise and mentor subordinate command staff and supervisors.
- Plan, assign, direct, and evaluate the work of assigned personnel.
- Participate in hiring, promotion, discipline, and other personnel actions.

- Promote employee development, leadership training, and succession planning.
- Foster a professional organizational culture emphasizing integrity, accountability, and ethical conduct.
- Support officer wellness and workforce development initiatives.

Strategic and Administrative Responsibilities

- Participate in the development and administration of departmental budgets.
- Forecast funding needs for personnel, equipment, and operational programs.
- Monitor expenditures and ensure responsible fiscal management.
- Conduct organizational assessments and operational studies to improve efficiency and effectiveness.
- Recommend and implement improvements to policies, procedures, and service delivery methods.
- Prepare administrative reports, performance analyses, and presentations for executive leadership and city officials.

Technology and Systems Oversight

- Oversee implementation and management of public safety technology systems including such as the records management systems (RMS), digital evidence platforms, body-worn cameras, automated license plate readers, and communications systems.
- Evaluate emerging law enforcement technologies and recommend adoption when appropriate.
- Ensure responsible management of digital information and evidence systems.
- Coordinate with technology vendors and city information technology staff to maintain operational systems.

Professional Standards and Risk Management

- Oversee internal investigations and professional standards functions as assigned.
- Ensure departmental operations comply with applicable federal, state, and local laws.
- Monitor operational practices to reduce liability and organizational risk.
- Promote accountability, transparency, and adherence to constitutional policing principles.

Knowledge, Skills, and Abilities

- Knowledge of modern law enforcement administration, management, and leadership principles.
- Knowledge of municipal government operations and public administration practices.
- Knowledge of data-driven policing strategies and performance management systems.
- Knowledge of emergency management principles and the Incident Command System.
- Ability to lead complex law enforcement operations and programs.
- Ability to analyze operational data and develop effective strategies.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, public officials, and the community.
- Ability to manage multiple projects and organizational priorities simultaneously.

Certifications:

Must possess and maintain Alabama Peace Officers Standards and Training (APOSTC) certification.

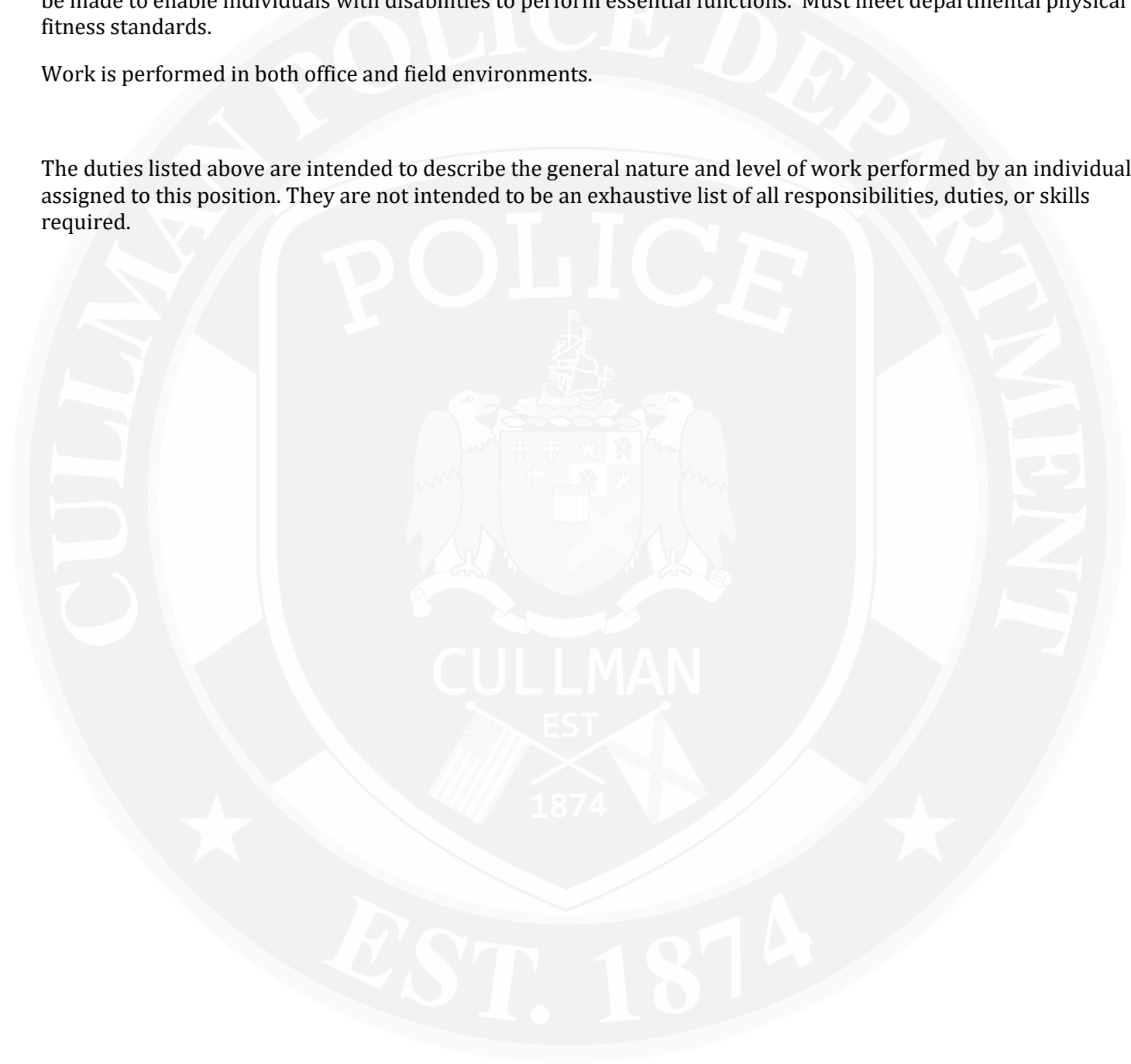
Advanced incident command or emergency management training (ICS-300 or higher) preferred.

Physical Requirements

The position may occasionally require responding to field incidents or emergency situations that involve exposure to outdoor conditions, uneven terrain, and potentially hazardous environments. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must meet departmental physical fitness standards.

Work is performed in both office and field environments.

The duties listed above are intended to describe the general nature and level of work performed by an individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required.



Custodian – Part Time

Immediate Supervisor

Administrative Assistant

Position Summary

The Custodian performs routine cleaning, sanitizing, and restocking duties within Police Department facilities. Work is conducted under limited supervision and supports the overall cleanliness, safety, and operability of police buildings. This position requires reliability, attention to detail, and adherence to departmental standards for sanitation and facility care.

Minimum Qualifications

Education: No formal educational requirement; however, a High School Diploma or GED is preferred.

Experience: Must have a successful employment history. Must possess the physical capabilities necessary to complete assigned custodial duties effectively.

Knowledge, Skills, and Abilities

- Ability to lift heavy or bulky items including trash cans and filled mop buckets.
- Ability to perform routine and repetitive cleaning tasks efficiently.
- Ability to complete assigned duties in a timely and orderly manner.
- Ability to safely use custodial tools, cleaning agents, and equipment.
- Ability to follow verbal and written instructions effectively.

Essential Duties and Responsibilities

- Regular sweeping and mopping of floors in Police Department buildings.
- Cleaning and disinfecting high-touch surfaces such as doorknobs, counters, and handles.
- Routine cleaning of toilets, urinals, showers, and restroom facilities.
- Vacuuming carpeted areas and office rugs as assigned.
- Completing special cleaning tasks upon request for events or scheduled activities.
- Removing and disposing of trash from offices and common areas.
- Ensuring restroom facilities are stocked with toilet paper, paper towels, and hand soap.
- Notifying the supervisor of supply shortages, maintenance concerns, or safety issues.

Physical Requirements

- Ability to perform duties requiring standing, walking, or sitting for extended periods.
- Must be able to bend, lift, and carry items of various sizes and irregular shapes.

- Ability to safely ascend and descend stairs while carrying supplies or equipment.
- Ability to perform repetitive motions such as mopping, sweeping, or wiping surfaces.

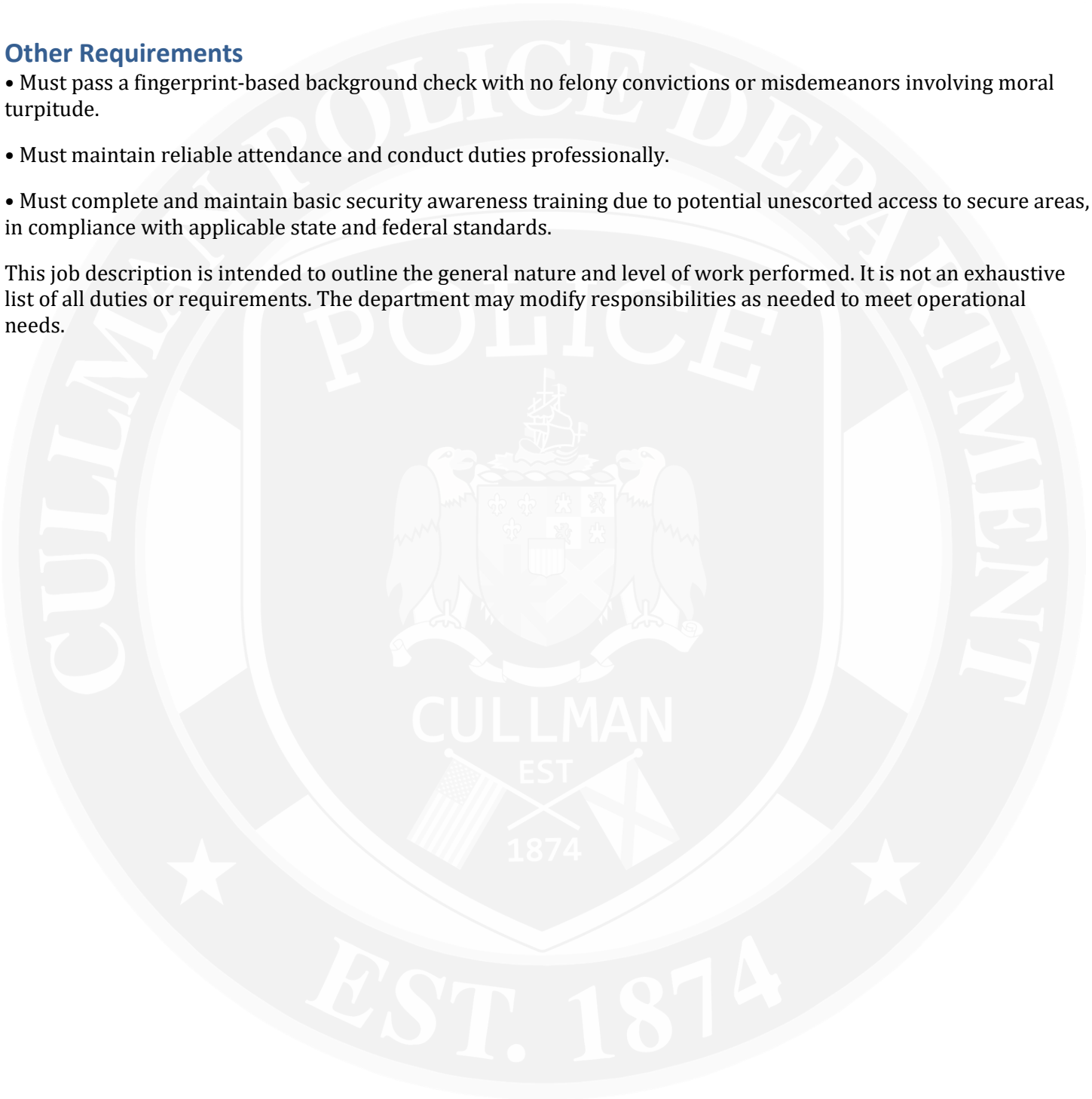
Working Conditions

Work is performed indoors in an active police facility. Exposure to commercial cleaning agents, odors, biohazard-risk surfaces, and moderate physical exertion is expected. Work hours may vary according to departmental needs or special events.

Other Requirements

- Must pass a fingerprint-based background check with no felony convictions or misdemeanors involving moral turpitude.
- Must maintain reliable attendance and conduct duties professionally.
- Must complete and maintain basic security awareness training due to potential unescorted access to secure areas, in compliance with applicable state and federal standards.

This job description is intended to outline the general nature and level of work performed. It is not an exhaustive list of all duties or requirements. The department may modify responsibilities as needed to meet operational needs.



Part Time Police Pilot / Aircraft Technician

Department

Police

Immediate Supervisor

Administrative Sergeant

Position Summary

The Police Pilot / Aircraft Technician is a part-time specialized position responsible for aviation support functions for the Police Department. Duties include piloting departmental aircraft, assisting with aerial law enforcement operations, and performing basic aircraft maintenance and readiness functions.

This position supports law enforcement missions including surveillance, search and rescue, mutual aid, and public relations activities. Due to the varied nature of staffing, incumbents may serve in different operational capacities based on qualifications, certifications, and current flight status. Some personnel may serve primarily as pilots, while others may assist in maintenance or operate as secondary crew members.

All assignments are performed in accordance with Federal Aviation Administration (FAA) regulations, departmental policy, and applicable safety standards.

Minimum Qualifications

Education: High school diploma or equivalent required.

Certification: Possession of a valid FAA pilot's license with either fixed-wing and/or rotary-wing rating.

Experience: Minimum of 300 total flight hours, with at least 100 hours within the past two years preferred.

Note: Due to the part-time and specialized nature of this position, variations in qualifications may exist among incumbents. Personnel may be assigned duties consistent with their certifications, currency, and operational capability.

Knowledge, Skills, and Abilities

- Knowledge of operation and basic maintenance of fixed-wing and/or rotary-wing aircraft.
- Knowledge of FAA regulations governing pilot privileges, restrictions, and responsibilities.

- Knowledge of aircraft weight, balance, and safe loading procedures.
- Knowledge of law enforcement practices and aerial support operations.
- Ability to operate aircraft safely in varied conditions including low altitude and low air speed.
- Ability to assist in aerial surveillance, search operations, and mission coordination.
- Ability to maintain accurate logs, records, and documentation.
- Ability to work cooperatively as part of a flight crew, including dual-pilot operations when required.
- Ability to adapt to varying roles including pilot, observer, or support personnel based on assignment.

Essential Duties and Responsibilities

- Pilot fixed-wing or rotary-wing aircraft in support of law enforcement operations when qualified and authorized.
- Conduct aerial missions including surveillance, search and rescue, mutual aid, and public safety support.
- Assist ground units during calls for service and emergency situations.
- Perform pre-flight and post-flight inspections to ensure aircraft safety and readiness.
- Maintain flight logs, maintenance records, and operational documentation.
- Maintain cleanliness and general upkeep of aircraft and hangar facilities.
- Assist with basic maintenance tasks within scope of training and authorization.
- Participate in public relations events, demonstrations, and community outreach activities.
- Coordinate with other agencies for mutual aid aviation support.
- Perform other duties as assigned consistent with qualifications and operational needs.

Operational Responsibilities

- Operate in compliance with all FAA regulations and departmental aviation policies.
- Maintain required flight currency and proficiency appropriate to assigned duties.
- Participate in dual-pilot operations when required due to medical, certification, or safety considerations.
- Support safe aviation operations through risk assessment and adherence to established procedures.

- Coordinate with supervisory personnel regarding mission planning and operational readiness.

Physical Requirements

- Ability to operate aircraft controls and associated equipment.
- Ability to perform physically demanding tasks requiring strength, coordination, and endurance.
- Must be capable of working in stressful and dynamic environments.

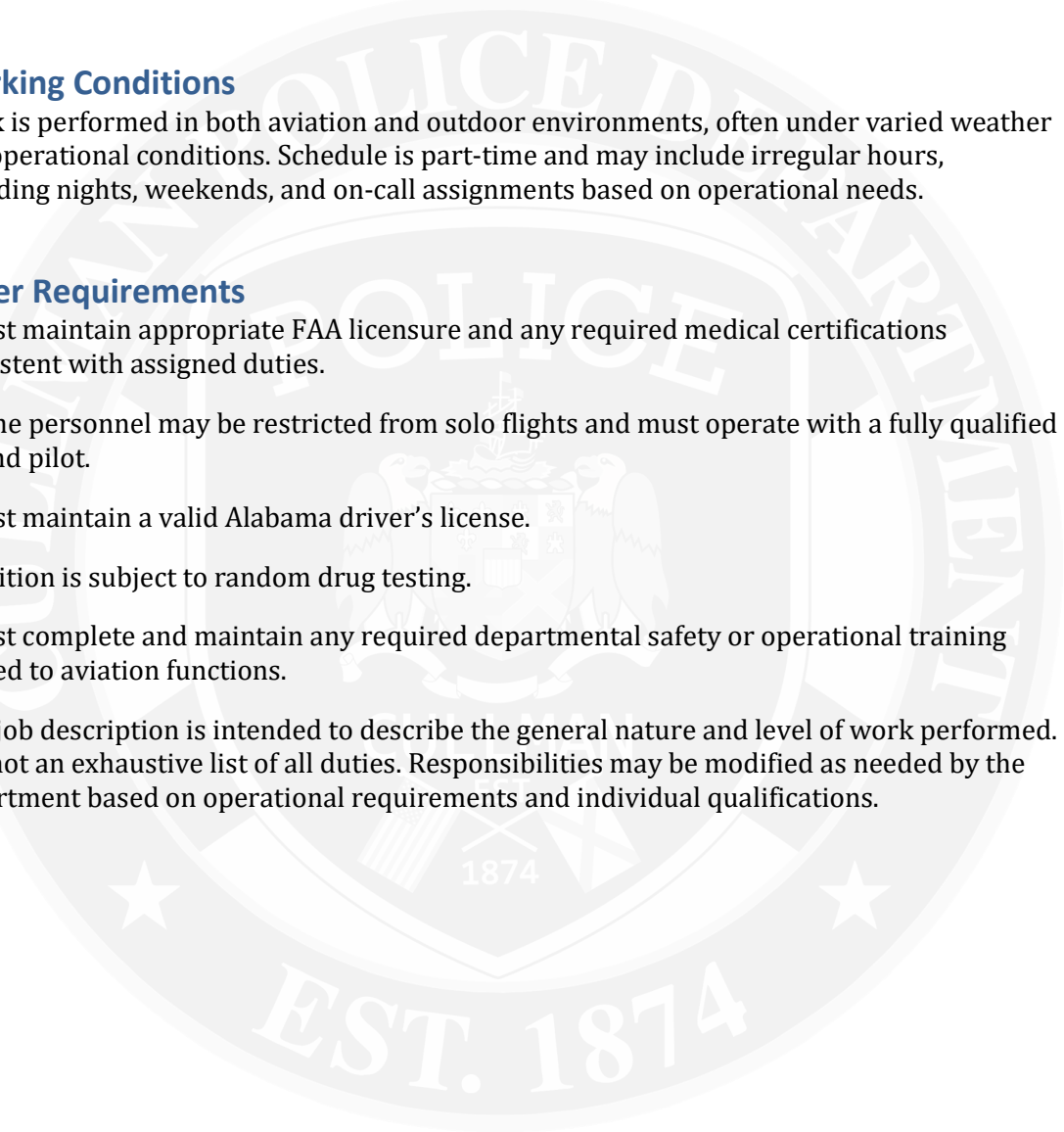
Working Conditions

Work is performed in both aviation and outdoor environments, often under varied weather and operational conditions. Schedule is part-time and may include irregular hours, including nights, weekends, and on-call assignments based on operational needs.

Other Requirements

- Must maintain appropriate FAA licensure and any required medical certifications consistent with assigned duties.
- Some personnel may be restricted from solo flights and must operate with a fully qualified second pilot.
- Must maintain a valid Alabama driver's license.
- Position is subject to random drug testing.
- Must complete and maintain any required departmental safety or operational training related to aviation functions.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department based on operational requirements and individual qualifications.



Part Time Police Officer

Department

Police

Immediate Supervisor

Patrol Sergeant

Position Summary

The Police Officer is a sworn law enforcement position responsible for the prevention and detection of crime, protection of life and property, and enforcement of laws and ordinances. They may also be assigned to specific duties within the agency such as but not limited to Court Officer, Park Officer, or any other special duty or division detachment which requires a sworn law enforcement officer. Officers provide proactive and reactive police services through patrol, response to calls for service, preliminary investigations, and community engagement.

This position requires the ability to operate independently while exercising sound judgment, professionalism, and adherence to departmental policy, legal standards, and modern policing practices. Work involves exposure to hazardous and potentially violent situations.

Due to the part-time status, this position is limited to approximately 29 hours weekly, however that schedule may be calculated on a monthly or annual average basis.

Minimum Qualifications

Education: High school diploma or equivalent required.

Certification: Must meet all state requirements for certification as a law enforcement officer.

Knowledge, Skills, and Abilities

- Knowledge of modern police methods, practices, and procedures.
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of departmental policies and procedures.
- Ability to analyze situations and make sound decisions under pressure.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare clear, accurate, and comprehensive reports.

- Ability to effectively use modern technology including computers, mobile data systems, body-worn cameras, and radio communications.
- Ability to gather, document, and preserve evidence.
- Ability to interact with the public in a professional and respectful manner.
- Ability to remember details, observations, and events.
- Ability to follow oral and written instructions and operate independently.
- Ability to apply de-escalation techniques and problem-solving strategies in field situations.

Essential Duties and Responsibilities

- Patrol assigned areas by vehicle, foot, or other means to prevent crime and enforce laws.
- Respond to calls for service including emergencies, crimes in progress, and public assistance requests.
- Conduct preliminary investigations, gather evidence, interview victims and witnesses, and document findings.
- Make arrests and issue citations in accordance with applicable laws and departmental policy.
- Prepare detailed reports, citations, and documentation using departmental systems.
- Testify in court and assist with case preparation as required.
- Conduct traffic enforcement and investigate traffic crashes.
- Provide assistance to the public, including conflict resolution and referral to appropriate resources.
- Engage in community policing efforts to promote positive relationships between the department and the public.
- Operate departmental vehicles and equipment safely and effectively.
- Perform related duties as assigned.

Operational Responsibilities

- Ensure compliance with departmental policies, procedures, and legal standards.
- Properly collect, handle, and document evidence in accordance with chain-of-custody requirements.
- Utilize departmental technology systems for reporting, communication, and information gathering.

- Maintain situational awareness and officer safety practices at all times.
- Coordinate with supervisors and other units as needed during incidents.
- Participate in ongoing training and maintain required certifications.

Physical Requirements

- Ability to work in extreme weather conditions and varied terrain.
- Ability to bend, lift, and carry objects.
- Ability to physically restrain individuals when necessary.
- Must meet departmental physical fitness standards.

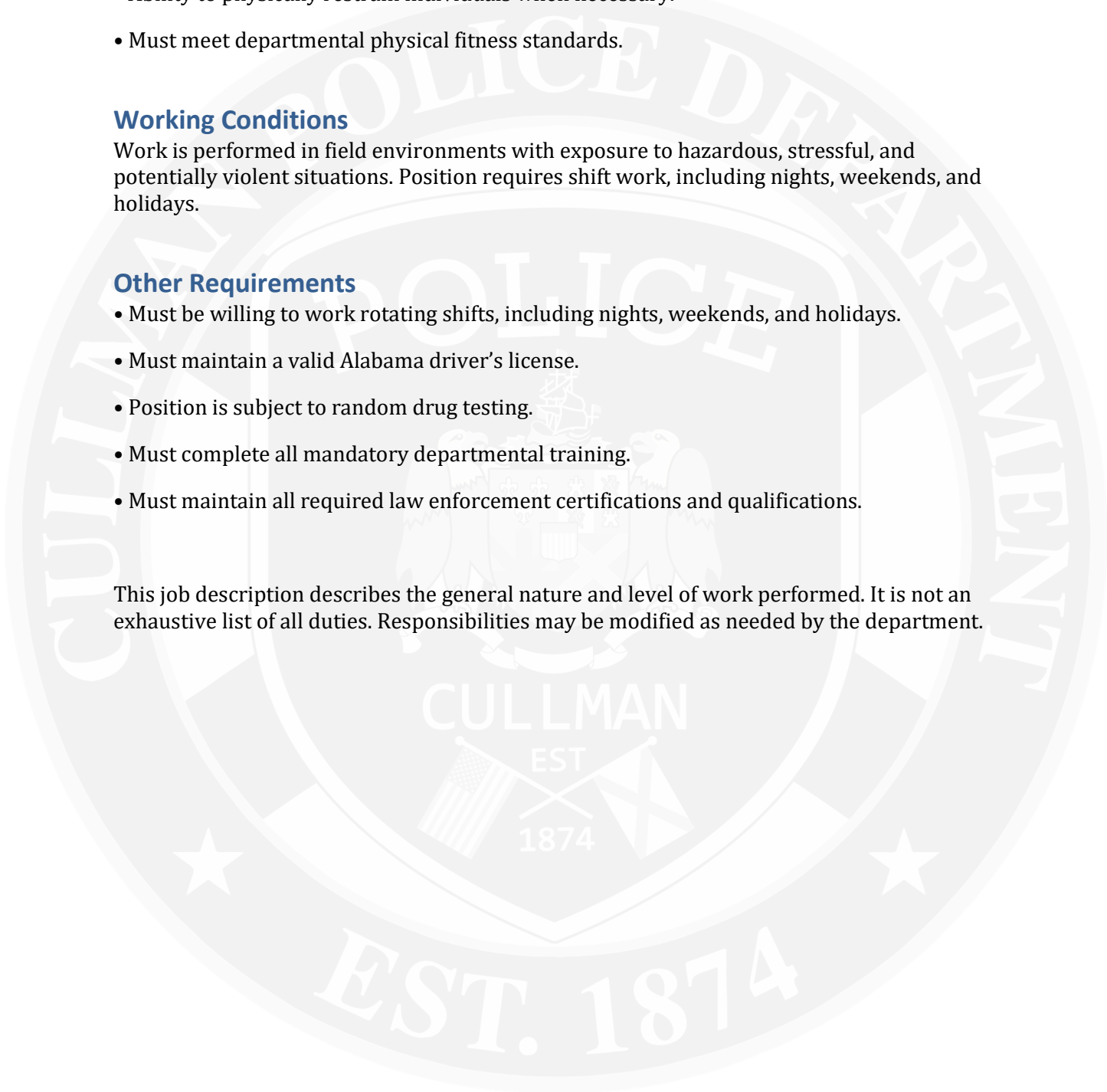
Working Conditions

Work is performed in field environments with exposure to hazardous, stressful, and potentially violent situations. Position requires shift work, including nights, weekends, and holidays.

Other Requirements

- Must be willing to work rotating shifts, including nights, weekends, and holidays.
- Must maintain a valid Alabama driver's license.
- Position is subject to random drug testing.
- Must complete all mandatory departmental training.
- Must maintain all required law enforcement certifications and qualifications.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Part Time Police Officer – School Resource Officer

Immediate Supervisor

School Resource Sergeant

Position Summary

The part time School Resource Officer (SRO) is a sworn law enforcement officer assigned to provide law enforcement, safety, and community engagement services within the school system. The part time SRO acts under the operational guidance of the full time SRO assigned to the same campus to augment and compliment the full time SRO in completing duties.

The SRO is responsible for maintaining a safe and secure educational environment, enforcing laws, preventing crime, and fostering positive relationships between law enforcement and the school community.

Due to the part-time status, this position is limited to approximately 1,530 hours annually occurring predominantly during the school year.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Sworn law enforcement officer with at least two years full time as a law enforcement officer. Retired law enforcement officers in good standing may be considered.

Certifications: Must maintain APOSTC certification.

Training: Must complete Basic School Resource Officer training within twelve months if not already certified.

Essential Duties and Responsibilities

- Maintain a visible law enforcement presence on assigned campus.
- Enforce applicable laws and ordinances within the school environment.
- Respond to calls for service, emergencies, and disturbances on campus.
- Conduct investigations of criminal incidents occurring on school property.
- Collaborate with school administration on safety concerns and incident response.
- Conduct routine patrols of buildings, grounds, parking lots, and access points.
- Monitor traffic and pedestrian safety during arrival and dismissal periods.
- Provide security for school-sponsored events and activities.
- Prepare reports, citations, and documentation in accordance with department policy.
- Maintain effective communication with the School Resource Sergeant regarding operational matters.
- Support implementation of school safety plans and protocols.

Operational Responsibilities

- Respond to critical incidents and emergencies in a school setting.
- Apply appropriate enforcement action consistent with department policy and law.
- Operate under NIMS/ICS principles during major incidents.
- Assist in emergency preparedness planning and drills.
- Support patrol or city operations when directed by supervision.

Community Engagement and Prevention

- Foster positive relationships with students, faculty, and staff.
- Serve as a liaison between the police department and school administration.
- Promote safety awareness and crime prevention.
- Act as a resource and mentor to students when appropriate.

Knowledge, Skills, and Abilities

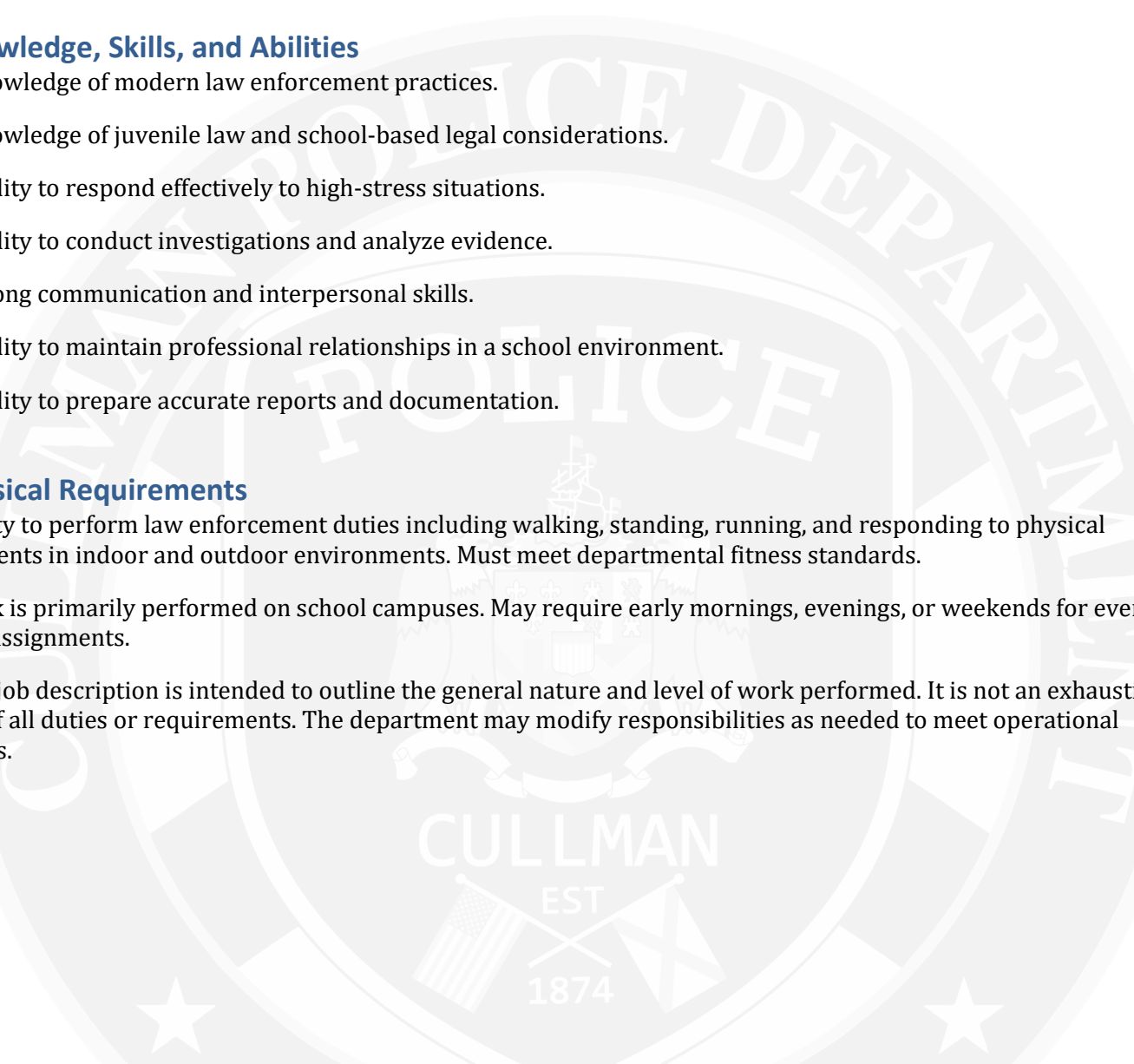
- Knowledge of modern law enforcement practices.
- Knowledge of juvenile law and school-based legal considerations.
- Ability to respond effectively to high-stress situations.
- Ability to conduct investigations and analyze evidence.
- Strong communication and interpersonal skills.
- Ability to maintain professional relationships in a school environment.
- Ability to prepare accurate reports and documentation.

Physical Requirements

Ability to perform law enforcement duties including walking, standing, running, and responding to physical incidents in indoor and outdoor environments. Must meet departmental fitness standards.

Work is primarily performed on school campuses. May require early mornings, evenings, or weekends for events and assignments.

This job description is intended to outline the general nature and level of work performed. It is not an exhaustive list of all duties or requirements. The department may modify responsibilities as needed to meet operational needs.



Police Officer – Investigator

Immediate Supervisor

Division Sergeant

Position Summary

The Investigator is a sworn law enforcement officer assigned to conduct criminal investigations, respond to crime scenes, and perform follow-up investigative work on cases assigned by supervision. The position involves exposure to potentially hazardous situations, including those where physical violence may occur. Work is reviewed through reports, case outcomes, and supervisory oversight.

This position requires strong analytical ability, attention to detail, and the ability to manage complex investigations while maintaining compliance with departmental policy and applicable laws.

Minimum Qualifications

Education: Standard high school diploma or equivalent.

Experience: Considerable law enforcement experience. Minimum of two years full-time in grade as a patrol officer with the Cullman Police Department.

Training: Ability to complete agency approved basic investigator and crime scene classes within one year of transfer to the position if not completed prior to assignment.

Knowledge, Skills, and Abilities

- Considerable knowledge of current legal trends and developments.
- Knowledge of the geography of the city and the location of important buildings.
- Working knowledge of the rules and regulations of the police department.
- Working knowledge of modern police methods and procedures.
- Working knowledge of first-aid principles and skill in their application.
- Knowledge of pertinent federal and state laws and city ordinances.
- Skill in the use of firearms.
- Skill in the use of computer equipment, departmental software, and technical resources.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare clear and comprehensive written reports.
- Ability to perform responsible clerical work of limited complexity.
- Ability to assign, instruct, and review the work of subordinates when applicable.
- Ability to deal firmly and tactfully with employees and the public.
- Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to hazards and circumstances.

Essential Duties and Responsibilities

- Respond to crime scenes to process, collect, and log evidence.
- Conduct follow-up investigations on assigned cases.
- Interview witnesses and suspects and evaluate the importance of information received.
- Gather evidence, both digital and conventional physical evidence as well as and obtain statements related to suspected criminal activities.
- Prepare investigative reports and documentation.
- Develop probable cause statements and obtain arrest warrants when appropriate.
- Coordinate with prosecutors, other law enforcement agencies, and task forces to support case development, information sharing, and successful prosecution.
- Present investigative findings in court.
- Maintain case files, records, and work reports.
- Perform other assigned duties as required.

Operational Responsibilities

- Maintain on-call availability to respond to crime scenes and investigative needs.
- Coordinate with patrol officers, supervisors, and other agencies as needed.
- Maintain assigned case files in accordance with departmental standards, ensuring timely updates, accurate documentation, and appropriate case status tracking within the Records Management System.
- Ensure proper evidence handling and chain of custody.
- Maintain appropriate communication with victims and witnesses, providing case updates and ensuring professional, respectful, and trauma-informed interactions.
- Operate in accordance with departmental policy and applicable legal standards.
- Support broader law enforcement operations when directed by supervision.

Physical Requirements

Must have the ability to work in extreme weather conditions and walk on uneven, rocky, and/or muddy terrain. Duties may require bending, lifting, and carrying. Must have the physical capability to subdue individuals who attempt to avoid apprehension. Must pass departmental physical fitness standards.

Working Conditions

Work is performed in both field and office environments. Position requires exposure to potentially hazardous situations and irregular hours associated with investigative work and on-call status.

Other Requirements

- Willing to be available 24/7 for call-outs or phone response based on a predetermined rotation. An hourly pay incentive applies.
- Maintain a valid Alabama driver's license.

- Position is subject to random drug testing.
- Must complete all mandatory departmental training.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.

Police Officer – School Resource Officer

Immediate Supervisor

School Resource Sergeant

Position Summary

The School Resource Officer (SRO) is a sworn law enforcement officer assigned to provide law enforcement, safety, and community engagement services within the school system. This position operates under the direct supervision of the School Resource Sergeant and aligns with the department's School Resource Unit structure.

The SRO is responsible for maintaining a safe and secure educational environment, enforcing laws, preventing crime, and fostering positive relationships between law enforcement and the school community.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Considerable law enforcement experience. Minimum of two years full-time in grade as a patrol officer with the Cullman Police Department.

Certifications: Must maintain APOSTC certification.

Training: Must complete Basic School Resource Officer training within twelve months if not already certified.

Essential Duties and Responsibilities

- Maintain a visible law enforcement presence on assigned campus.
- Enforce applicable laws and ordinances within the school environment.
- Respond to calls for service, emergencies, and disturbances on campus.
- Conduct investigations of criminal incidents occurring on school property.
- Collaborate with school administration on safety concerns and incident response.
- Conduct routine patrols of buildings, grounds, parking lots, and access points.
- Monitor traffic and pedestrian safety during arrival and dismissal periods.
- Provide security for school-sponsored events and activities.
- Prepare reports, citations, and documentation in accordance with department policy.
- Maintain effective communication with the School Resource Sergeant regarding operational matters.
- Support implementation of school safety plans and protocols.

Operational Responsibilities

- Respond to critical incidents and emergencies in a school setting.
- Apply appropriate enforcement action consistent with department policy and law.

- Operate under NIMS/ICS principles during major incidents.
- Assist in emergency preparedness planning and drills.
- Support patrol or city operations when directed by supervision.

Community Engagement and Prevention

- Foster positive relationships with students, faculty, and staff.
- Serve as a liaison between the police department and school administration.
- Promote safety awareness and crime prevention.
- Act as a resource and mentor to students when appropriate.

Knowledge, Skills, and Abilities

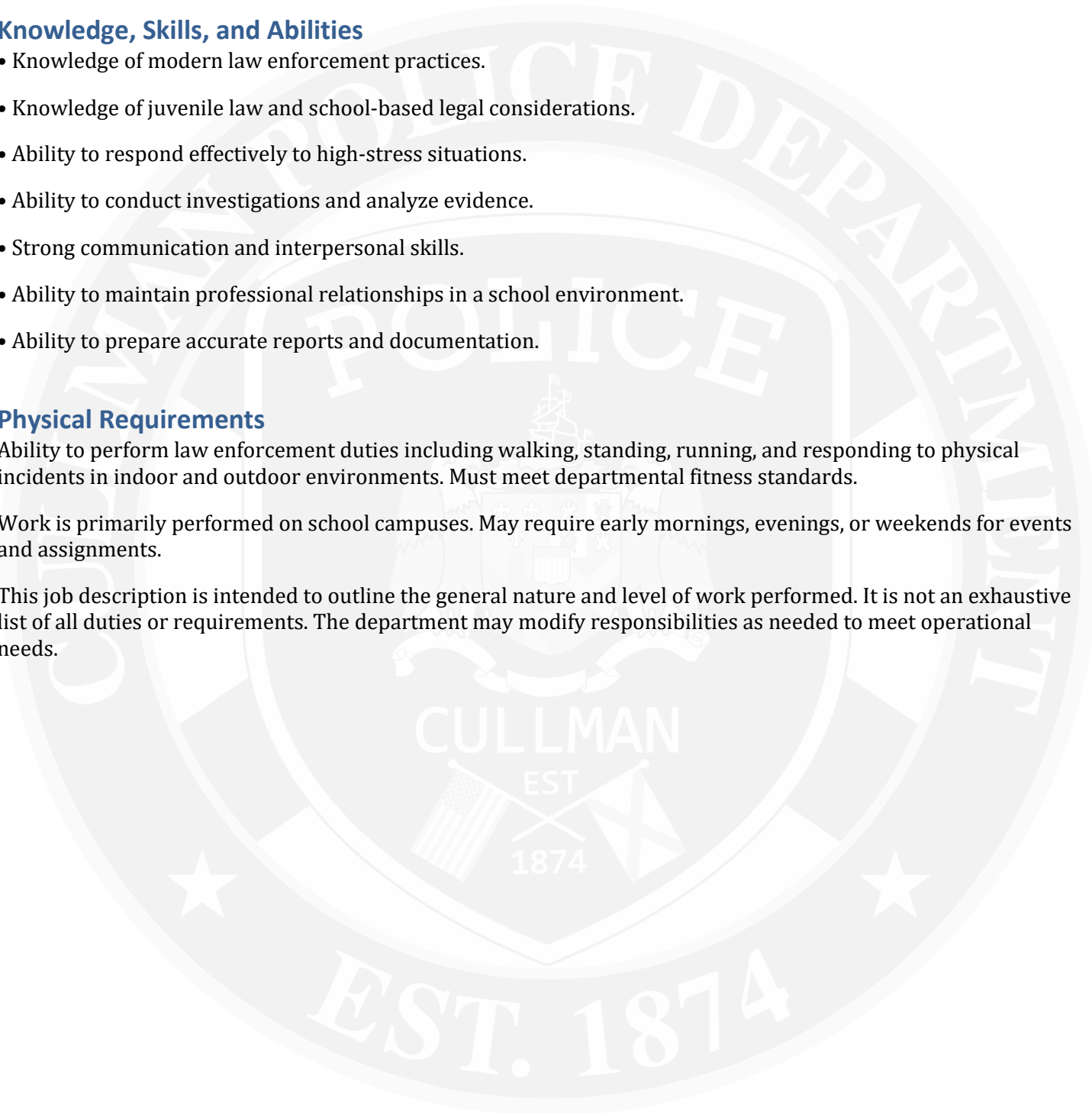
- Knowledge of modern law enforcement practices.
- Knowledge of juvenile law and school-based legal considerations.
- Ability to respond effectively to high-stress situations.
- Ability to conduct investigations and analyze evidence.
- Strong communication and interpersonal skills.
- Ability to maintain professional relationships in a school environment.
- Ability to prepare accurate reports and documentation.

Physical Requirements

Ability to perform law enforcement duties including walking, standing, running, and responding to physical incidents in indoor and outdoor environments. Must meet departmental fitness standards.

Work is primarily performed on school campuses. May require early mornings, evenings, or weekends for events and assignments.

This job description is intended to outline the general nature and level of work performed. It is not an exhaustive list of all duties or requirements. The department may modify responsibilities as needed to meet operational needs.



Police Officer

Department

Police

Immediate Supervisor

Patrol Sergeant

Position Summary

The Police Officer is a sworn law enforcement position responsible for the prevention and detection of crime, protection of life and property, and enforcement of laws and ordinances. Officers provide proactive and reactive police services through patrol, response to calls for service, preliminary investigations, and community engagement.

This position requires the ability to operate independently while exercising sound judgment, professionalism, and adherence to departmental policy, legal standards, and modern policing practices. Work involves exposure to hazardous and potentially violent situations.

Minimum Qualifications

Education: High school diploma or equivalent required.

Certification: Must meet all state requirements for certification as a law enforcement officer or be able to obtain certification within a prescribed timeframe as determined by the agency at hire.

Knowledge, Skills, and Abilities

- Knowledge of, or ability to learn modern police methods, practices, and procedures.
- Knowledge of, or ability to learn federal, state, and local laws and ordinances.
- Knowledge of, or ability to learn departmental policies and procedures.
- Ability to analyze situations and make sound decisions under pressure.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare clear, accurate, and comprehensive reports.
- Ability to effectively use modern technology including computers, mobile data systems, body-worn cameras, and radio communications.
- Ability to gather, document, and preserve evidence.

- Ability to interact with the public in a professional and respectful manner.
- Ability to remember details, observations, and events.
- Ability to follow oral and written instructions and operate independently.
- Ability to apply de-escalation techniques and problem-solving strategies in field situations.

Essential Duties and Responsibilities

- Patrol assigned areas by vehicle, foot, or other means to prevent crime and enforce laws.
- Respond to calls for service including emergencies, crimes in progress, and public assistance requests.
- Conduct preliminary investigations, gather evidence, interview victims and witnesses, and document findings.
- Make arrests and issue citations in accordance with applicable laws and departmental policy.
- Prepare detailed reports, citations, and documentation using departmental systems.
- Testify in court and assist with case preparation as required.
- Conduct traffic enforcement and investigate traffic crashes.
- Provide assistance to the public, including conflict resolution and referral to appropriate resources.
- Engage in community policing efforts to promote positive relationships between the department and the public.
- Operate departmental vehicles and equipment safely and effectively.
- Perform related duties as assigned.

Operational Responsibilities

- Ensure compliance with departmental policies, procedures, and legal standards.
- Properly collect, handle, and document evidence in accordance with chain-of-custody requirements.
- Utilize departmental technology systems for reporting, communication, and information gathering.
- Maintain situational awareness and officer safety practices at all times.
- Coordinate with supervisors and other units as needed during incidents.
- Participate in ongoing training and maintain required certifications.

Physical Requirements

- Ability to work in extreme weather conditions and varied terrain.
- Ability to bend, lift, and carry objects.
- Ability to physically restrain individuals when necessary.
- Must meet departmental physical fitness standards.

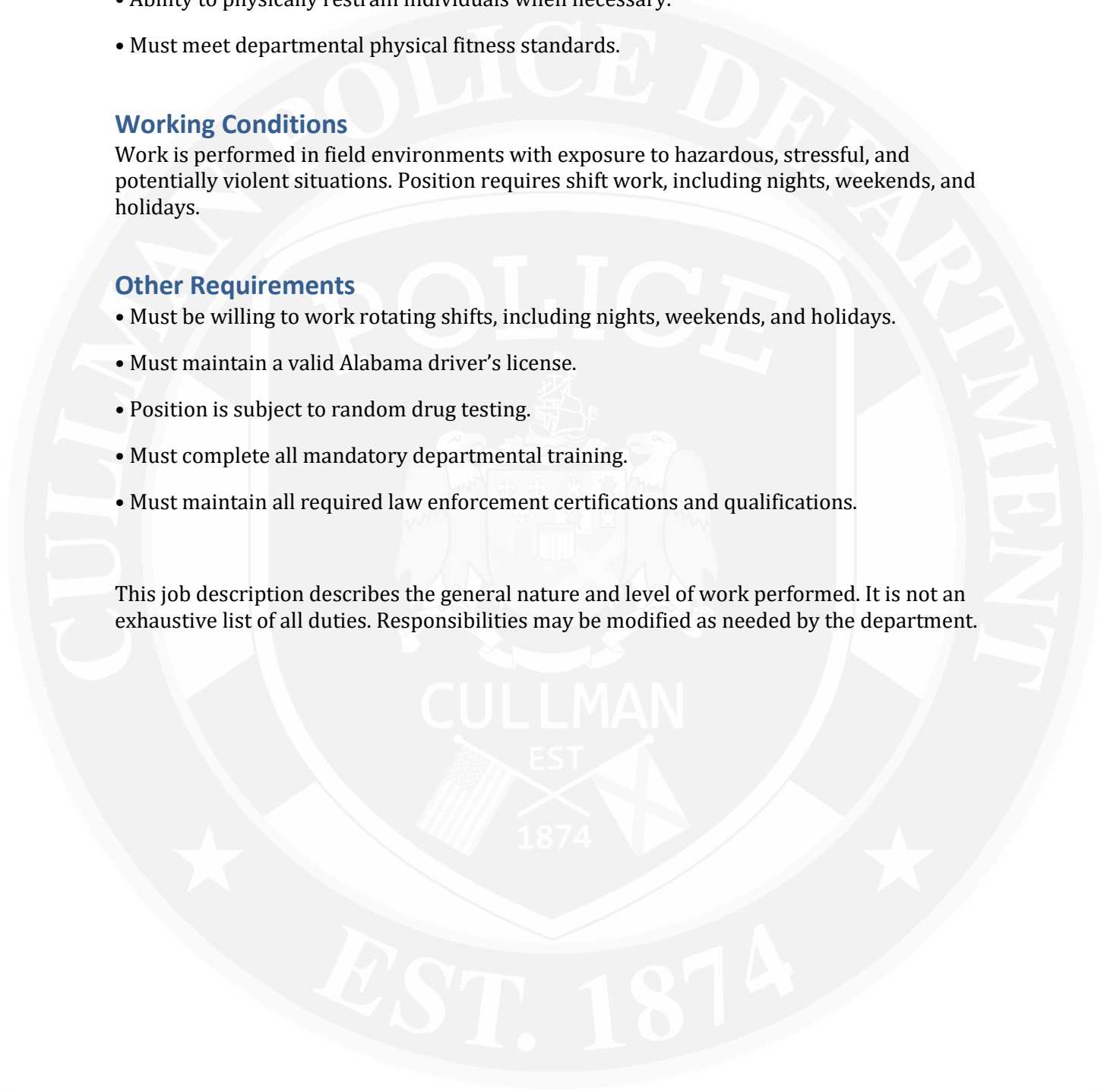
Working Conditions

Work is performed in field environments with exposure to hazardous, stressful, and potentially violent situations. Position requires shift work, including nights, weekends, and holidays.

Other Requirements

- Must be willing to work rotating shifts, including nights, weekends, and holidays.
- Must maintain a valid Alabama driver's license.
- Position is subject to random drug testing.
- Must complete all mandatory departmental training.
- Must maintain all required law enforcement certifications and qualifications.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Records Specialist

Immediate Supervisor

Division Major

Position Summary

The Records Specialist is a professional position within the Police Department Records Division responsible for advanced records management, data integrity, and criminal justice reporting functions. This position performs specialized records processing duties above the entry-level records clerk function and serves as a subject matter resource for complex records management tasks.

The Records Specialist ensures the accuracy, quality control, and proper classification of police reports and criminal justice data, including state and federal reporting requirements such as Incident-Based Reporting (IBR). The position also manages sensitive records requests, court orders, expungements, and other specialized documentation processes.

Although this role does not supervise employees, it is considered a senior-level position within the Records Division and is expected to demonstrate advanced knowledge, independent judgment, and leadership in records processing standards and data management practices.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience in police records management, criminal justice information systems, data processing, or administrative support functions within a law enforcement or government environment preferred.

Must obtain and maintain NCIC certification as required for access to criminal justice information systems.

Essential Duties and Responsibilities

- Perform advanced review and quality control of police reports and related documentation prior to final records submission.
- Ensure proper classification and coding of incident reports in accordance with state Incident-Based Reporting (IBR) requirements.
- Submit required law enforcement statistical reports to state or federal reporting systems.
- Maintain the integrity and accuracy of the department's records management systems (RMS).
- Identify data inconsistencies or errors in police reports and coordinate corrections with reporting officers and when required, their supervisors.
- Process, maintain, and archive criminal and non-criminal incident reports, arrest records, and investigative files.
- Maintain records retention and destruction schedules in accordance with applicable laws and policies.
- Review and process court orders including expungements, youthful offender orders, and other judicial directives.
- Ensure compliance with legal requirements related to the release, restriction, or sealing of records.
- Assist with the preparation and fulfillment of records requests in accordance with applicable laws and departmental policy.
- Maintain documentation regarding records releases and legal compliance actions.

- Ensure sensitive or restricted records are handled in accordance with criminal justice information security standards.
- Maintain and support the department's records and database systems including user access and quality control processes.
- Monitor records data for accuracy, completeness, and compliance with reporting standards.
- Assist department personnel with the proper use of records systems and data entry standards.
- Generate statistical and operational reports from departmental databases for command staff or administrative review.
- Support internal audits or reviews of departmental records systems.
- Serve as a knowledgeable resource to department personnel regarding records procedures and documentation standards.
- Assist with the development and improvement of records management processes and documentation practices.
- Maintain organized filing systems for both digital and physical records.
- Coordinate with court personnel, prosecutors, and other criminal justice agencies regarding records processing.
- Assist in responding to inquiries from department personnel, other agencies, and members of the public regarding records-related matters.

Knowledge, Skills, and Abilities

- Knowledge of police records management practices and criminal justice information systems.
- Knowledge of Incident-Based Reporting (IBR) or similar state and federal reporting requirements.
- Knowledge of applicable laws governing criminal justice records, public records access, and records retention.
- Ability to review complex law enforcement reports for accuracy and completeness.
- Ability to maintain strict confidentiality when handling sensitive criminal justice information.
- Ability to analyze records data and identify discrepancies or reporting errors.
- Ability to prepare written correspondence and administrative reports.
- Ability to establish and maintain effective working relationships with department personnel and other criminal justice agencies.
- Ability to communicate clearly and professionally with both internal staff and members of the public.

Physical Requirements

The position requires the ability to perform office-based work including sitting or standing for extended periods of time. Occasional lifting or movement of records storage boxes or files may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Working Conditions

Work is performed primarily in an office environment within the Police Department Records Division. The position may occasionally require schedule flexibility to support operational needs or time-sensitive records processing.

The duties listed above are intended to describe the general nature and level of work performed by an individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required.

Sergeant – Administrative / Training

Immediate Supervisor

Administrative Lieutenant

Position Summary

The Administrative (Training) Sergeant is a first-line supervisory and technical position responsible for assisting in the development, coordination, delivery, and documentation of the department's training programs. This position operates under the direction of the Administrative Lieutenant and supports department-wide compliance with all training, certification, and professional development requirements.

The Training Sergeant plays a key role in implementing the department's training plan, maintaining accurate training records, coordinating training logistics, and ensuring personnel meet required standards. This position also assists with onboarding, equipment coordination, and specialized program tracking while serving as a subject matter resource for training-related matters.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Minimum of five years as a sworn law enforcement officer with demonstrated training or supervisory experience.

Must be capable of serving as a firearms instructor and range master or obtain certification within a reasonable timeframe.

Essential Duties and Responsibilities – Training Coordination

- Assist in implementing and maintaining the department's comprehensive training plan.
- Coordinate scheduling and delivery of in-service and specialized training.
- Facilitate training sessions and present instructional materials when assigned.
- Act as the primary firing range point of contact and coordinator.
- Coordinate with instructors, vendors, and partner agencies for training delivery.
- Identify training needs and communicate recommendations to the Administrative Lieutenant.
- Assist with development of training materials and lesson plans.

Records and Compliance Responsibilities

- Maintain accurate and complete training records for all department personnel.
- Ensure proper documentation, filing, and retention of training-related records.
- Assist with completion and submission of required APOSTC documentation.
- Maintain individual training files and track certifications and expirations.
- Prepare training documentation for audits, inspections, or administrative review.

- Ensure personnel meet required training standards and report deficiencies to supervision.

Onboarding and Personnel Support

- Assist in coordinating onboarding and initial training for new employees.
- Facilitate completion of required paperwork and submission of forms to regulatory agencies.
- Serve as a resource to personnel regarding training requirements and procedures.

Equipment and Program Support

- Maintain inventory and accountability of training-related equipment including weapons and specialized gear.
- Assist with management of departmental equipment assigned to specialized functions
- Oversee operation and maintenance of the firing range and other training facilities.
- Coordinate logistical needs for training events and operational readiness.

Operational and Administrative Responsibilities

- Assist the Administrative Lieutenant with planning, coordination, and administrative tasks.
- Support development and implementation of departmental policies and procedures.
- Prepare reports, recommendations, and documentation related to training and assigned programs.
- Participate in evaluation of departmental training effectiveness and operational readiness.
- Perform other duties as assigned consistent with rank and assignment.

Leadership and Supervision

- Provide limited supervisory direction in training environments or when assigned.
- Promote professionalism, accountability, and adherence to departmental standards.
- Serve as a mentor and resource for officers regarding training and performance expectations.
- Assist in evaluating personnel performance related to training and proficiency.

Knowledge, Skills, and Abilities

- Knowledge of modern law enforcement training practices and procedures.
- Knowledge of APOSTC standards and certification requirements.
- Knowledge of departmental policies, procedures, and operational practices.
- Ability to coordinate and deliver training programs effectively.
- Ability to maintain detailed and accurate records.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to organize and manage multiple assignments and priorities.
- Ability to work collaboratively with personnel at all levels of the organization.

Certifications: Must possess and maintain APOSTC certification. Law enforcement instructor certifications and firearms instructor qualification.

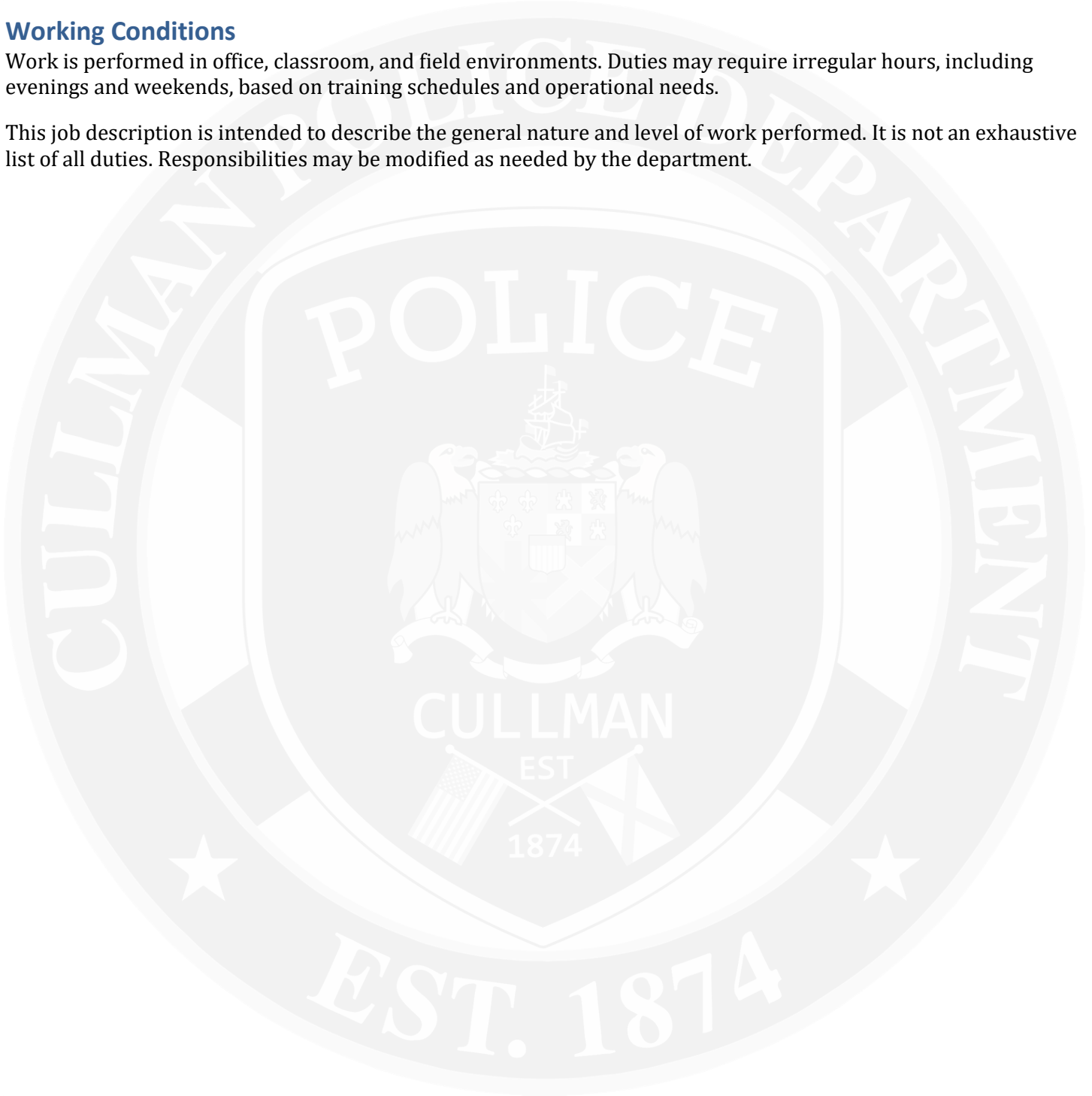
Physical Requirements

Ability to perform law enforcement duties including standing, walking, and participation in training exercises. Must be capable of operating in outdoor environments and under varying conditions.

Working Conditions

Work is performed in office, classroom, and field environments. Duties may require irregular hours, including evenings and weekends, based on training schedules and operational needs.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Police Sergeant – Investigation

Immediate Supervisor

Division Major

Position Summary

The Investigative Sergeant is a first-line supervisory position responsible for overseeing criminal investigations, directing investigative personnel, and ensuring effective case management and operational performance within the Investigations Division. The position includes both supervisory responsibilities and active participation in complex or high-profile investigations.

The Investigative Sergeant ensures compliance with departmental policy, legal standards, and best practices, while maintaining accountability for case progression, evidence handling, and investigative outcomes. This role requires leadership, analytical ability, and coordination across multiple units and external agencies.

Minimum Qualifications

Education: High school diploma or equivalent.

Experience: Considerable law enforcement experience. Minimum of two years full-time as an officer with the department.

Training: Ability to complete approved basic investigator and crime scene courses within one year of assignment if not previously completed.

Knowledge, Skills, and Abilities

- Considerable knowledge of current legal trends and developments.
- Knowledge of city geography and key locations.
- Working knowledge of departmental policies and procedures.
- Knowledge of modern investigative methods, including digital evidence handling.
- Knowledge of applicable federal, state, and local laws.
- Skill in use of firearms and departmental technology systems.
- Ability to supervise, direct, and evaluate personnel.
- Ability to analyze complex cases and develop investigative strategies.
- Ability to prepare clear and comprehensive reports.
- Ability to communicate effectively with personnel, prosecutors, and the public.
- Ability to coordinate investigations involving multiple personnel or agencies.

Essential Duties and Responsibilities

- Respond to and assume command of crime scenes unless relieved by a higher-ranking officer.
- Supervise and direct investigative personnel in assigned cases.

- Review and evaluate case reports, documentation, and investigative work product.
- Triage, assign, and monitor cases to ensure timely follow-up and proper disposition.
- Conduct or assist with complex or high-profile investigations.
- Interview witnesses and suspects and evaluate information obtained.
- Gather and oversee collection of evidence, including digital evidence sources.
- Prepare and review probable cause statements and arrest warrants.
- Present investigative findings in court and assist with prosecution preparation.
- Provide guidance, leadership, and mentorship to assigned personnel.
- Provide follow-up communication to victims in significant cases when appropriate.
- Coordinate with prosecutors, other agencies, and task forces to support case development.
- Present training materials and assist in development of investigative training programs.
- Keep work records and prepare reports as required.
- Perform other assigned duties as required.

Operational Responsibilities

- Ensure proper evidence handling and chain of custody in all investigations.
- Oversee case management practices, ensuring timely updates and accurate documentation in records systems.
- Maintain accountability for investigative caseloads and workload distribution.
- Ensure compliance with departmental policies and applicable legal standards.
- Coordinate investigative efforts with patrol, specialized units, and external agencies.
- Respond to call-outs and maintain availability for major incidents.
- Operate within NIMS/ICS principles during major incidents when applicable.

Leadership and Supervision

- Provide direct supervision of investigative personnel.
- Inspect personnel for readiness, equipment, and compliance with standards.
- Evaluate performance and provide coaching and corrective guidance.
- Promote professionalism, accountability, and ethical conduct.
- Ensure subordinate personnel meet training and performance expectations.

Physical Requirements

Must have the ability to work in extreme weather conditions and traverse uneven terrain. Duties may involve bending, lifting, and carrying. Must meet departmental physical fitness standards.

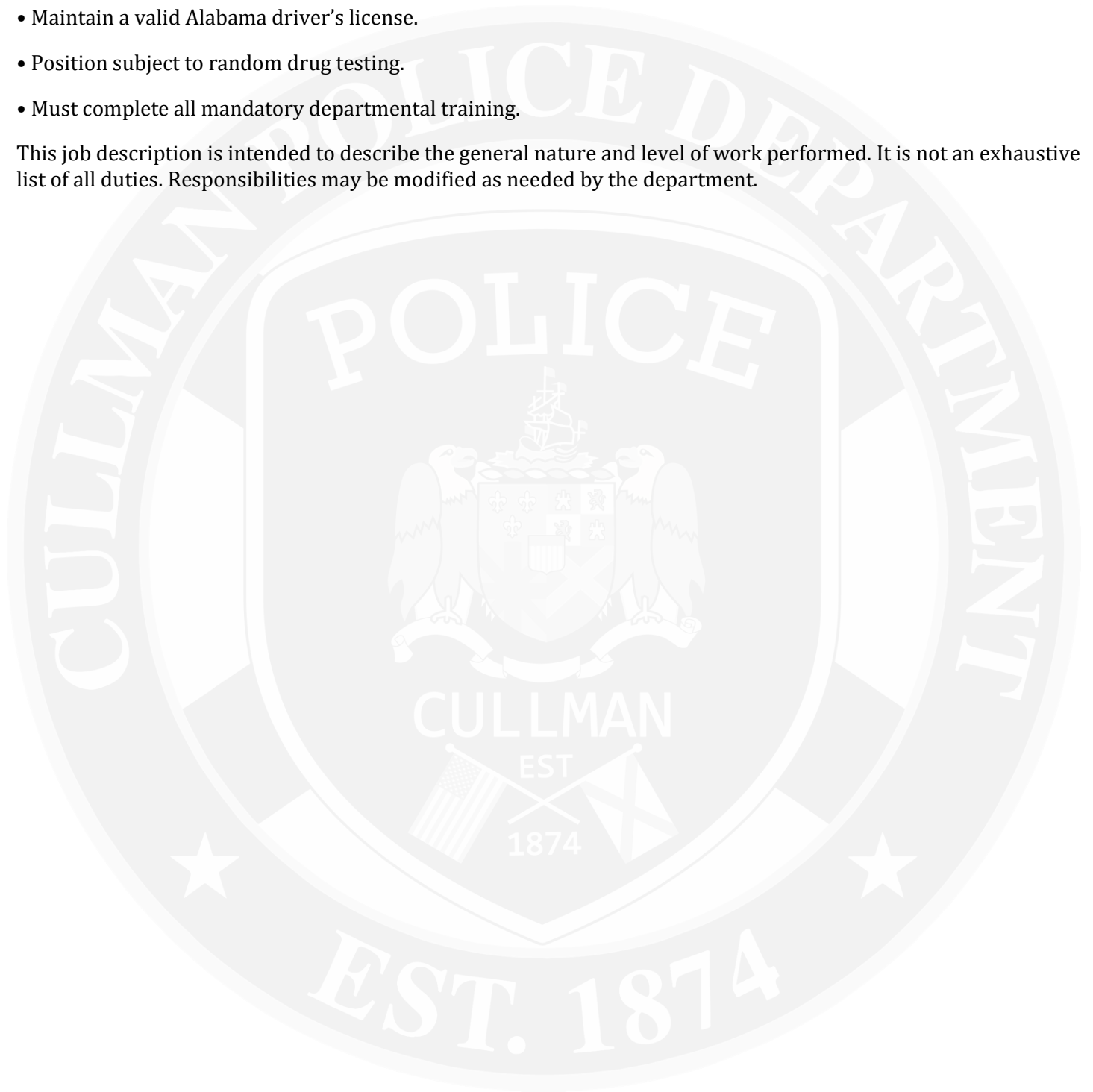
Working Conditions

Work is performed in both field and office environments. Position involves exposure to potentially hazardous situations and requires availability outside normal working hours.

Other Requirements

- Willing to be available 24/7 for call-outs or phone response based on a predetermined rotation. An hourly pay incentive applies.
- Maintain a valid Alabama driver's license.
- Position subject to random drug testing.
- Must complete all mandatory departmental training.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Sergeant – Patrol

Immediate Supervisor

Patrol Lieutenant

Position Summary

The Patrol Sergeant is a first-line supervisory position responsible for overseeing patrol operations, supervising assigned personnel, and ensuring effective delivery of law enforcement services during assigned shifts. The Patrol Sergeant provides leadership, guidance, and operational direction to officers while actively participating in field operations.

This position ensures compliance with departmental policy, legal standards, and modern policing practices, including report review, training, performance management, and response to critical incidents. The Patrol Sergeant may assume command in the absence of higher-ranking personnel.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience: Considerable law enforcement experience. Must be a fully qualified police officer with no less than five years of experience, including a minimum of two years with the department.

Knowledge, Skills, and Abilities

- Considerable knowledge of the geography of the city and key locations.
- Working knowledge of departmental policies, procedures, and modern police practices.
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of first aid principles and emergency response procedures.
- Skill in the use of firearms and departmental equipment.
- Proficiency in computer systems, records management systems, and data analysis tools.
- Ability to supervise, direct, and evaluate personnel.
- Ability to analyze situations and make sound decisions under pressure.
- Ability to prepare, review, and approve detailed reports.
- Ability to communicate effectively with personnel and the public.
- Ability to maintain discipline, accountability, and professional standards.

Essential Duties and Responsibilities

- Conduct shift briefings, including dissemination of crime trends, operational updates, and training information.
- Supervise patrol officers and ensure effective performance of assigned duties.
- Review, approve, and route officer reports, ensuring accuracy and completeness.
- Provide on-shift training, coaching, and mentoring to assigned personnel.
- Inspect personnel for proper uniform, equipment, and readiness for duty.
- Respond to and manage critical incidents until relieved by higher authority.
- Ensure proper staffing levels and coordinate schedules, leave, and assignments.
- Patrol assigned areas to monitor officer activity and operational effectiveness.
- Address performance issues, policy violations, and disciplinary matters as appropriate.
- Coordinate traffic control operations and oversee responses to major events or incidents.
- Analyze data related to calls for service, crime trends, and officer activity.
- Prepare reports and maintain documentation as required.
- Perform related duties as assigned.

Operational Responsibilities

- Ensure compliance with departmental policies, procedures, and legal standards.
- Monitor and manage calls for service and resource allocation during assigned shifts.
- Ensure proper documentation and evidence handling in patrol operations.
- Coordinate with other divisions and external agencies during operations.
- Participate in incident command functions consistent with ICS/NIMS principles when applicable.
- Maintain readiness for emergency response and supervisory oversight at all times.

Leadership and Supervision

- Provide direct supervision of assigned personnel.
- Evaluate employee performance and provide coaching and corrective action as needed.
- Promote professionalism, accountability, and ethical conduct.
- Ensure personnel meet training and performance requirements.
- Foster a positive and productive work environment.

Physical Requirements

- Ability to work in extreme weather conditions and varied terrain.
- Ability to bend, lift, and carry objects.
- Ability to physically subdue individuals when necessary.
- Must meet departmental physical fitness standards.

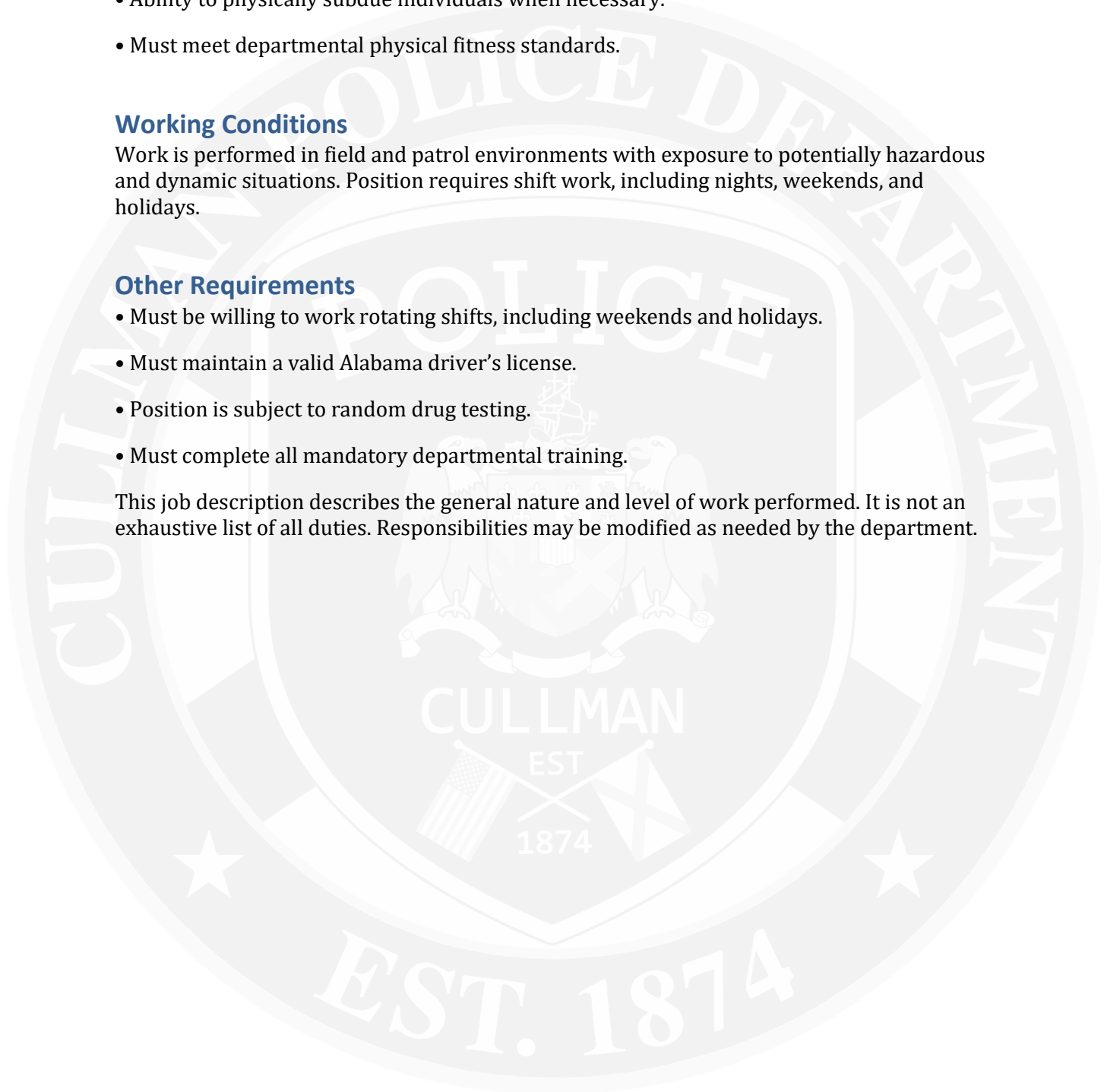
Working Conditions

Work is performed in field and patrol environments with exposure to potentially hazardous and dynamic situations. Position requires shift work, including nights, weekends, and holidays.

Other Requirements

- Must be willing to work rotating shifts, including weekends and holidays.
- Must maintain a valid Alabama driver's license.
- Position is subject to random drug testing.
- Must complete all mandatory departmental training.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all duties. Responsibilities may be modified as needed by the department.



Sergeant – School Resource

Immediate Supervisor

Division Major

Position Summary

The School Resource Sergeant serves as the first-line supervisor for the School Resource Officer (SRO) program and is responsible for the coordination of school-based policing services within the Cullman City School System. The position provides leadership, oversight, and administrative coordination for assigned SRO personnel while ensuring effective partnerships between the Police Department and school administration.

In addition to SRO supervision, the Sergeant serves as the department's Special Events and Extra Duty Coordinator, responsible for planning, coordinating, and managing police staffing for city events, school events, and other large public gatherings requiring law enforcement presence. This includes scheduling personnel for extra-duty assignments, coordinating with event organizers, assessing security needs, and ensuring appropriate operational planning for public safety.

This position requires strong leadership, organizational, and communication skills, as well as the ability to coordinate complex events and maintain effective partnerships with school officials, city departments, and the community.

Minimum Qualifications

Education: High school diploma or equivalent required.

Experience:

Must be a full-time sworn law enforcement officer with the Cullman Police Department and possess demonstrated supervisory ability.

Essential Duties and Responsibilities – School Resource Officer Program Supervision

- Supervise and coordinate the activities of School Resource Officers assigned to Cullman City Schools.
- Develop schedules and ensure appropriate SRO coverage for all assigned schools.
- Review reports, activity logs, and other documentation prepared by SRO personnel.
- Evaluate performance and provide coaching, mentoring, and corrective guidance to assigned officers.
- Serve as the primary liaison between the Police Department and school system administrators.
- Coordinate law enforcement responses to incidents occurring on school campuses.
- Assist with school safety planning, threat assessments, and emergency preparedness efforts.
- Ensure SRO personnel maintain required training and certifications.

Essential Duties and Responsibilities – Special Events and Extra Duty Coordination

- Serve as the department's primary coordinator for special events and extra-duty law enforcement assignments.
- Plan and coordinate police staffing for city-sponsored events, festivals, parades, and public gatherings.
- Serve as the department liaison with event organizers, city departments, and outside partners regarding public safety planning.
- Evaluate event security needs and develop operational plans for staffing, traffic control, crowd management, and emergency response.

- Coordinate scheduling and assignment of officers for extra-duty security details.
- Manage requests for off-duty law enforcement services from outside organizations.
- Maintain records and documentation related to extra-duty assignments.
- Coordinate with department administration to ensure proper payroll processing and billing for extra-duty services.
- Assist command staff with planning for large-scale events or incidents requiring multi-agency coordination.

Operational Responsibilities

- Respond to major incidents occurring at schools or special events.
- Assume initial Incident Command responsibilities when appropriate until relieved by a higher-ranking officer.
- Ensure operations follow National Incident Management System (NIMS) and Incident Command System (ICS) principles.
- Assist in planning security and traffic operations for large gatherings.
- Address citizen complaints or concerns related to school policing or special event operations.

Administrative Responsibilities

- Assist division leadership in developing operational goals, policies, and procedures related to school policing and event coordination.
- Prepare reports, operational plans, and documentation related to assigned programs.
- Maintain accurate records of SRO activity, extra-duty assignments, and event planning.
- Assist in identifying equipment or resource needs related to school safety and special events.
- Attend coordination meetings with school officials, city leadership, and event planners.

Leadership and Personnel Management

- Provide direct supervision and leadership to School Resource Officers.
- Conduct performance evaluations and provide ongoing professional development.
- Promote professionalism, accountability, and ethical conduct among assigned personnel.
- Address personnel issues, conflicts, or performance concerns when necessary.
- Support officer wellness and professional development initiatives.

Knowledge, Skills, and Abilities

- Knowledge of modern law enforcement practices and supervisory principles.
- Knowledge of school-based policing strategies and juvenile law enforcement considerations.
- Knowledge of event planning, crowd management, and traffic control operations.
- Knowledge of applicable federal, state, and local laws related to school safety and law enforcement operations.
- Ability to coordinate complex events involving multiple agencies or organizations.
- Ability to supervise personnel and manage operational assignments.

- Ability to communicate effectively with law enforcement personnel, school administrators, city officials, and the public.
- Ability to analyze situations and make sound decisions under pressure.
- Ability to prepare written reports, operational plans, and administrative documentation.

Specialized Training:

Basic School Resource Officer training required within six months of assignment if not previously completed.

Advanced School Resource Officer training recommended.

Attendance at professional SRO training conferences such as TAASRO encouraged for continuing education.

Certification:

Must possess and maintain Alabama Peace Officers Standards and Training (APOSTC) certification.

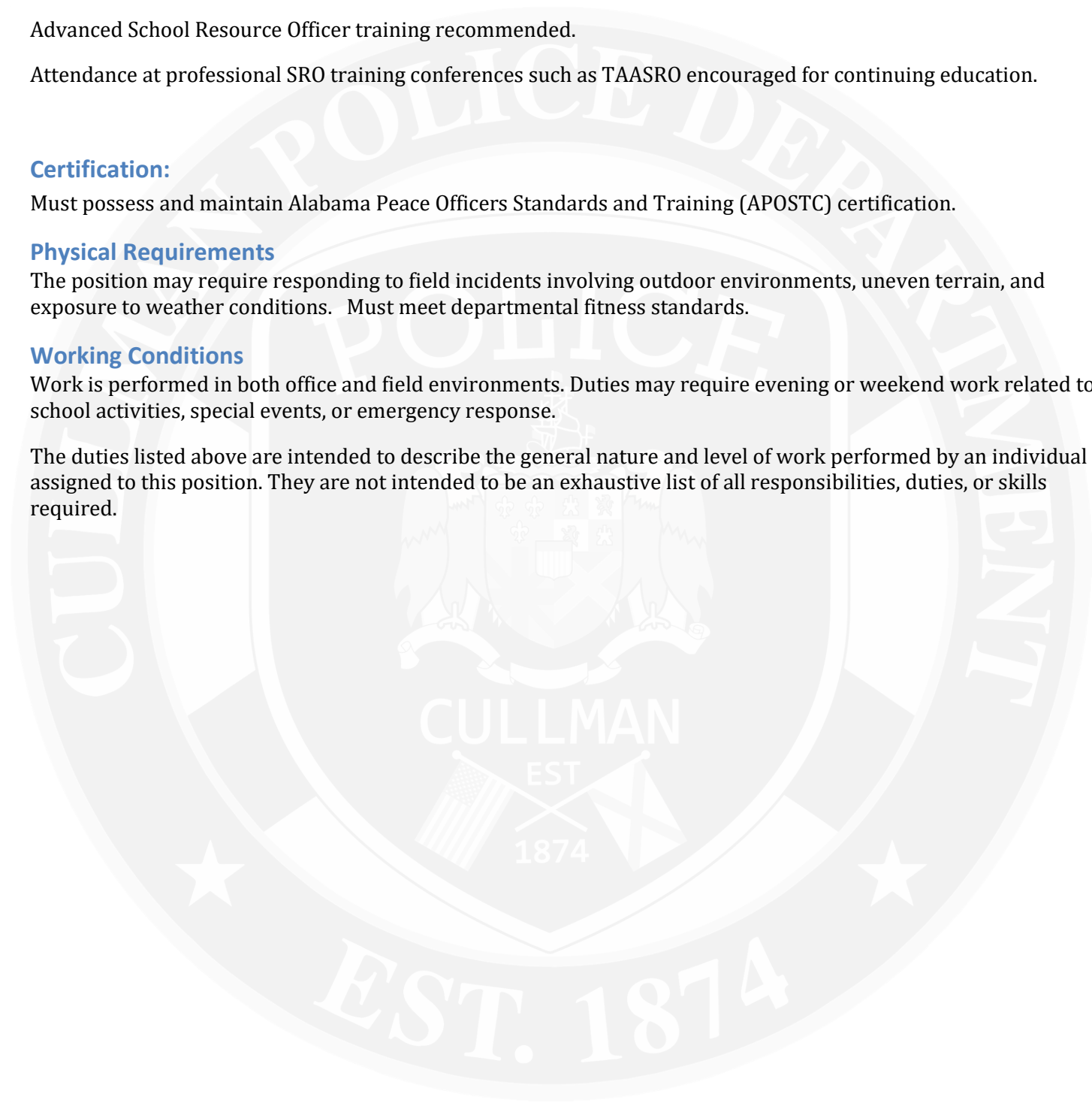
Physical Requirements

The position may require responding to field incidents involving outdoor environments, uneven terrain, and exposure to weather conditions. Must meet departmental fitness standards.

Working Conditions

Work is performed in both office and field environments. Duties may require evening or weekend work related to school activities, special events, or emergency response.

The duties listed above are intended to describe the general nature and level of work performed by an individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required.



City of Cullman Job Description

Position Title: Accounts Payable Specialist

Department: Accounting

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: City Treasurer

Compensation: Full-Time / Hourly

Description:

This is routine bookkeeping and office work in the maintenance or review of fiscal records.

To ensure accurate accounting records for receipts and/or disbursements within the City, this is a responsible nonsupervisory position. Duties include performing a variety of complex clerical and entry-level bookkeeping and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports. Employees in this category are responsible for coding source documents and entering data into computers. Detailed instructions are given at the beginning of work and on subsequent new assignments.

Detailed Work Activities:

- Coding source documents.
- Prepares and posts accounting documents by computer, such as fees, receipts, invoices, requisitions, vouchers, expense accounts, and related operating reports.
- Verifies math on source documents.
- Receives and counts cash; maintains cash book or other control records.
- Assists in balancing accounts by running tapes, proofreading, etc.; prepares summary of balances, cost information, or other reports as requested for supervisor's use in preparing financial statements.
- Operates calculator, and other office machines.
- Proofreads and posts operations progress or other reports and makes a monthly summary or recaps of such reports as needed.
- Maintains file system for accounting records and associated documents.

Other Requirements:

- Maintain a valid Alabama driver's license to drive CC vehicles

Qualifications:

Education:

- High school graduation or its equivalent, including courses in bookkeeping.

Experience:

- At least one (1) year of experience in bookkeeping, accounting, or secretarial assignments involving advanced recordkeeping (directly related business school or college courses may be substituted equally for up to six (6) months' experience); or any equivalent combination of experience and training

Knowledge, Skills, Abilities:

- Working knowledge of bookkeeping theories and practices and accepted office procedures.
- Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations with and without mechanical assistance (ability to operate a calculator by touch).
- Ability to understand and follow oral and written instructions and technical terminology.
- Ability to prepare financial and other records in a systematic, neat, legible manner.
- Ability to establish and maintain effective working relationships with coworkers, a variety of governmental employees and officials, and the general public.
- Must be proficient in Microsoft Office applications, including Excel and Outlook.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Accounts Receivable Specialist

Department: Accounting

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: City Treasurer

Compensation: Full-Time / Hourly

Description:

The Accounts Receivable Specialist performs responsible clerical and accounting work involving the billing, collection, recording, and reconciliation of revenues owed to the municipality. This position maintains accurate financial records, processes customer payments, assists with account inquiries, and supports the Accounting Department in ensuring timely collection of municipal revenues.

Detailed Work Activities:

- Generate and process invoices, statements, and other municipal receivables.
- Receive, record, and post payments from residents, businesses, and other entities.
- Reconcile daily cash receipts and prepare deposits in accordance with municipal policies.
- Monitor outstanding accounts and follow up on delinquent balances.
- Maintain accurate customer and account records within the financial management system.
- Research and resolve billing discrepancies, payment issues, and customer inquiries.
- Prepare reports related to accounts receivable activity, collections, aging schedules, and revenue trends.
- Assist with month-end and year-end closing procedures.
- Support audit requests by providing documentation and account information.
- Process adjustments, credits, refunds, and account corrections as authorized.
- Ensure compliance with applicable municipal policies, accounting standards, and internal controls.
- Collaborate with other departments regarding billing, permits, taxes, utilities, and other revenue-related matters.
- Perform general administrative and clerical duties assigned.

Qualifications:

Education:

- High school diploma or GED required.
- Associate degree in Accounting, Business Administration, Finance, or a related field is preferred.
- Experience in municipal government, utility billing, or public sector accounting preferred.
- Equivalent combinations of education and experience may be considered.

Knowledge, Skills, Abilities:

- Knowledge of basic accounting and bookkeeping principles.
- Knowledge of accounts receivable processes and collection procedures.
- Proficiency in Microsoft Office applications, particularly Excel.
- Ability to operate financial and municipal management software.
- Strong mathematical and data-entry skills with a high degree of accuracy.
- Ability to maintain confidential financial information.
- Strong customer service and communication skills.
- Ability to organize work, prioritize tasks, and meet deadlines.
- Ability to interpret and apply municipal policies and procedures.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Senior Accounts Payable Specialist

Department: Accounting

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: City Treasurer

Compensation: Full-Time / Hourly

Description:

This is an entry-level professional accounting position involving the maintenance and review of fiscal records and related financial documentation.

The purpose of this role is to ensure accurate accounting records for receipts and/or disbursements within the city. This is a responsible nonsupervisory position. Detailed instructions are not necessary, and the employee performs work as needed without supervision.

Duties include performing a variety of complex clerical, bookkeeping, and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports. Employees in this category are responsible for coding source documents and entering data into computers.

Detailed Work Activities:

(All duties listed may not be found in each position, nor does the list necessarily include all tasks which may be assigned to positions in this class.)

- Codes source documents
- Prepares and posts accounting documents by computer, such as fees, receipts, invoices, requisitions, vouchers, expense accounts, and related operating reports
- Verifies math on source documents
- Receives and counts cash; maintains cash book or other control records
- Assists in balancing accounts by running tapes, proofreading, etc.
- Prepares summary of balances, cost information, or other reports as requested for supervisor's use in preparing financial statements
- Operates calculator, and other office machines
- Proofreads and posts operations progress or other reports and makes a monthly summary or recaps of such reports as needed

- Maintains file system for accounting records and associated documents

Other Requirements:

- Maintain a valid Alabama driver's license to drive CC vehicles

Qualifications:

Education: High school graduation or its equivalent, including courses in bookkeeping.

Experience: At least two (2) years of experience in bookkeeping, accounting, or secretarial assignments involving advanced recordkeeping (directly related business school or college courses may be substituted equally for up to six (6) months' experience); or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Must be bondable.

Knowledge, Skills, Abilities:

- Working knowledge of bookkeeping theories and practices and accepted office procedures
- Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations with and without mechanical assistance (ability to operate a calculator by touch)
- Ability to understand and follow oral and written instructions and technical terminology
- Ability to prepare financial and other records in a systematic, neat, legible manner
- Ability to establish and maintain effective working relationships with coworkers, a variety of governmental employees and officials, and the public
- Must be proficient in Microsoft Office applications, including Excel and Outlook

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Staff Accountant

Department: Accounting

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: City Treasurer

Compensation: Full-Time / Hourly

Description:

This is a professional level position in which an employee works with a high degree of independence in performing accounting functions and may assist in training and supervision of other accounting personnel.

Employees in this role assist the Treasurer with his/her duties. This role monitors accurate accounting records for receipts and disbursements; distributes and explains monthly revenue and expenditure reports to departments; monitors accounts payable and may perform purchasing and accounts payable functions. Duties include verifying the accuracy of accounting records and reviewing financial and statistical work and reports prepared by other personnel.

Detailed Work Activities:

(All duties listed may not be found in each position, nor does the list necessarily include all tasks which may be assigned to positions in this class.)

- Verifies posting of receipts and disbursements; furnishes monthly copies to various departments; noting variations from the budget.
- Monitors accounts payable; may perform purchasing, bidding and accounts payable functions.
- Calculates wholesale water billings; prepares monthly reports of water sales and usage for annual reports.
- Calculates sewer refunds for eligible customers and prepares monthly reports for the sewer department.
- May calculate job costing for repairs and improvement made by water and sewer departments.
- Assists department heads in preparation of budget requests and budget amendments.
- Allocates shared costs among various departments.

- May assist with fixed asset and depreciation accounting.
- May be responsible for other accounting functions as necessary.
- Performs such other duties as assigned.

Other Requirements:

- Maintain a valid Alabama driver's license to drive CC vehicles

Qualifications:

- An associate degree in accounting (bachelor's degree in accounting, or mathematics or finance supplemented with accounting courses preferred), and at least two (2) years responsible experience in governmental or fund accounting, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Knowledge, Skills, Abilities:

- Working knowledge of generally accepted accounting practices and principles fund or governmental accounting; public agency budgeting practices; and laws and regulations regarding municipal financial operations
- Good communication and organizational skills are needed
- Must have ability to perform most accounting functions

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Utilities Billing Specialist

Department: Accounting

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Treasurer

Compensation: Full-Time / Hourly

Description:

Under the supervision of the City Treasurer, the employee performs a combination of accounting and specialized clerical duties in the areas of accounts receivable, record retention, and general accounting. Duties include data entry and accounts receivable.

Detailed Work Activities:

Accounts receivable:

- Enters data into appropriate software programs
- Prepares and assists in the preparation of correct and timely reports
- Maintains files, as required by the City Treasurer
- Prints and maintains A/R reports, or other reports, as may be required by the City Treasurer
- Maintains files of paid utility bills
- Maintains files of all data entry reports
- Ensures compliance with record retention guidelines

General Office:

- Performs general office duties including typing, filing, and operating telephones
- Assists with other clerical/accounting duties as requested by the City Treasurer
- Responsible for following departmental and sound accounting practices and controls related to the duties performed
- Responsible for maintaining and contributing to a positive work environment
- Process utility payments from drop box, post office box, and online
- Prepares deposit slips
- Monitors accounts and applies late fees as needed
- Contacts and works with customers
- Maintains spreadsheets for new accounts, disconnects, and bulk charges from the sanitation department

- Performs other duties within the scope of this job as may be required by the City Treasurer
- Equipment/Tools Used: Typewriter, personal computers, printers, copier, telephone, calculator, fax machine, and other general office equipment.

Qualifications:

- Two-year associate degree with course work in general accounting and secretarial work or the combination of education and associated work experience equivalent to two (2) years of college
- Experience in the use of a personal computer
- Three (3) to six (6) years' experience in general office work
- Valid State of Alabama Driver's License

Knowledge, Skills, Abilities:

- Must have proven accounting and clerical skills
- Must possess interpersonal skills and ability to communicate effectively and in professional manner with other employees, supervisors, and the general public
- Must have the ability to work independently with limited supervision
- Must be goal and deadline oriented
- Must possess the ability to learn new routines
- Must have knowledge of business English, spelling, mathematics and vocabulary
- Must have the desire and ability to work in concert with everyone involved in the accounting process
- Must be proficient in the use of a personal computer including the use of utility and accounting software, popular spreadsheet and word processing software

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Utilities Billing Manager

Department: Accounting

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: City Treasurer

Compensation: Full-Time / Hourly

Description:

Under the supervisory control of the City Treasurer, this position has overall management responsibility for the Utility Billing division of the Accounting Department, working in concert with the Superintendents of the Water, Sewer and Sanitation Departments. The Utilities Billing Manager directly supervises the day-to-day activities of both the utility billing and collections operations. With the approval of the City Treasurer, the Utility Billing Manager is responsible for the preparation of procedures, and practices related to the utilities billing/collection functions.

Supervision Required:

Works with limited supervision.

Supervisory Responsibilities:

Directly supervises the Utility Billing Clerk(s).

Detailed Work Activities:

(All duties listed may not be found in each position, nor does the list necessarily include all tasks which may be assigned to positions in this class.)

- Responsible for the overall operation of the Collections and Utility Billing operations, under the supervision of the City Treasurer
- Responsible for the day-to-day operation of the Utilities Billing Service division
- Ensures that all policies and procedures are applied equally and fairly to all utility customers
- Provides direction or directly assists with customer complaints
- Ensures any proposed changes in policies or procedures are coordinated and approved by the Superintendents of the Water, Sewer, and Sanitation Departments or other City of Cullman departments as applicable
- In conjunction with the City Attorney, ensures the legality of policies and procedures with respect to credits, deposits, and fees
- Performs other duties as directed by the City Treasurer

Qualifications:

- Requires a bachelor's degree in business, accounting, public administration, or acceptable related degree from an accredited college or university, or any combination of education and experience that is equivalent, in the judgment of the City Treasurer and the Mayor
- Three to six years' experience in a customer service supervisory capacity with utility experience preferred
- Three to six years' experience training employees in customer service methods
- Current and valid Alabama driver's license

Knowledge, Skills, Abilities:

- Must have thorough knowledge of customer service procedures and practices or the ability to learn
- Must have a thorough knowledge of the City of Cullman billing and accounting system, or the ability to learn.
- Must have thorough knowledge of the City's utilities policies and procedures or the ability to learn.
- Must have knowledge of proper telephone procedures and courtesy.
- Must have thorough knowledge of utility billing and collection rules and regulations, policies, rates, procedures, and other guidelines or the ability to learn.
- Must have strong organization skills.
- Must have superior interpersonal skills to interact professionally with others.
- Must have excellent written and verbal communication skills.
- Must have good analytical skills.
- Must have good computer skills and the ability to work within a variety of applications, including but not limited to MS Word, Excel, Publisher, etc.
- Must be able to supervise, train, and manage employees.
- Must be able to direct and coordinate multiple projects, programs, and activities.
- Must be able to work calmly and efficiently with customers and employees.
- Must be able to work accurately.
- Must be able to perform diverse duties.
- Must be able to work under stressful conditions.
- Must be able to comply with City of Cullman workplace rules.
- Must be able to operate a variety of typical office equipment.
- Must be able to keep sensitive information confidential.

Physical Demands (with or without reasonable accommodation):

The physical demands of the job are of those typically found in an office environment. To perform the duties and responsibilities of the job requires close mental concentration by the individual with the ability to work under stressful and hectic conditions with prolonged sitting, standing, walking, stooping, and lifting required.

Equipment/Tools Used: Computer, printer, calculator, copier, telephone, fax, shredder, and other general office equipment.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: City Clerk “Appointed Supervisory Position”

Department: Administration

Reports to: City Council and Mayor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Salaried

Description: The City Clerk serves as the chief administrative officer of the City of Cullman and is a key leadership position within the municipal government. This role is responsible for managing all official legislative, administrative, and clerical functions of the City.

As the official custodian of City records, the City Clerk maintains and safeguards all official documents, seals, ordinances, resolutions, contracts, and historical records of the municipality.

The City Clerk serves as the Chief Election Official for all municipal elections, overseeing the full election process in compliance with state law

. The City oversees the issuance of all city debt obligations and bond rating calls.

The City Clerk ensures strict adherence to all applicable state and local laws, including open meetings, public records, and municipal governance requirements. The role provides direct and strategic support to the City Council and Mayor on matters of governance, procedure, and administration.

The City Clerk serves as the director of the revenue operations of the City. The City Clerk oversees business licensing, permits, taxes, fees, and all other revenues collected by the City.

The City Clerk plays a central role in constructing the annual city budget in collaboration with the Mayor, City Council, Treasurer, and Department Heads. Through strong strategic leadership, the City Clerk plays a critical role in maintaining government transparency, accountability, fiscal responsibility, and operational efficiency across the organization.

Detailed Work Activities:

- Serves as the official custodian of all City records, seals, ordinances, resolutions, contracts, minutes, deeds, and other official documents, ensuring their proper maintenance, security, organization, digital and physical archiving, and public accessibility in full compliance with legal requirements.

- Attends all regular, special, and emergency City Council meetings, accurately records proceedings using appropriate technology, prepares official minutes, reviews them for accuracy, and maintains complete and precise legislative records for public inspection, historical reference, and legal purposes.
- Oversees the preparation, review, and timely distribution of City Council agendas, meeting packets, supporting documentation, ordinances, resolutions, proclamations, and other official materials, ensuring accuracy, legal compliance, completeness, and adherence to public notice requirements.
- Manages the full range of municipal business licensing, permits, and regulatory programs, including application processing, issuance, renewals, compliance monitoring, fee collection, enforcement of related ordinances, and maintenance of accurate licensing records.
- Provides direct supervision, leadership, mentoring, performance evaluation, disciplinary actions when necessary, and professional development opportunities for all personnel in the Administration Department, including the Deputy City Clerk, Senior Revenue Officer, Senior Office Manager, and all clerical and support staff.
- Ensures strict compliance with the Alabama Open Records Act, records retention laws, election laws, open meetings laws (Sunshine Law), and all applicable municipal, state, and federal regulations, including the establishment and maintenance of effective internal controls and audit-ready processes.
- Oversees all revenue operations including utility and service billing, accounts receivable management, fee collections, payment processing, financial reconciliations, cash management, and the accuracy and integrity of all financial records related to City revenues.
- Coordinates all aspects of municipal elections as the Chief Election Official, including candidate filings, campaign finance reporting, voter information processes, election preparation, ballot management, coordination with county and state election officials, and full compliance with Alabama state law.
- Authenticates and certifies official City documents, performs notarial duties, maintains the City seal, and ensures the validity and legal standing of all municipal records and instruments.
- Develops, implements, evaluates, and continuously improves departmental policies, procedures, workflows, internal controls, and technology solutions to enhance operational efficiency, customer service quality, transparency, and regulatory compliance.
- Provides strategic advice, technical guidance, and professional support to the Mayor and City Council on matters of governance, parliamentary procedure, administrative best practices, risk management, and municipal operations.
- Coordinates and collaborates with all City departments on administrative initiatives, records management, licensing programs, revenue collection strategies, and cross-departmental projects to ensure seamless municipal operations and excellent interdepartmental coordination.
- Assists with the preparation, monitoring, and oversight of the Administration Department's annual budget, including expenditure tracking, resource allocation, cost control, and financial reporting.

- Handles highly complex citizen inquiries, formal complaints, media requests, and sensitive governmental matters with the highest level of professionalism, diplomacy, discretion, and timely resolution.
- Performs other related duties as prescribed by Law and assigned by the City Council or Mayor.

Knowledge, Skills, Abilities:

- Comprehensive and in-depth knowledge of municipal government operations, Alabama state laws pertaining to municipal clerks, public records, elections, open meetings (Sunshine Law), records retention schedules, and administrative procedures.
- Strong executive leadership and supervisory skills with a proven ability to recruit, manage, motivate, develop, evaluate, and retain high-performing administrative teams in a municipal environment.
- Expert-level proficiency in Microsoft Office Suite, AI tools such as Grok, modern municipal software systems, electronic records management platforms, document imaging systems, and database management applications.
- Exceptional verbal and written communication skills, including the ability to prepare clear, concise, legally sound, and professional official documents, reports, correspondence, policies, presentations, and public communications.
- Superior organizational, project management, time management, and problem-solving abilities with the capacity to effectively manage multiple high-priority initiatives, deadlines, and competing demands simultaneously.
- High degree of personal and professional integrity, strict confidentiality, ethical conduct, and sound professional judgment in all situations, especially when dealing with sensitive or politically sensitive matters.
- Advanced understanding of parliamentary procedure (Robert's Rules of Order), records retention requirements, municipal finance principles, revenue operations, budgeting processes, and risk management practices.
- Demonstrated ability to exercise sound independent judgment on complex, sensitive, and politically significant issues while maintaining positive and productive relationships with elected officials, department heads, staff, and the public.
- Superior attention to detail and exceptional accuracy in all aspects of official record-keeping, document preparation, legislative processes, and financial oversight.

Working Conditions:

- Standard office environment with frequent public and interdepartmental contact.
- Full-time position, typically Monday–Friday, 7:00 a.m. – 5:00 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.
- Requires regular attendance at all City Council meetings, other Board meetings as appointed or designated by the City Council, and special events as requested by the Mayor, which typically occur in the afternoon, evening, or on the weekend.

- Must be available to the Mayor and City Council on a 24/7 basis due to time-sensitive nature of this position and its responsibilities. Governmental issues often arise after-hours and on weekends which require immediate attention.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Bachelor’s degree or higher level in Public Administration, Business Administration, Finance, Accounting, or a closely related field (Master’s degree or higher is preferred).
- Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC).
- Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC) to obtain within four years.
- Certified Municipal Revenue Officer (CMRO) designation from the Alabama Municipal Revenue Officers Association (AMROA).
- Certified Governmental Accounting Technician (CGAT) designation from Government Finance Officers Association of Alabama (GFOAA).
- Minimum of twelve (12) years of progressively responsible experience in municipal government in Alabama, including eight (8) years supervisory and leadership experience.
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.
- Must be bondable as required State law.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Clerk I – “Entry Level Position”

Department: Administration

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: City Clerk or immediate supervisor

Compensation: Full-Time / Hourly

Description:

The Clerk 1 is an entry-level clerical position that provides essential administrative, customer service, and recordkeeping support. This role performs routine to moderately complex office tasks that support efficient departmental operations and excellent public service.

Detailed Work Activities:

- Performs general clerical duties including typing, data entry, filing, scanning, copying, and organizing documents.
- Answers incoming telephone calls, greets visitors, and provides information or directs inquiries to the appropriate staff member in a courteous and professional manner.
- Processes and maintains accurate records, including customer accounts, service requests, work orders, permits, licenses, or billing information depending on the assigned department.
- Assists with billing processes, payment collection, receipt issuance, and daily financial reconciliation (where applicable).
- Responds to customer inquiries in person, by phone, or via email regarding services, accounts, fees, and procedures.
- Prepares routine correspondence, memos, reports, forms, and other documents from notes, drafts, or verbal instructions.
- Maintains and updates departmental databases, spreadsheets, and filing systems.
- Schedules appointments, maintains calendars, and coordinates service calls or work orders.
- Sorts and distributes incoming mail and prepares outgoing mail.
- Assists with record retention, archiving, and compliance with public records requests.
- Supports special projects and cross-trains in other clerical functions within the department.
- Performs other related duties as assigned by supervisor.

Knowledge, Skills, Abilities:

- Strong customer service orientation with the ability to interact professionally with the public, coworkers, and elected officials.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general computer skills.
- Ability to learn and use department-specific software and municipal record systems.
- Excellent verbal and written communication skills.
- Strong attention to detail and accuracy in data entry and recordkeeping.
- Ability to maintain confidentiality of sensitive information.
- Good organizational and time management skills.
- Basic mathematical skills for handling fees, payments, and reconciliations.

Working Conditions:

- Standard office environment with regular public contact.
- Full-time position, typically Monday–Friday, 7:30 a.m. – 4:30 p.m.
- Requires lifting boxes up to 40lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Clerk II “Intermediate Position”

Department: Administration

Reports to: City Clerk or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Clerk II position is an intermediate-level clerical and administrative support position within the City of Cullman. This role performs a variety of moderately complex clerical, administrative, and customer service duties that require greater independence, judgment, and technical knowledge than the entry-level Clerk I position. The Clerk II position provides advanced support to departmental operations while maintaining a high standard of public service and confidentiality.

Detailed Work Activities:

- Proficient in the duties of the Clerk I position.
- Performs a wide range of clerical and administrative duties including advanced data entry, document preparation, record management, and report generation.
- Handles more complex customer inquiries and complaints, researching issues and providing accurate resolutions or appropriate referrals.
- Processes and maintains detailed records for customer accounts, service requests, permits, licenses, ordinances, and official city documents.
- Assists with billing, payment processing, financial reconciliations, and the preparation of routine financial or statistical reports.
- Prepares, reviews, and distributes correspondence, memos, agendas, minutes, reports, and other official documents with a high degree of accuracy.
- Maintains and updates databases, spreadsheets, filing systems, and electronic records.
- Schedules appointments, coordinates meetings, maintains calendars for department staff, and supports the City Clerk and Deputy City Clerk with administrative tasks.
- Assists in training and mentoring Clerk I staff and temporary employees on departmental procedures and systems.
- Sorts and distributes mail, prepares outgoing correspondence, and manages departmental record retention and archiving in compliance with state and local regulations.
- Supports public records requests and ensures compliance with applicable records laws.
- Performs special projects and cross-trains in multiple departmental functions to provide backup coverage as needed.
- Performs other related duties as assigned by the City Clerk or supervisor.

Knowledge, Skills, Abilities:

- Strong customer service skills with the ability to handle difficult or sensitive situations professionally and effectively.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook) and the ability to learn and efficiently use specialized municipal software systems.
- Excellent verbal and written communication skills with strong attention to detail and grammar.
- Ability to work independently, prioritize tasks, and exercise sound judgment in the absence of direct supervision.
- Strong organizational and time management skills with the capacity to manage multiple priorities.
- Ability to maintain strict confidentiality of sensitive information and records.
- Intermediate mathematical skills for handling financial transactions, reconciliations, and reports.
- Knowledge of municipal operations, record-keeping requirements, and public service best practices is preferred.

Working Conditions:

- Standard office environment with frequent public contact.
- Full-time position, typically Monday–Friday, 7:30 a.m. – 4:30 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Minimum of two (2) years of progressively responsible clerical, administrative, or customer service experience (municipal or government experience preferred).
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Clerk III “Senior Position”

Department: Administration

Reports to: City Clerk or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Clerk III is a senior-level clerical and administrative support position within the City of Cullman. This role performs complex administrative, technical, and clerical duties that require a high degree of independence, judgment, accuracy, and specialized knowledge. The Clerk III provides advanced support to the City Clerk, Deputy City Clerk, and departmental operations, often serving as a lead or subject matter expert for clerical functions. This position is distinguished from the Clerk II by its increased complexity, responsibility for handling sensitive or high-priority tasks, and the ability to work with minimal supervision while maintaining exceptional standards of public service and confidentiality.

Detailed Work Activities:

- Proficient in the duties of the Clerk I and Clerk II positions.
- Performs complex clerical and administrative duties including advanced data analysis, report generation, document preparation, and maintenance of critical city records.
- Independently handles complex customer inquiries, complaints, and sensitive issues, conducting thorough research and providing accurate resolutions with minimal supervision.
- Manages and oversees key departmental processes such as billing, accounts reconciliation, permit processing, licensing, and official record-keeping systems.
- Prepares, reviews, and distributes high-level correspondence, reports, agendas, meeting minutes, ordinances, resolutions, and other official documents.
- Assists the City Clerk and Deputy City Clerk with special projects, research, data compilation, and the development of administrative procedures and workflows.
- Maintains and troubleshoots departmental databases, spreadsheets, and electronic filing systems; recommends improvements to increase efficiency.
- Coordinates meetings, schedules, and calendars for the City Clerk, Deputy City Clerk, or senior staff; supports the preparation of City Council packets when needed.
- Trains, mentors, and provides guidance to Clerk I and Clerk II staff on departmental procedures, systems, and best practices.
- Manages departmental record retention, archiving, and compliance with state and local public records laws.

- Processes and coordinates responses to public records requests in accordance with Alabama Open Records Act requirements.
- Performs financial tasks including account reconciliations, fee collections, and preparation of routine and ad-hoc financial or statistical reports.
- Serves as a lead worker for routine administrative matters.
- Performs other related duties as assigned by the City Clerk or supervisor.

Knowledge, Skills, Abilities:

- Advanced customer service skills with the ability to handle difficult, sensitive, or escalated situations with professionalism and sound judgment.
- Expert-level proficiency in Microsoft Office Suite (Word, Excel, Outlook) and municipal software systems, with the ability to create complex documents, reports, and data systems.
- Superior verbal and written communication skills, including strong grammar, editing, and proofreading abilities.
- High degree of initiative, with the ability to work independently, set priorities, and exercise excellent judgment.
- Strong organizational and project management skills with the capacity to manage multiple complex tasks and deadlines.
- Thorough knowledge of municipal operations, administrative procedures, and public records requirements.
- Ability to maintain strict confidentiality of highly sensitive information and records.
- Advanced mathematical and analytical skills for financial tasks and report preparation.
- Ability to train and support lower-level staff effectively.

Working Conditions:

- Standard office environment with frequent public contact.
- Full-time position, typically Monday–Friday, 7:30 a.m. – 4:30 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Minimum of four (4) years of progressively responsible clerical, administrative, or customer service experience (municipal or government experience strongly preferred).
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Deputy City Clerk “Supervisory Position”

Department: Administration

Reports to: City Clerk

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Salaried

Description: The Deputy City Clerk is a senior-level administrative and leadership position within the City of Cullman’s Administration Department. This role serves as the second-in-command to the City Clerk and is responsible for overseeing the daily operations of the City Clerk’s office, managing administrative and clerical staff, and ensuring compliance with all municipal, state, and federal laws. The Deputy City Clerk provides high-level support in municipal governance, records management, public meetings, elections, and official documentation while acting as a key advisor to the City Clerk.

Detailed Work Activities:

- Oversees the daily operations of the City Clerk’s office and supervises all administrative, clerical, and revenue support staff when the City Clerk is not available.
- Assists the City Clerk in the preparation of City Council meeting agendas, packets, minutes, ordinances, resolutions, and official documents.
- Manages the City’s official records, including maintenance, retention, archiving, and compliance with the Alabama Open Records Act.
- Coordinates and supports municipal elections, candidate filings, campaign finance reports, and election processes in accordance with state law.
- Serves as the primary point of contact for public records requests and ensures timely and compliant responses.
- Oversees the issuance of municipal business licenses, permits, and other official documents.
- Supervises revenue-related functions including billing oversight, fee collections, and financial record accuracy.
- Develops, implements, and monitors office policies, procedures, and internal controls to improve efficiency and service delivery.
- Attends City Council meetings and acts as the City Clerk in their absence.
- Provides guidance and training to staff on municipal procedures, records management, and customer service standards.
- Coordinates with City departments on administrative and governance-related matters.
- Assists with budget preparation and monitoring for the City Clerk’s office.

- Handles complex and escalated citizen inquiries, complaints, and sensitive matters with professionalism.
- Performs notarial duties and certifies official City documents.
- Performs other related duties as assigned by the City Clerk.

Knowledge, Skills, Abilities:

- Thorough knowledge of municipal government operations, Alabama state laws regarding municipal clerks, public records, elections, and open meetings.
- Strong supervisory and leadership skills with the ability to effectively manage and develop staff.
- Expert proficiency in Microsoft Office Suite, AI Tools such as Grok, municipal software systems, and records management platforms.
- Excellent verbal and written communication skills, including the ability to prepare official documents, reports, and correspondence.
- Strong organizational, project management, and problem-solving abilities.
- High degree of integrity, confidentiality, and professional judgment.
- Advanced understanding of parliamentary procedure, records retention requirements, and municipal finance practices.
- Ability to work independently and exercise sound judgment on complex issues.
- Superior attention to detail and accuracy in official record-keeping.

Working Conditions:

- Standard office environment with frequent public and interdepartmental contact.
- Full-time position, typically Monday–Friday, 7:00 a.m. – 5:00 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.
- Requires attendance at all City Council meetings and special events, which typically occur later in the afternoon and at night with the occasional weekend meeting.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Certified Municipal Clerk (CMC) designation from International Institute Municipal Clerks (IIMC) to be obtained within four years.
- Master Municipal Clerk (MMC) designation from International Institute Municipal Clerks (IIMC) to be obtained within four years from Certified Municipal (CMC) designation.
- Certified Municipal Revenue Officer (CMRO) designation from Alabama Municipal Revenue Officers Association (AMROA) to be obtained within three years.
- Certified Governmental Accounting Technician (CGAT) designation from Government Finance Officers Association of Alabama (GFOAA) to be obtained within three years.
- Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or a closely related field is highly preferred.
- Minimum of ten (10) years of progressively responsible experience in municipal government, preferably including at least five (5) years in a supervisory capacity.

- Valid Alabama Driver's License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

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Date

City of Cullman Job Description

Position Title: Executive Assistant to the Mayor “Appointed Position”

Department: Mayor’s Office (included in Administration’s Budget)

Reports to: Mayor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Executive Administrative Assistant to the Mayor provides high-level administrative, organizational, and operational support to the Mayor. This position serves as a key liaison between the Mayor, department heads, citizens, and external stakeholders. The incumbent must exercise considerable discretion, maintain strict confidentiality, and demonstrate exceptional professionalism in a fast-paced municipal environment.

Detailed Work Activities:

- Manages the Mayor’s calendar, schedules meetings, coordinates travel arrangements, and prioritizes commitments to ensure efficient use of time.
- Prepares, reviews, and distributes correspondence, memoranda, reports, proclamations, resolutions, and other official documents on behalf of the Mayor.
- Handles complex and escalated citizen inquiries, complaints, and sensitive matters with professionalism.
- Coordinates with City departments on administrative and governance-related matters as directed by the Mayor.
- Coordinates and supports meetings, public hearings, and special events as directed by the Mayor, including agenda preparation, packet assembly, and follow-up on action items.
- Serves as the primary point of contact for inquiries directed to the Mayor’s Office, responding professionally and routing matters appropriately.
- Conducts research, compiles data, and prepares briefing materials, presentations, and talking points for the Mayor.
- Assists with constituent services, tracks citizen concerns, and ensures timely follow-up and resolution of problems as possible.
- Coordinates with the City Clerk’s Office, department heads, and external agencies on projects, policies, and interdepartmental initiatives as directed by the Mayor.
- Manages special projects as assigned by the Mayor, including community events, grant-related activities, and strategic initiatives.
- Obtains and maintains a valid Alabama Notary Public commission and notarizes official documents as needed if requested by the Mayor.
- Creates and maintains the municipality’s website and social media pages.
- Creates social media posts to highlight city projects, events, etc.

- Receives and responds in a professional manner to citizen responses and questions.
- Creates and distributes monthly employee newsletter.
- Oversees marketing advertisements in newspapers, magazines, websites, etc.
- Creates and maintains a communications list with directives on “who” and “how to respond” during a crisis event.
- Performs other duties as assigned by the Mayor.

Knowledge, Skills, Abilities:

- Thorough knowledge of municipal government operations, Alabama state law, and administrative procedures.
- Exceptional organizational, time-management, and multitasking abilities.
- Superior written and verbal communication skills with strong attention to detail and grammar.
- High degree of professionalism, diplomacy, and confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and modern office technology; ability to quickly learn new municipal software systems.
- Strong interpersonal skills and the ability to interact effectively with elected officials, staff, citizens, and external partners.
- Ability to work independently with minimal supervision and exercise sound judgment in handling sensitive situations.
- Understanding of public records laws, ethics requirements, and open meetings compliance.

Working Conditions:

- Standard office environment with frequent public and interdepartmental contact.
- Full-time position, typically Monday–Friday, 8:00 a.m. – 4:00 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.
- Require attendance at meetings and special events as required by the Mayor, which typically occur later in the afternoon and at night with the occasional weekend meeting.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Bachelor’s degree in Public Administration, Business Administration, Finance, Accounting, or a closely related field is highly preferred.
- Minimum of ten (10) years of progressively responsible experience in municipal government.
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission if required by the Mayor.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Facility Maintenance “Entry Level Position”

Department: Maintenance

Reports to: Mayor, City Clerk, or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Facility Maintenance Technician is a skilled maintenance position within the City of Cullman’s Administration Department. This role is responsible for performing a variety of routine and preventive maintenance, repairs, and custodial tasks to ensure City facilities, buildings, and grounds are safe, clean, functional, and well-maintained. The position supports efficient municipal operations by maintaining City Hall and other assigned municipal facilities in a professional manner while contributing to a safe and welcoming environment for employees and the public.

Detailed Work Activities:

- Performs routine and preventive maintenance on City buildings, mechanical systems, HVAC equipment, plumbing, electrical systems, and structural components.
- Conducts regular inspections of facilities to identify maintenance needs, safety hazards, or required repairs.
- Performs general repairs including carpentry, painting, minor plumbing, electrical work, and door/lock maintenance.
- Maintains and cleans interior and exterior building areas, including floors, restrooms, windows, and common spaces.
- Performs grounds maintenance tasks such as mowing, landscaping, snow/ice removal, and litter control around City facilities.
- Assists with setup and teardown for meetings, events, and special functions at City Hall and other venues.
- Monitors and maintains building security systems, fire alarms, and emergency equipment.
- Coordinates with contractors and vendors for specialized repairs or major maintenance projects.
- Maintains accurate records of maintenance activities, work orders, and supply inventory.
- Responds to emergency maintenance calls, including after-hours situations as needed.
- Operates and maintains a variety of hand tools, power tools, and light equipment.
- Ensures compliance with safety standards, building codes, and municipal policies.
- Performs other related duties as assigned by the Mayor, City Clerk, or immediate supervisor.

Knowledge, Skills, Abilities:

- Working knowledge of building maintenance practices, including basic electrical, plumbing, HVAC, carpentry, and custodial procedures.
- Ability to diagnose and troubleshoot minor facility issues and perform necessary repairs.
- Proficiency in the safe operation of hand tools, power tools, and maintenance equipment.
- Strong attention to detail and ability to work independently with minimal supervision.
- Good verbal and written communication skills with the ability to interact professionally with staff and the public.
- Basic computer skills for work order systems, email, and record-keeping.
- Knowledge of occupational safety practices and procedures.
- Physical strength and stamina to perform manual labor tasks.
- High degree of reliability, integrity, and professionalism.

Working Conditions:

- Combination of office and field work with frequent exposure to outdoor conditions, including extreme temperatures, dust, noise, heights, and various other environments.
- Full-time position, typically Monday–Friday, with occasional evening or weekend work required for emergencies.
- Requires operation of a City vehicle and various maintenance equipment.
- Requires lifting boxes or supplies up to 100 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Facility Maintenance Supervisor “Supervisory Position”

Department: Maintenance

Reports to: Mayor, City Clerk, or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Facility Maintenance Supervisor is a lead supervisory position within the City of Cullman’s Maintenance Department. This role is responsible for overseeing the daily operations of the City’s facility maintenance program, including the supervision of maintenance personnel, planning and coordinating preventive and corrective maintenance activities, and ensuring that all City buildings, grounds, and facilities are safe, clean, functional, and professionally maintained. The position provides leadership in facility upkeep, safety compliance, and efficient resource utilization while performing hands-on maintenance work as needed.

Detailed Work Activities:

- Supervises, mentors, schedules, and evaluates Facility Maintenance Technicians and other assigned maintenance staff.
- Plans, prioritizes, and coordinates routine, preventive, and emergency maintenance activities for City Hall and other municipal facilities.
- Performs and oversees general repairs including carpentry, painting, plumbing, electrical work, HVAC maintenance, and structural components.
- Conducts regular facility inspections to identify maintenance needs, safety issues, and capital improvement requirements.
- Develops and implements maintenance schedules, work orders, and inventory control procedures for supplies and equipment.
- Oversees grounds maintenance, including landscaping, mowing, snow/ice removal, and exterior upkeep.
- Coordinates with contractors and vendors for specialized repairs, renovations, or major maintenance projects.
- Assists with setup and teardown for meetings, events, and special functions at City facilities.
- Maintains accurate records of maintenance activities, work orders, budgets, and equipment usage.
- Ensures compliance with all safety standards, building codes, OSHA regulations, and municipal policies.
- Responds to emergency maintenance calls and directs after-hours response as needed.

- Trains staff on proper maintenance techniques, safety procedures, and equipment operation.
- Performs hands-on maintenance and custodial tasks as required to meet operational demands.
- Performs other related duties as assigned by the Mayor, City Clerk, or immediate supervisor.

Knowledge, Skills, Abilities:

- Advanced knowledge of building systems, including HVAC, electrical, plumbing, carpentry, and grounds maintenance practices.
- Strong supervisory and leadership skills with the ability to effectively manage, train, and motivate maintenance staff.
- Ability to diagnose complex facility issues and develop appropriate solutions.
- Proficiency in the safe operation and maintenance of hand tools, power tools, and light to medium equipment.
- Excellent organizational, project management, and problem-solving abilities.
- Good verbal and written communication skills with the ability to prepare reports and interact professionally with staff, elected officials, and the public.
- Working knowledge of occupational safety practices, building codes, and relevant regulations.
- Basic computer skills for work order systems, inventory management, and record-keeping.
- High degree of reliability, integrity, and professionalism.

Working Conditions:

- Combination of office and field work with frequent exposure to outdoor conditions, including extreme temperatures, dust, noise, heights, and various other environments.
- Full-time position, typically Monday–Friday, with occasional evening or weekend work required for emergencies.
- Requires operation of a City vehicle and various maintenance equipment.
- Requires lifting boxes or supplies up to 100 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Associate's degree or technical certification in facilities management, building maintenance, or a related field is preferred.
- Minimum of four (4) years of progressively responsible experience in building or facilities maintenance.
- Valid Alabama Driver's License.
- Must pass a background check.
- Must pass a drug screening.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: License Inspector “Entry Level Position”

Department: Administration

Reports to: City Clerk or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The License Inspector is a specialized regulatory and compliance position within the City of Cullman’s Administration Department. This role is responsible for enforcing the City’s municipal business licensing ordinances, conducting field inspections, investigating complaints regarding unlicensed businesses, and ensuring compliance with all applicable licensing requirements. The License Inspector plays a key role in protecting the integrity of the City’s revenue streams, promoting fair competition among businesses, and supporting overall economic development efforts through consistent and professional enforcement.

Detailed Work Activities:

- Proficient in the duties of the Clerk I position.
- Conducts regular field inspections of businesses throughout the City to verify current and valid municipal business licenses.
- Investigates complaints and reports of unlicensed business operations, including proactive patrols and targeted enforcement initiatives.
- Issues notices of violation, citations, and cease-and-desist orders for businesses operating without required licenses or in violation of licensing ordinances.
- Works with business owners to achieve voluntary compliance through education, guidance on the licensing process, and follow-up inspections.
- Maintains detailed records of inspections, violations, enforcement actions, and case resolutions in the City’s licensing and enforcement tracking system.
- Coordinates with the Revenue Officer and revenue staff on business license applications, renewals, suspensions, and revocations.
- Prepares and presents reports on licensing enforcement activities, including compliance rates, revenue impact, and outstanding cases.
- Collaborates with other City departments (Revenue, Planning & Zoning, Police, Public Works, etc.) on joint enforcement efforts and cross-departmental initiatives.
- Assists in the development and updating of business licensing policies, procedures, and ordinances as needed.
- Testifies in administrative hearings or court proceedings regarding licensing violations when required.
- Provides excellent customer service while firmly enforcing City licensing requirements.

- Serves as a resource to the public and business community regarding licensing requirements and compliance procedures.
- Performs other related duties as assigned by the City Clerk or immediate supervisor.

Knowledge, Skills, Abilities:

- Thorough knowledge of municipal business licensing ordinances, code enforcement practices, and applicable Alabama state laws.
- Strong understanding of local business regulations, zoning requirements, and revenue generation principles.
- Excellent investigative, observational, and documentation skills with strong attention to detail.
- Superior verbal and written communication skills, including the ability to prepare clear, professional notices, reports, and correspondence.
- Ability to exercise sound judgment, diplomacy, and firmness when dealing with difficult situations or confrontational individuals.
- Proficiency in Microsoft Office Suite, digital photography, GPS/mapping tools, and municipal licensing/enforcement software.
- High degree of integrity, confidentiality, and professional ethics.
- Strong customer service orientation with the ability to educate and promote compliance while enforcing regulations.
- Basic math skills to interpret financials and calculate fees.

Working Conditions:

- Combination of office and field work with frequent exposure to outdoor conditions, including extreme temperatures, traffic, and various business environments.
- Full-time position, typically Monday–Friday, with occasional evening or weekend work required for inspections or hearings.
- Requires operation of a City vehicle for daily patrols and site visits.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Obtain a Certified Municipal Revenue Officer (CMRO) designation from the Alabama Municipal Revenue Officers Association (AMROA) within four years of hire date.
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Office Manager “Supervisory Position”

Department: Administration

Reports to: City Clerk or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Office Manager is a supervisory and administrative leadership position within the City of Cullman’s Administration Department. This role is responsible for overseeing the daily operations of the administrative office, managing clerical and support staff, and ensuring efficient, professional, and high-quality service delivery to the public and other City departments. The Office Manager serves as a key liaison between the City Clerk, Deputy City Clerk, administrative staff, and other departments, while implementing office policies, procedures, and best practices to support overall departmental goals.

Detailed Work Activities:

- Proficient in the duties of the Clerk I, Clerk II, and Clerk III positions.
- Supervises, mentors, and evaluates Clerk I, Clerk II, and Clerk III staff, including training, performance management, scheduling, and professional development.
- Oversees daily office operations, ensuring efficient workflow, proper staffing coverage, and high standards of customer service.
- Manages complex administrative processes including records management, billing oversight, permit and license coordination, and official document preparation.
- Assists the City Clerk and Deputy City Clerk with budgeting, resource allocation, and the development and implementation of administrative policies and procedures.
- Coordinates and prepares City Council packets, agendas, meeting minutes, resolutions, and other official documents as needed.
- Handles escalated customer inquiries, complaints, and sensitive matters with professionalism and sound judgment.
- Maintains and improves departmental databases, record-keeping systems, and administrative workflows; recommends and implements process improvements.
- Manages departmental record retention, archiving, and compliance with all applicable state and local laws, including the Alabama Open Records Act.
- Oversees financial tasks such as account reconciliations, fee collections, purchasing, and the preparation of regular and ad-hoc financial reports.

- Coordinates special projects, cross-departmental initiatives, and supports the City Clerk and the Deputy City Clerk with research and administrative analysis.
- Monitors office supplies, equipment, and technology needs; manages related procurement and inventory.
- Performs other related duties as assigned by the City Clerk or immediate supervisor.

Knowledge, Skills, Abilities:

- Strong leadership and supervisory skills with the ability to motivate, train, and manage a team effectively.
- Advanced customer service expertise with the ability to resolve difficult or sensitive issues professionally.
- Expert proficiency in Microsoft Office Suite and municipal software systems, with strong technical troubleshooting abilities.
- Excellent verbal and written communication skills, including advanced report writing, editing, and presentation skills.
- Strong project management, organizational, and problem-solving abilities with keen attention to detail.
- Thorough knowledge of municipal government operations, public records laws, and administrative best practices.
- Ability to maintain strict confidentiality and exercise excellent professional judgment.
- Analytical and mathematical skills for budgeting, financial oversight, and reporting.
- Ability to develop and implement efficient office procedures and workflows.

Working Conditions:

- Standard office environment with frequent public and interdepartmental contact.
- Full-time position, typically Monday–Friday, 7:30 a.m. – 4:30 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- (1) Associate’s degree or higher level in Business Administration, Public Administration, Office Management, Accounting, or a related field or (2) a minimum of five (5) years of progressively responsible clerical, administrative, or customer service experience (municipal or government experience strongly preferred).
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Revenue Officer “Supervisory Position”

Department: Administration

Reports to: City Clerk or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Revenue Officer is a senior-level financial and administrative management position within the City of Cullman’s Administration Department. This role is responsible for overseeing all aspects of the City’s revenue operations, including billing, collections, accounts receivable, fee management, financial record accuracy, and the issuance of municipal business licenses. The Revenue Officer provides strategic leadership in revenue maximization, process improvement, and compliance while supervising revenue-related staff and serving as a key advisor to the City Clerk and Deputy City Clerk on financial and revenue matters. This position is distinguished by its specialized focus on revenue generation, fiscal accountability, and high-level financial oversight, with particular emphasis on the City’s business licensing program.

Detailed Work Activities:

- Proficient in the duties of the Clerk I, Clerk II, and Clerk III positions.
- Oversees all revenue-related functions including fee collections, permits, licenses, and other municipal revenue streams.
- Manages the full lifecycle of municipal business licenses, including application processing, issuance, renewal, tracking, and enforcement of business licensing ordinances.
- Supervises, mentors, and evaluates revenue and clerical staff, including the Senior Office Manager and lower-level positions involved in billing, collections, and business licensing operations.
- Develops, implements, and monitors policies and procedures related to revenue management, billing cycles, collections, accounts receivable, and municipal business licensing.
- Ensures timely and accurate processing of new business license applications, renewals, and amendments while maintaining compliance with all City ordinances and state regulations.
- Conducts detailed financial analysis, prepares regular and special revenue reports (including business license revenue), and identifies opportunities for revenue enhancement and process efficiencies.
- Assists the City Clerk and Deputy City Clerk with revenue forecasting.
- Handles escalated customer billing disputes, business license inquiries, payment arrangements, and complex account issues with a high degree of professionalism.

- Ensures strict compliance with state and local laws, including tax regulations, business licensing requirements, public records requirements, and financial reporting standards.
- Coordinates with other City departments (Finance, Planning & Zoning, Public Works, Utilities, etc.) on revenue-related matters, business license applications, and cross-departmental initiatives.
- Evaluates and recommends improvements to business licensing software and technology tools to enhance revenue operations and customer experience.
- Oversees delinquent account collections, including liens, payment plans, and coordination with legal counsel when necessary (including business license suspensions or revocations).
- Prepares and presents revenue reports and recommendations, including business license performance metrics, to the City Clerk or Deputy City Clerk as required.
- Serves as a subject matter expert and acting administrator for revenue operations in the absence of the City Clerk or Deputy City Clerk.
- Performs other related duties as assigned by the City Clerk or Deputy City Clerk.

Knowledge, Skills, Abilities:

- Advanced knowledge of municipal revenue operations, billing systems, collections practices, business licensing programs, and financial management principles.
- Strong supervisory and leadership skills with the ability to effectively manage and develop staff.
- Expert-level proficiency in financial software, Microsoft Office Suite (especially Excel), and municipal accounting/business licensing systems.
- Superior analytical, mathematical, and problem-solving skills with high attention to detail and accuracy.
- Excellent verbal and written communication skills, including the ability to prepare clear financial reports and policy documents.
- Thorough understanding of Alabama municipal laws and business licensing regulations.
- High degree of integrity, confidentiality, and professional judgment.
- Strong project management and strategic planning abilities.
- Ability to identify revenue opportunities while maintaining excellent customer service standards.
- Ability to audit financial records.

Working Conditions:

- Standard office environment with frequent public and interdepartmental contact.
- Full-time position, typically Monday–Friday, 7:30 a.m. – 4:30 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Certified Municipal Revenue Officer (CMRO) designation from the Alabama Municipal Revenue Officers Association (AMROA).

- (1) Bachelor’s degree or higher level in Business Administration, Public Administration, Office Management, Accounting, or a related field or (2) a minimum of five years of administrative experience with a municipal or government entity.
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

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Applicant Signature

Date

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Date

City of Cullman Job Description

Position Title: Senior Office Manager “Supervisory Position”

Department: Administration

Reports to: City Clerk or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Senior Office Manager is a senior-level supervisory and administrative leadership position within the City of Cullman’s Administration Department. This role provides high-level oversight of daily and strategic office operations, leads the full administrative support team, and plays a key role in advancing departmental efficiency and service excellence. The Senior Office Manager acts as a trusted advisor to the City Clerk, implements and recommends office policies and procedures, and ensures seamless coordination between administrative functions and other City departments.

Detailed Work Activities:

- Proficient in the duties of the Clerk I, Clerk II, Clerk II, and Office Manager positions.
- Provides direct supervision, leadership, mentoring, and performance evaluation for all clerical and administrative staff, including Clerk I, Clerk II, Clerk III, and Office Manager positions.
- Oversees all aspects of daily and long-term office operations, ensuring optimal workflow, resource allocation, and exceptional customer service standards.
- Develops, implements, and continuously improves administrative policies, procedures, and internal controls.
- Assists the City Clerk with departmental budgeting, financial planning, procurement, and resource management.
- Coordinates the preparation and review of City Council packets, agendas, official minutes, resolutions, ordinances, and other high-level documents.
- Manages complex administrative programs including records management, permitting, licensing, billing systems, and public information processes.
- Handles the most sensitive and escalated customer inquiries, complaints, and interdepartmental issues with professionalism and sound judgment.
- Leads special projects, process improvement initiatives, and cross-departmental coordination efforts.
- Ensures full compliance with all state and local laws, including the Alabama Open Records Act, records retention schedules, and public information requirements.
- Oversees financial operations including account reconciliations, revenue collections, purchasing, and preparation of detailed financial and operational reports.

- Evaluates and recommends new technologies, software systems, and efficiency tools to enhance office operations.
- Monitors office budgets, supplies, equipment, and technology needs; authorizes related expenditures.
- Performs other related duties as assigned by the City Clerk or supervisor.

Knowledge, Skills, Abilities:

- Advanced leadership and team management skills with a proven ability to develop, motivate, and lead high-performing administrative teams.
- Expert-level customer service and conflict resolution abilities, particularly with complex or sensitive matters.
- Superior proficiency in Microsoft Office Suite and municipal government software systems, with strong analytical and reporting capabilities.
- Exceptional verbal and written communication skills, including advanced report writing, policy development, and presentation abilities.
- Strong strategic thinking, project management, and problem-solving skills.
- Comprehensive knowledge of municipal government operations, public records laws, administrative best practices, and financial procedures.
- High degree of professional judgment, integrity, and ability to maintain strict confidentiality.
- Advanced analytical, mathematical, and budgeting skills.
- Ability to develop, implement, and evaluate effective office systems and workflows.

Working Conditions:

- Standard office environment with frequent public and interdepartmental contact.
- Full-time position, typically Monday–Friday, 7:30 a.m. – 4:30 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- (1) Bachelor’s degree or higher level in Business Administration, Public Administration, Office Management, Accounting, or a related field or (2) a minimum of seven years of administrative experience with a municipal or government entity with three of those years in a supervisory capacity.
- Valid Alabama Driver’s License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Senior Revenue Officer “Supervisory Position”

Department: Administration

Reports to: City Clerk or immediate supervisor

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Compensation: Full-Time / Hourly

Description: The Senior Revenue Officer is a senior-level financial and administrative management position within the City of Cullman’s Administration Department. This role is responsible for overseeing all aspects of the City’s revenue operations, including billing, collections, accounts receivable, fee management, financial record accuracy, and the issuance of municipal business licenses. The Senior Revenue Officer provides strategic leadership in revenue maximization, process improvement, and compliance while supervising revenue-related staff and serving as a key advisor to the City Clerk on financial and revenue matters. This position is distinguished by its specialized focus on revenue generation, fiscal accountability, and high-level financial oversight, with particular emphasis on the City’s business licensing program.

Detailed Work Activities:

- Proficient in the duties of the Clerk I, Clerk II, Clerk III, Office Manager, Senior Office Manager, and Revenue Officer position.
- Oversees all revenue-related functions including fee collections, permits, licenses, and other municipal revenue streams.
- Manages the full lifecycle of municipal business licenses, including application processing, issuance, renewal, tracking, and enforcement of business licensing ordinances.
- Supervises, mentors, and evaluates revenue and clerical staff, including the Senior Office Manager and lower-level positions in matters of revenue, billing, collections, and business licensing operations.
- Develops, implements, and monitors policies and procedures related to revenue management, billing cycles, collections, accounts receivable, and municipal business licensing.
- Ensures timely and accurate processing of new business license applications, renewals, and amendments while maintaining compliance with all City ordinances and state regulations.
- Conducts detailed financial analysis, prepares regular and special revenue reports (including business license revenue), and identifies opportunities for revenue enhancement and process efficiencies.
- Assists the City Clerk with revenue forecasting.
- Handles escalated customer billing disputes, business license inquiries, payment arrangements, and complex account issues with a high degree of professionalism.

- Ensures strict compliance with state and local laws, including tax regulations, business licensing requirements, public records requirements, and financial reporting standards.
- Coordinates with other City departments (Finance, Planning & Zoning, Public Works, Utilities, etc.) on revenue-related matters, business license applications, and cross-departmental initiatives.
- Evaluates and recommends improvements to business licensing software and technology tools to enhance revenue operations and customer experience.
- Oversees delinquent account collections, including liens, payment plans, and coordination with legal counsel when necessary (including business license suspensions or revocations).
- Prepares and presents revenue reports and recommendations, including business license performance metrics, to the City Clerk and Deputy City Clerk as required.
- Serves as a subject matter expert and acting administrator for revenue operations in the absence of the City Clerk or Deputy City Clerk.
- Performs other related duties as assigned by the City Clerk or Deputy City Clerk.

Knowledge, Skills, Abilities:

- Advanced knowledge of municipal revenue operations, billing systems, collections practices, business licensing programs, and financial management principles.
- Strong supervisory and leadership skills with the ability to effectively manage and develop staff.
- Expert-level proficiency in financial software, Microsoft Office Suite (especially Excel), and municipal accounting/business licensing systems.
- Superior analytical, mathematical, and problem-solving skills with high attention to detail and accuracy.
- Excellent verbal and written communication skills, including the ability to prepare clear financial reports and policy documents.
- Thorough understanding of Alabama municipal laws and business licensing regulations.
- High degree of integrity, confidentiality, and professional judgment.
- Strong project management and strategic planning abilities.
- Ability to identify revenue opportunities while maintaining excellent customer service standards.
- Ability to audit financial records.

Working Conditions:

- Standard office environment with frequent public and interdepartmental contact.
- Full-time position, typically Monday–Friday, 7:30 a.m. – 4:30 p.m.
- Requires lifting boxes or supplies up to 40 lbs.
- Requires extended periods of sitting or standing at a computer workstation.

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Certified Municipal Revenue Officer (CMRO) designation from Alabama Municipal Revenue Officers Association (AMROA).

- Certified Governmental Accounting Technician (CGAT) designation from Government Finance Officers Association of Alabama (GFOAA).
- Bachelor's degree or higher level in Business Administration, Public Administration, Finance, Accounting, or related field.
- Minimum of five years of experience as a Revenue Officer or in a comparable senior-level revenue/finance management role in a municipal or government setting.
- Valid Alabama Driver's License.
- Must pass a background check.
- Must pass a drug screening.
- Ability to obtain and maintain a valid and active Alabama Notary Public commission.

EMPLOYEE ACKNOWLEDGMENT I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

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Date

City of Cullman Job Description

Position Title: Administrative Assistant

Department: Building Inspection

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Chief Building Official

Compensation: Full-Time / Hourly

Description:

The Administrative Assistant performs responsible administrative, clerical, and customer service work in support of the Building, Planning, and Zoning Department. The position serves as the primary point of contact for citizens, contractors, developers, property owners, and design professionals seeking information regarding permits, inspections, planning and zoning applications, and related departmental services.

The Administrative Assistant assists with permit processing, records management, scheduling, meeting preparation, and departmental financial and administrative functions. Work is performed under the general supervision of the Chief Building Official or their designee

Detailed Work Activities:

- Serves as the first point of contact for the department by greeting visitors, answering telephone calls, responding to emails, and providing information regarding permits, inspections, planning and zoning requirements, and departmental procedures.
- Assists customers with permit applications, inspection requests, business licenses, planning applications, zoning inquiries, and other development-related forms and processes.
- Receives, reviews, and processes permit applications and supporting documentation to ensure completeness prior to departmental review.
- Schedules inspections and coordinates inspection requests between contractors, property owners, inspectors, and departmental staff.
- Maintains permit, inspection, planning, zoning, and code enforcement records in accordance with departmental procedures and records retention requirements.
- Enters and maintains data in permitting, inspection, planning, code enforcement, and records management software systems.

- Assists in preparing agendas, legal notices, meeting packets, reports, minutes, and supporting documentation for the Planning Commission, City Council, and other boards or committees as assigned.
- Coordinates public notices, mailings, advertisements, and other notifications required for public hearings and development applications.
- Receives permit fees, application fees, and other departmental payments; issues receipts and maintains accurate financial records in accordance with City policies and procedures.
- Prepares correspondence, reports, memoranda, spreadsheets, and other administrative documents.
- Maintains departmental filing systems, both electronic and physical, ensuring records are accurate, organized, and readily accessible.
- Assists with budget preparation, purchase orders, invoices, inventory tracking, and other departmental administrative functions.
- Coordinates meetings, appointments, and calendars for departmental staff as assigned.
- Assists in the preparation of statistical reports related to permits, inspections, development activity, code enforcement cases, and departmental operations.
- Maintains confidentiality of sensitive personnel, financial, legal, and development-related information.
- Attends training sessions and professional development programs to maintain knowledge of departmental procedures, software applications, and applicable regulations.
- Performs related duties as assigned.

Qualifications:

- High school diploma or GED required; associate degree in business administration, public administration, office management, or a related field preferred.
- Possession of a valid Alabama driver's license preferred.
- Minimum of two (2) years of progressively responsible administrative, clerical, customer service, or office support experience; experience in municipal government, permitting, planning, zoning, construction, or development services is preferred.

Knowledge, Skills, Abilities:

- Strong customer service skills and the ability to interact professionally with citizens, contractors, developers, architects, engineers, elected officials, and City staff.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and related software.
- Ability to learn and utilize permitting, inspection, planning, Geographic Information Systems (GIS), records management, and financial software systems.

- Ability to maintain accurate records and prepare reports, correspondence, and other administrative documents.
- Strong organizational skills with the ability to manage multiple assignments, deadlines, and priorities simultaneously.
- Excellent verbal and written communication skills.
- Ability to exercise sound judgment, maintain confidentiality, and perform work with accuracy and attention to detail.
- Ability to communicate effectively in person, by telephone, and through electronic communications.
- Ability to lift and carry files, records, and office supplies weighing up to 25 pounds.
- Ability to operate standard office equipment, including computers, printers, scanners, copiers, and multi-line telephone systems.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Administrative Clerk II

Department: Building Inspection

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Chief Building Official

Compensation: Full-Time / Hourly

Description:

The Administrative Clerk II performs responsible clerical, administrative, and customer service work in support of the Building, Planning, and Zoning Department. The position is responsible for processing permit applications, maintaining permit and inspection records, scheduling inspections, collecting fees, and providing information to contractors, developers, property owners, and the public regarding departmental procedures and requirements.

The Clerk II serves as a primary point of contact for permitting activities and assists in ensuring the efficient administration of building, planning, zoning, and development-related processes. Work is performed under the general supervision of the Chief Building Official or their designee.

Detailed Work Activities:

- Serves as the primary point of contact for permit applicants, contractors, developers, property owners, and the general public regarding permitting, inspections, and departmental procedures.
- Receives, reviews, and processes applications for building permits, trade permits, business licenses, zoning approvals, and other development-related permits to ensure completeness and compliance with submission requirements.
- Issues permits and approvals in accordance with established policies and procedures following departmental review and authorization.
- Schedules inspections and coordinates inspection requests between applicants, contractors, inspectors, and departmental staff.
- Maintains accurate records of permits, inspections, certificates of occupancy, zoning approvals, code enforcement actions, and related departmental activities.
- Enters, updates, and maintains permit, inspection, zoning, and development information within departmental software systems and databases.

- Collects permit fees, application fees, and other departmental revenues; issues receipts and maintains accurate financial records in accordance with City policies and procedures.
- Routes plans, applications, and supporting documents to appropriate departments and agencies for review and approval.
- Assists applicants in understanding permitting requirements, application procedures, inspection processes, and departmental regulations.
- Prepares correspondence, reports, notices, spreadsheets, and other administrative documents related to departmental operations.
- Maintains electronic and physical filing systems for permits, plans, inspection reports, zoning records, and related documents.
- Assists with public records requests and provides access to departmental records in accordance with applicable laws and policies.
- Coordinates legal notices, mailings, and administrative requirements for Planning Commission and other development-related meetings as assigned.
- Assists in compiling permit, inspection, and development activity reports and statistical data for departmental use and reporting purposes.
- Orders and maintains office supplies, forms, and departmental materials as needed.
- Maintains confidentiality of sensitive information and records.
- Attends staff meetings, training sessions, and professional development opportunities as required.
- Performs related duties as assigned.

Qualifications:

- High school diploma or GED required; additional coursework in business administration, office management, public administration, construction technology, or a related field is preferred.
- Possession of a valid Alabama driver's license preferred.

Knowledge, Skills, Abilities:

- Knowledge of general office procedures, recordkeeping practices, and customer service principles.
- Ability to understand and explain permitting procedures, departmental requirements, and applicable regulations to the public.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and related software.
- Ability to learn and utilize permitting, inspection, records management, Geographic Information Systems (GIS), and financial software systems.

- Strong organizational skills with the ability to manage multiple tasks, deadlines, and priorities.
- Excellent verbal and written communication skills.
- Ability to maintain accurate records and perform detailed work with a high degree of accuracy.
- Ability to establish and maintain effective working relationships with contractors, developers, property owners, elected officials, City employees, and the general public.
- Ability to exercise sound judgment, maintain confidentiality, and perform work with accuracy and attention to detail.
- Ability to communicate effectively in person, by telephone, and through electronic communications.
- Ability to lift and carry files, records, and office supplies weighing up to 25 pounds.
- Ability to operate standard office equipment, including computers, printers, scanners, copiers, and multi-line telephone systems.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Building Inspector

Department: Building Inspection

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Chief Building Official

Compensation: Full-Time / Hourly

Description:

The Building Inspector is responsible for conducting inspections of residential, commercial, and industrial construction projects to ensure compliance with adopted building, electrical, mechanical, plumbing, and related codes, ordinances, and regulations. The Building Inspector reviews permit applications, performs field inspections, documents findings, and works with contractors, property owners, and design professionals to ensure safe and code-compliant construction throughout the City.

The Building Inspector works under the general supervision of the Chief Building Official.

Detailed Work Activities:

- Conducts inspections of residential, commercial, and industrial construction projects at various stages of construction to verify compliance with adopted building, electrical, mechanical, plumbing, fuel gas, and other applicable codes and regulations.
- Reviews permit applications, construction plans, site plans, specifications, and related documents for compliance with applicable codes and ordinances.
- Performs foundation, framing, structural, electrical, mechanical, plumbing, final occupancy, and other required inspections.
- Identifies code violations and deficiencies and provides written and verbal guidance regarding corrective actions necessary to achieve compliance.
- Issues inspection reports and maintains accurate records of inspections, violations, corrective actions, and permit activities.
- Investigates complaints related to building code violations, unsafe structures, construction activities, and other matters within the department's jurisdiction.
- Assists contractors, architects, engineers, developers, and property owners by providing information regarding permit requirements, code interpretations, inspection procedures, and regulatory compliance.

- Coordinates inspection activities with contractors, utility providers, and other City departments as necessary.
- Assists with the enforcement of zoning ordinances, subdivision regulations, nuisance abatement requirements, and other municipal regulations as assigned.
- Maintains inspection schedules and enters permit, inspection, and enforcement data into departmental software systems.
- Assists in responding to citizen inquiries and concerns regarding construction projects, permits, and code requirements.
- Attends departmental meetings, training sessions, and professional development programs to maintain current knowledge of applicable codes, laws, regulations, and industry practices.
- Provides recommendations to the Chief Building Official regarding code interpretations, enforcement actions, and process improvements.
- Performs related duties as assigned.

Qualifications:

Education:

- High school diploma or GED required; additional coursework or training in construction technology, building inspection, code enforcement, or a related field preferred.
- Possession of a valid Alabama driver's license and the ability to maintain an acceptable driving record.

Knowledge, Skills, Abilities:

- Working knowledge of building construction methods, materials, codes, ordinances, and safety practices.
- Ability to read and interpret construction plans, blueprints, engineering drawings, specifications, plats, and site plans.
- Ability to detect code violations and evaluate construction for compliance with applicable regulations.
- Strong written and verbal communication skills and the ability to maintain effective working relationships with contractors, property owners, design professionals, elected officials, City staff, and the general public.
- Proficiency in the use of computers, permitting software, inspection management systems, and related office technology.
- Ability to prepare accurate reports, maintain records, and document inspection findings.
- Ability to work outdoors in varying weather conditions.

- Ability to walk over uneven terrain, climb ladders, enter confined spaces, and inspect structures under construction.
- Ability to lift and carry equipment and materials commonly associated with inspection duties.
- Ability to perform field inspections requiring standing, walking, bending, stooping, climbing, and other physical activities for extended periods.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Chief Building Official

Department: Building Inspection

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Reports to: Mayor with strategic support from the City Council

Compensation: Full-Time / Salaried

Description:

The Chief Building Official serves as the City's primary authority on planning, zoning, subdivision, and building regulations. This position oversees permitting, plan review, and inspection processes to ensure that all residential and commercial construction complies with applicable laws, codes, and safety standards.

The Chief Building Official is responsible for administering and enforcing planning, zoning, and subdivision regulations, ensuring that development activities are consistent with the City's comprehensive plan, ordinances, and legal requirements. The position also provides professional guidance and recommendations on land use, development, and regulatory matters and reports to the Mayor and City Council as needed.

Detailed Work Activities:

- Supervises departmental staff, including hiring, training, mentoring, and providing opportunities for technical and professional development. Assigns and evaluates work, provides counseling and disciplinary action when necessary, and recommends personnel actions, including termination.
- Directs and manages departmental operations; interprets and enforces building codes, zoning ordinances, subdivision regulations, and other applicable laws and policies. Ensures departmental compliance with City safety standards and regulations.
- Conducts and oversees on-site building, structural, electrical, mechanical, and plumbing inspections to ensure consistency, accuracy, and compliance with adopted codes and standards.
- Maintains and analyzes records related to permits, inspections, and construction activities. Prepares reports, statistical analyses, and other documentation; enters and manages data within departmental software systems and databases.

- Serves as a primary point of contact for architects, engineers, contractors, developers, property owners, and the public regarding code requirements, permitting processes, plan reviews, and regulatory compliance.
- Reviews and approves departmental expenditures and financial transactions; monitors budget performance and provides fiscal data and recommendations for the preparation of the annual operating budget.
- Develops and administers the department's annual budget, including preparing revenue and expenditure forecasts, budget justifications, and funding requests for presentation to the Mayor and City Council.
- Establishes and maintains departmental recordkeeping systems and fixed asset inventories. Processes and manages administrative documents, including reports, correspondence, requisitions, and personnel records.
- Attends, facilitates, and conducts staff meetings, professional conferences, training sessions, and educational programs to remain current with industry standards, regulations, and best practices.
- Coordinates and oversees required pre-application meetings for proposed developments. Ensures proper scheduling, participation by relevant City departments, and professional administration of meetings; serves as chairperson and primary facilitator.
- Exercises significant independent judgment and decision-making authority on matters affecting City operations, development activities, and public safety. Assists in the development and implementation of departmental policies, procedures, and operational practices.
- Reviews development applications, permits, site plans, and related documents for compliance with adopted zoning ordinances, subdivision regulations, building codes, and other applicable requirements.
- Manages the processing of applications and supporting documentation for consideration by the Planning Commission, Board of Zoning Adjustment, and other review bodies; prepares agendas, reports, and recommendations as required.
- Provides regular updates, recommendations, and technical reports to the Mayor, City Council, Planning Commission, and other boards or committees regarding planning, zoning, development, and building-related matters.
- Drafts, evaluates, and recommends amendments to building codes, zoning ordinances, subdivision regulations, and related policies to address evolving community needs, regulatory requirements, and best practices in development and construction.
- May be required to attend and present at City Council meetings and/or work sessions.

Qualifications:

Education: High school diploma or GED required; associate's or bachelor's degree in construction management, building technology, planning, public administration, or a related field preferred.

- Possession of a valid Alabama driver's license and the ability to maintain an acceptable driving record.
- Minimum of eight (8) years of progressively responsible experience in residential or commercial construction, building inspection, code enforcement, planning and zoning administration, or a closely related field.

Certification Requirements:

- Must possess, or obtain within two (2) years of appointment, certification from the International Code Council (ICC) as both a Commercial Building Inspector and Residential Building Inspector.

Knowledge, Skills, Abilities:

- Thorough knowledge of building construction methods, materials, codes, ordinances, and regulatory requirements.
- Ability to read, interpret, and evaluate construction drawings, blueprints, site plans, plats, engineering documents, and technical specifications.
- Strong interpersonal, communication, and customer service skills with the ability to effectively interact with contractors, developers, architects, engineers, property owners, elected officials, and the general public.
- Proficiency in the use of Geographic Information Systems (GIS) and related technologies to verify property boundaries, zoning classifications, tax parcel information, and development-related data.
- Ability to prepare clear and concise reports, correspondence, recommendations, and presentations for boards, commissions, and elected officials.
- Proficiency with computer applications and software commonly used in permitting, inspections, planning, code enforcement, records management, and municipal operations.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Deputy Chief Building Official

Department: Building Inspection

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Chief Building Official

Compensation: Full-Time / Salaried

Description:

The Deputy Chief Building Official assists the Chief Building Official in serving as the primary authority on planning, zoning, and building regulations. This position supports the management of permitting, plan review, and inspection processes to ensure residential and commercial construction meets all applicable legal and safety standards. The role also assists in the implementation and enforcement of planning, zoning, and subdivision regulations, ensuring all development conforms to the city's comprehensive plan and legal frameworks. The position reports to the Chief Building Official and may also provide reports to the Mayor and City Council as needed, particularly in the absence of the Chief Building Official.

Detailed Work Activities:

- Assists in supervising department staff, including providing training and professional development; participates in hiring recommendations, work assignments, performance evaluations, counseling, discipline, and termination recommendations.
- Supports the management of departmental operations by interpreting and ensuring compliance with City building codes and ordinances and monitoring staff compliance with applicable safety regulations.
- Conducts on-site inspections of building, structural, electrical, mechanical, and plumbing systems to ensure consistency and compliance with adopted codes.
- Reviews and evaluates construction plans, permits, and specifications for compliance with applicable codes and ordinances and provides technical guidance as needed.
- Collects, maintains, and analyzes data related to permits and construction activity; prepares reports and maintains accurate departmental records and databases.
- Communicates with architects, engineers, contractors, and the public to provide information, interpret code requirements, and review plans and correspondence.
- Assists in reviewing and monitoring departmental expenditures and provides fiscal data for budget preparation and planning.

- Maintains departmental records systems, processes routine documentation, and assists with maintaining inventory of fixed assets.
- Participates in staff meetings, interdepartmental coordination efforts, and professional development opportunities, including training sessions, seminars, and conferences.
- Assists in coordinating pre-application meetings for development projects, ensuring proper scheduling, notification of involved departments, and professional facilitation of meetings as assigned.
- Exercises independent judgment in technical and administrative matters that affect departmental operations and the public, working in a dynamic environment requiring interpretation and application of codes and policies.
- Reviews applications and permits for compliance with zoning ordinances and subdivision regulations.
- Assists in managing the preparation and processing of items for Planning Commission and Zoning Board agendas.
- Provides input for reports and updates presented to the Mayor and City Council as required.
- Assists in drafting recommendations for amendments to building, zoning, and subdivision regulations to reflect evolving community needs and regulatory requirements.
- **Education:**
 - High school diploma or GED required; associate's or bachelor's degree in construction management, engineering technology, building inspection, planning, public administration, or a related field preferred.

Qualifications:

- Possession of a valid Alabama driver's license and the ability to maintain an acceptable driving record.
- Minimum of five (5) years of progressively responsible experience in building inspection, code enforcement, construction management, plan review, or a closely related field.
- Supervisory or management experience preferred

Knowledge, Skills, Abilities:

- Ability to effectively supervise employees and coordinate multiple projects and assignments simultaneously.
- Strong written and verbal communication skills and the ability to interact professionally with contractors, engineers, architects, developers, property owners, elected officials, and the public.
- Proficiency with permitting software, inspection management systems, Geographic Information Systems (GIS), and standard office applications.

- Ability to prepare technical reports, correspondence, recommendations, and presentations for elected officials and regulatory boards
- Ability to perform field inspections requiring standing, walking, climbing, bending, stooping, and navigating construction sites.
- Ability to climb ladders, enter unfinished structures, and work outdoors in varying weather conditions.
- Ability to lift and carry equipment and materials associated with inspection activities.
- Ability to operate a motor vehicle safely and travel throughout the City to conduct inspections and attend meetings.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Plans Examiner

Department: Building Inspection

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Chief Building Official

Compensation: Full-Time / Hourly

Description:

The Plans Examiner is responsible for performing technical review of residential, commercial, and industrial construction plans to ensure compliance with applicable state and locally adopted building codes, zoning ordinances, and related regulations. This position evaluates architectural, structural, mechanical, electrical, plumbing, and site development plans for accuracy, completeness, and conformance with required standards prior to permit issuance.

The Plans Examiner serves as a key technical resource within the Building Department, providing guidance to contractors, architects, engineers, developers, property owners, and City staff regarding code requirements and plan review procedures. The position also supports the permitting and inspection process by ensuring that approved plans accurately reflect regulatory requirements and construction standards.

Work is performed under the general supervision of the Building Official and involves considerable independent judgment in interpreting codes, resolving technical issues, and ensuring consistent application of regulations.

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Detailed Work Activities:

- Reviews residential, commercial, and industrial construction plans for compliance with state and locally adopted building codes, ordinances, and regulations.
- Examines architectural, structural, mechanical, electrical, plumbing, and site development plans to ensure compliance with applicable standards and requirements.
- Prepares written plan review comments, reports, correction notices, and other documents in accordance with departmental policies and procedures.
- Serves as the primary departmental contact for plan review inquiries and provides technical assistance regarding code requirements and plan review procedures.
- Communicates plan review findings and required corrections to architects, engineers, surveyors, contractors, permit applicants, property owners, and other stakeholders.

- Maintains accurate and complete records of plan reviews, permits, approvals, correspondence, and related documentation utilizing departmental software and filing systems.
- Responds to telephone calls, emails, and other correspondence in a timely and professional manner.
- Coordinates and maintains effective working relationships with City departments, utility providers, state agencies, and other organizations involved in the development review process.
- Assists the public by providing information and guidance regarding adopted building codes, ordinances, permitting requirements, and development regulations.
- Provides support to permit clerks and permit technicians by answering inquiries, processing permits, and scheduling inspections as needed.
- Assists building inspectors by providing technical guidance regarding approved plans, code requirements, specifications, and construction details.
- Performs field inspections and site visits as necessary to verify compliance with approved plans and applicable codes.
- Obtains and maintains International Code Council (ICC) certifications and other professional credentials as required by the Building Official.
- Participates in professional development, continuing education, and training programs to remain current with code changes, industry standards, and best practices.
 - Performs other related duties as assigned by the Building Official.

Qualifications:

- High school diploma or GED required; additional education or technical training in construction technology, architecture, engineering, building inspection, or a related field is preferred.
- Minimum of two (2) years of experience in the construction industry, building inspection, code enforcement, plan review, or a related field; or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- Possession of a valid Alabama driver's license preferred.

Knowledge, Skills, Abilities:

- Thorough knowledge of state and locally adopted building codes, ordinances, and regulations.
- Knowledge of construction methods, materials, practices, and industry standards.
- Ability to read, interpret, and evaluate construction plans, blueprints, specifications, site plans, and technical documents.

- Strong written and verbal communication skills, with the ability to effectively communicate technical information to a variety of audiences.
- Excellent customer service and interpersonal skills.
- Knowledge of code enforcement principles, practices, and procedures.
- Ability to establish and maintain effective working relationships with contractors, architects, engineers, developers, property owners, City staff, and the general public.
- Ability to maintain accurate records, prepare reports, and manage technical documentation.
- Ability to organize work, prioritize assignments, and complete tasks in a timely and efficient manner.
- Proficiency in the use of computers, permitting software, electronic plan review systems, and standard office applications.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Traffic Technician Supervisor

Department: Traffic

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Traffic Engineer

Compensation: Full-Time / Hourly

Description:

The Traffic Technician Supervisor oversees and manages the day-to-day activities of the Traffic Technicians. This role includes coordinating maintenance of traffic control devices and street lighting, ensuring compliance with local and federal traffic regulations, and collaborating with the Traffic Engineer on traffic planning and public safety initiatives.

Assignments are received verbally or in writing from the Traffic Engineer. Work is reviewed through meetings, performance appraisals, written reports, or results obtained. Work is evaluated for compliance with federal, state, and local laws, ordinances, policies, procedures, guidelines, and standards. Additional guidance is provided through the Manual on Uniform Traffic Control (MUTCD), National Electrical Code and the National Electrical Safety Code.

Work involves responsibility for the implementation of all policies, procedures, and activities regarding traffic signals for existing City streets and other roadways. Supervision is exercised over Traffic Signal Technician I, II, and III.

Detailed Work Activities:

- Supervise and assign the field work of traffic technicians, signal maintenance crew, and street lighting crew
- Interpretation and implementation of the MUTCD focused heavily on Traffic Control safety standards
- Plan, schedule and assist with Holiday decoration installment
- Provide feedback to and assist the Traffic Engineer with employee appraisals, has the ability to correct and amend technician performance on jobsite
- Provide weekly reports of crew scheduling to the Traffic Engineer
- Oversee and ensure that preventative maintenance is performed and up to date

- Provides inventory management associated with all traffic signal hardware and replacement components (field- and shop-related); specifies and initiates purchase requests with respect to traffic signal hardware and software
 - Monitor and evaluate traffic conditions to make recommendations for improvement and implement solutions to reduce congestion and enhance safety
 - Assign, track, and close out Traffic Department work tickets
 - Assist the Traffic Engineer with the annual budget, including procurement of equipment, materials, and supplies
 - Assist with traffic data collection and analysis, including crash reports, traffic volume studies, and speed studies
 - Train technicians in work and safety procedures and standards as well as the operation and use of equipment, software, tools, and vehicles
 - Meet with and direct contractors on the installation of traffic equipment
 - Provide data to the Traffic Engineer for the preparation of reports and presentations for City Council, public meetings, and stakeholder groups.
 - Attends meetings on behalf of the Traffic Engineer in his/her absence
 - Maintains Centracs and other signals systems
 - Provides on-call emergency schedule for all employees supervised.
 - Requires regular and prompt attendance plus the ability to work well with others and work well as a team
-

Qualifications:

Education and Experience:

- High School diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency
- College training or coursework in electronics or electricity, and experience in the maintenance and construction of traffic signals is desired
- Minimum of 5 years of experience in traffic engineering, transportation operations, or public works, including 2+ years in a Technician III role

Licenses/Certifications:

- Valid AL state driver's license CDL Class B
- IMSA Level III Field Technician Required

Knowledge, Skills, Abilities:

- Ability to interpret Engineered Singal Plans
- Ability to support technicians who are serving in an on-call capacity
- Ability to respond after hours to emergency events
- Strong leadership skills
- In-depth knowledge of traffic systems, traffic signal operations, traffic signal equipment, and transportation safety
- Considerable knowledge of MUTCD, federal, state, and local laws, ordinances, codes, guides, and regulations governing traffic signals
- Proficiency in traffic analysis software, specifically Econolite Centrac ATMS
- Excellent communication skills, both written and verbal
- Strong problem-solving, decision-making capabilities, and ability to troubleshoot traffic signal problems
- Commitment to traffic industry safety standards, public safety and customer service

Working Conditions:

- Work is performed both in an office environment and outdoors in all weather conditions.
- Daily job site support of Signal Technicians
- May require emergency response outside of regular hours.
- Lifting, standing, and walking around construction and traffic sites
- Work requires the physical ability to lift heavy traffic signals and messengers; climb in and out of bucket trucks; and perform stooping and bending for extended periods of time.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Traffic Technician I

Department: Traffic

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Traffic Engineer

Compensation: Full-Time / Hourly

Description:

This is technical work in the installation, maintenance, repair and modification of mechanical, electrical and electronic traffic signals, streetlights, and related equipment.

Work involves the installation, maintenance and repair of traffic control infrastructure responding to trouble calls; performing on-call duty; performing preventative maintenance; operating specialized trucks and equipment; locating signals and cables for other agencies; and building and dismantling signal equipment.

Assignments are received through work orders, verbal, or written instruction from the supervisor. Assignments must be carried out according to established procedures, rules and regulations. Additional guidance is provided through the Manual on Uniform Traffic control Devices, National Electrical Code Book, National Electrical Safety Code Book and Federal, State, and Local laws, ordinances, guides, and City policies and procedures. Work is reviewed while in progress, upon completion, and through performance evaluations by the supervisor.

Detailed Work Activities:

- Installs new traffic signalized intersections; makes operational improvements, performs preventive maintenance, upgrades and makes structural, electrical or electronic repairs at existing traffic signalized intersections.
- Responds to "trouble calls" of signal equipment malfunctions and independently locates, trouble shoots and repairs through component replacement, relays, timers, vehicle detectors, signal load switches, control cabinets, conflict and current monitors, flasher electromechanical and micro processing controllers, and all other related signal equipment and hardware.
- Shift work, overtime, weekends and on-call work as required.

- Rotates "standby" duty with other signal personnel for after hours and weekend signal malfunction repairs. Also, when on standby, this position is the contact point for the Emergency Management Agency notification to mobilize DOT forces, and Cullman Police Department in the event of an emergency. Must be able to respond to emergency calls and be on site within one hour.
- Closes out and accounts for work performed related to troubled calls, repairs of traffic signals, and other related equipment through a work order computer ticketing system.
- Locates signal aerial and buried cables for other agencies to prevent damage to devices; meets utility locators to determine the location of telephone and electric cables, water and gas lines, drainage and sanitary sewage pipes for Traffic Engineering work activities.
- Works with private contractors, when utilized, during certain signal construction activities including pole foundation digging, trenching for conduit, and sawing of the street for vehicle detector installations.
- Determines (through interpretation of the MUTCD) and sets up traffic work zones for the Traffic Engineering Division
- Operates a motorized tractor/trencher to install electrical conduit.
- Utilizes a bucket truck, desktop and laptop computer, digital bench top multimeter, DC and AC power supply, function generator, soldering and desoldering iron and miscellaneous electrical tools and hand tools while performing essential functions.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Assists with the installation and maintenance of holiday event banners and Christmas decorations, including installation of brackets and bulb replacement
- Assists contractor with weather siren maintenance
- Installation and maintenance of lighting at the wastewater treatment plant, pump stations and other city facilities and such other duties as may be assigned by the supervisor and/or Traffic Engineering Department Head.
- Works with other signal technicians on new construction and routine maintenance of signalized intersections.
- Assists Traffic Technicians II's and III's with adjusting new video detection cameras, marking video zone, repairing loops in roadway, locating bad conductors.

- Assembles new and current controller systems, including installation of all necessary components and programming of controllers.
- Builds signal clusters, and flashers; paints signal brackets; maintains shop equipment; dismantles signal equipment for repair; assists in the repair of timers, load switches, electro-mechanical controllers, dial units, detectors, and left turn units during inclement weather.
- Draws locating and wiring diagrams.
- Installs security fencing and electrical wiring. Installs and repairs high signs, banners or decorative items

Qualifications:

Education:

- High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency.
- College training or coursework in electronics, electricity or welding and soldering and experience in the maintenance and construction of traffic signals is desired.

Certification Requirements:

- A valid Commercial Driver's license Class B, with air brake endorsement is required; if the successful applicant does not possess this license, it must be achieved within one year of employment
- IMSA (International Municipal Signal Association) Traffic Signal Field Technician Level II certification must be obtained within two (2) years of hire/promotion date. Certification must be maintained through IMSA renewal process.

Knowledge, Skills, Abilities:

- Knowledge of the standard practices, materials, tools and equipment of traffic signal repair work.
- Knowledge of traffic signal installation, repair and maintenance techniques, procedures, and practices.
- Knowledge of the basic principles of mechanics, electronics, and electricity.
- Knowledge of safety procedures and necessary precautions.
- Knowledge of heavy equipment and its operation.

- Knowledge of welding techniques, practices, and procedures. Ability to install, repair, and maintain traffic signals.
- Ability to operate a laptop computer.
- Ability to work independently and at heights up to 65'.
- Ability to troubleshoot traffic signal problems.
- Ability to understand and follow blueprints, diagrams, sketches and drawings.
- Ability to operate essential tools and equipment utilized in traffic installation, repair, and maintenance in a safe efficient manner.

Working Environment:

Work is performed primarily outside, with the potential for adverse weather conditions and temperature extremes. The employee is exposed to hazards associated with working in traffic; working around high voltage; and working at heights up to 65'. Protective equipment is required such as leather gloves, vests, safety glasses, boots, fall protection harnesses, welding hood and rubber high voltage lineman gloves.

Physical Demands:

Work requires the physical ability to lift heavy traffic signals and messengers; climb in and out of bucket trucks; and perform stooping and bending for extended periods of time. Work also requires the ability to operate a portable computer for traffic diagnosis; and pulls cable and messenger through conduit.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Traffic Technician II

Department: Traffic

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Reports to: Traffic Engineer

Compensation: Full-Time / Hourly

Description:

This is skilled technical work in the maintenance, repair and modification of mechanical, electrical and electronic traffic signals, streetlights, and related equipment.

Work involves performing diagnosis, repair, and modifications to traffic signal equipment; responding to trouble calls; updating and maintaining conflict monitors; assembling field controller systems; making electrical connections inside the traffic signal control cabinets; maintaining related records and inventory; and training Traffic Technician I's in field diagnosis.

Assignments are received through work orders, verbal, or written instruction from the supervisor. Additional guidance is provided through the Manual on Uniform Traffic control Devices, National Electrical Code Book, National Electrical Safety Code Book and Federal, State, and Local laws, ordinances, guides, and City policies and procedures. Work is performed independently in conformance with established criteria with a wide latitude for judgement and ingenuity in modifying equipment for more economic and efficient operations. Work is reviewed for accuracy and completeness through observation of results obtained and performance evaluations.

Detailed Work Activities:

- Responsible for the interpretation of operational requirements, translation into microprocessor language, and controller programming for new traffic signal installations or upgrades and modifications for existing signalized intersections.
- Performs diagnosis, repair, and modification of microprocessor, electronic, electro mechanical, and related signal equipment including traffic signal controller, detectors, timers, relays, conflict and current monitors, controller cabinets and other printed circuit boards, load switches, flashers, associated communication devices, and all signal components used by the department.

- Shift work, overtime, weekends and on-call work as required.
- Rotates "standby" duty with other signal personnel for after hours and weekend signal malfunction repairs. Also, when on standby, this position is the contact point for the Emergency Management Agency notification to mobilize DOT forces, and Cullman Police Department in the event of an emergency. Must be able to respond to emergency calls and be on site within one hour.
- Responds to technical trouble calls on traffic signals; makes repairs to or advises the Traffic Signal Supervisor and/or Traffic Department Head and other Traffic Signal Technicians on problem resolution.
- Closes out and accounts for work performed related to troubled calls, repairs of traffic signals, and other related equipment through a work order computer ticketing system.
- Responsible for a maintenance program on controllers, and the software associated with these controllers.
- Responsible for a maintenance program on conflict monitors, various video detection systems, control cabinets, LED traffic signals, and solar and electrical powered school flashers. Checks to ensure that the Control cabinets and microprocessors are working properly; updates the operational program utilizing a lap top computer with various software; cleans out the inside of the traffic signal cabinet; documents changes.
- Shop assembles field controller systems including installation of all necessary components, programming of controller, sets up assembly for testing and operational analysis to ensure accuracy and operational requirements prior to field installation.
- Performs all electrical connections inside the traffic signal control cabinets in the field.
- Maintains all repair and maintenance records including schematic and blueprint, computer and hard copy files for all signal equipment for risk management and statistical purposes.
- Maintains inventory of all shop repair components and advises the Traffic Signal Supervisor and/or Traffic Department Head of ordering needs, with adequate lead time to prevent parts shortages.
- Trains all Traffic Technician I's in field diagnosis, field data entry procedures for microprocessors controllers, field repair of all new signal components, and field installation procedures.
- Performs all other specialized technical and signal engineering duties as assigned including evaluation of statistically significant component failures (and elimination of same), and modifications to existing equipment to provide improvements to signalized intersections.

- Works with and directs the activities of private contractors when utilized, during certain signal construction activities including pole foundation digging, trenching for conduit, and sawing of the street for vehicle detector installations.
- Communicates with the Police Department regarding signal malfunctions
- Operates a motorized tractor/trencher to install electrical conduit. Utilizes a bucket truck, desktop and lap top computer, digital bench top multimeter, DC and AC power supply, function generator, soldering and desoldering iron and miscellaneous hand tools while performing essential functions.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Assists with the installation and maintenance of holiday event banners and Christmas decorations, including installation of brackets and bulb replacement
- Assists contractor with weather siren maintenance; installation and maintenance of lighting at the wastewater treatment plant, pump stations and other city facilities
- Responds to calls from Traffic personnel on standby that are unable to resolve traffic signal problems.
- Makes necessary changes to traffic signal microprocessors program and related paperwork; obtains approval from the Supervisor or Traffic Department Head before changes are made; completes work orders.
- Any other duties as may be assigned by the supervisor and/or Traffic Department Head

Qualifications:

Education:

- High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency.
- College training or coursework in electronics, electricity or welding and soldering and experience in the maintenance and construction of traffic signals is desired.

Certification Requirements:

- A valid Commercial Driver's license Class B, with air brake endorsement is required; if the successful applicant does not possess this license, it must be achieved within one year of employment
- IMSA (International Municipal Signal Association) Traffic Signal Field Technician Level II certification. Certification must be maintained through IMSA renewal process.

Preferred Requirements:

- Master Electrician Certification

Knowledge, Skills, Abilities:

- Considerable knowledge of MUTCD, Federal, State, and local laws, ordinances, codes, guides, and regulations governing traffic signals.
- Considerable knowledge of the standard practices, materials, tools, and equipment of traffic signal repair work including operation of computer programs associated with traffic signal work and office use.
- Considerable knowledge in applying electronic principles to new equipment operation, logic, circuitry, testing, and repair of new equipment.
- Ability to trouble shoot traffic signal problems.
- Ability to operate and maintain various tools and equipment used in traffic: signal installation, repair and maintenance.
- Ability to apply electronic, microprocessor and electrical repair theory to traffic signal equipment maintenance.
- Ability to organize and track all Signal Shop maintenance records and repairs.
- Ability to maintain an inventory on all materials and supplies for the Traffic Department.
- Ability to understand and follow blueprints, diagrams, sketches, and drawings.
- Ability to lead and. Provide guidance to Traffic Technician I's
- Ability to communicate effectively verbally and in writing.

Working Environment:

Work is performed primarily outside, with the potential for adverse weather conditions and temperature extremes. The employee is exposed to hazards associated with working in traffic; working around high voltage; and working at heights up to 65'. Protective equipment is required such as leather gloves, vests, safety glasses, boots, fall protection harnesses, welding hood and rubber high voltage lineman gloves.

Physical Demands:

Work requires the physical ability to lift heavy traffic signals and messengers, climb in and out of bucket trucks, and perform stooping and bending for extended periods of time. Work also requires the ability to operate a portable computer for traffic diagnosis and pulls cable and messenger through conduit.

Employment is contingent upon successfully passing a pre-employment physical and drug test; position is subject to random drug testing.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Traffic Technician III

Department: Traffic

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Traffic Engineer

Compensation: Full-Time / Hourly

Description:

This position requires proficient technical work in maintaining, repairing, and modifying mechanical, electrical, and electronic traffic signals and streetlighting equipment.

The Traffic Signal Technician III is responsible for taking a system-wide approach to the installation, maintenance, repair, and adjustment of City Traffic Control facilities involving electrical or electronics equipment in order to ensure that the entire system operates effectively. The Traffic Signal Technician III is also a senior technician who is a subject matter expert in the maintenance, repair and operation of traffic signal and streetlight technology and shares this knowledge with other Traffic Signal Technicians.

Assignments are received through work orders, verbal, or written instruction from the supervisor. Additional guidance is provided through the Manual on Uniform Traffic Control Devices, National Electrical Code Book, National Electrical Safety Code Book and Federal, State, and Local laws, ordinances, guides, and City policies and procedures. Work is performed independently in conformance with established criteria with a wide latitude for judgement and ingenuity in modifying equipment for more economic and efficient operations. Work is reviewed for accuracy and completeness through observation of results obtained and performance evaluations.

Distinguishing Characteristics: The Traffic Signal Technician III is the senior-level position in the series. This position performs the most difficult assignments, is a subject matter expert, and is a resource to their peers. Has demonstrated the ability to train and mentor both Level I and II Traffic Signal Technicians. This includes willingness to respond in an emergency on call capacity to assist other technicians who are on call.

Detailed Work Activities:

- Analyzes, evaluates, and prioritizes routine maintenance, repair, and adjustment of traffic signals, systems, street lighting, and other related facilities.
- Evaluates and proposes changes to improve signals, recognizing problems that may occur.
- Works with managerial staff to establish standards for electrical/electronic components and installations

- Participates in traffic signal plan and project review.
- Reviews the installation and design of new electrical equipment by outside contractors and provides comments and feedback to project managers.
- Performs shift work, overtime, weekends and on-call work as required.
- Rotates "standby" duty with other signal personnel for after hours and weekend signal mal-function repairs. Also, when on standby, this position is the contact point for the Emergency Management Agency notification to mobilize DOT forces, and Cullman Police Department in the event of an emergency. Must be able to respond to emergency calls and be on site within one hour.
- Inspects and directs repair of existing underground equipment damaged by construction activities.
- Assigns, closes out, and accounts for work performed related to troubled calls, repairs of traffic signals, and other related equipment through a work order computer ticketing system.
- Operates a motorized tractor/trencher to install electrical conduit. Utilizes a bucket truck, desktop and lap top computer, digital bench top multimeter, DC and AC power supply, function generator, soldering and desoldering iron and miscellaneous hand tools while performing essential functions.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Assists with the installation and maintenance of holiday event banners and Christmas decorations, including installation of brackets and bulb replacement
- Assist contractor with weather siren maintenance; installation and maintenance of lighting at the wastewater treatment plant, pump stations and other city facilities
- Other duties may be assigned by the supervisor and/or Traffic Department Head

Qualifications:

Education:

- High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency.
- 2-year associate degree in electronics or Master Electrician Certification (desired)

Experience:

- Two years of work experience in the maintenance and repair of electrical circuits, component systems and signals

Certification Requirements:

- Possess and maintain current CDL Driver's License (Class B)
- IMSA Traffic Signal Senior Field Technician Level III Certification
- Possess and maintain valid Alabama State Flagging Certification (desired)
- 1 year of experience in use of geographic information system (GIS) software, maintenance management systems, and other software programs relevant to the job duties is desired.
- Proven ability to lead and instruct other Technicians

Knowledge, Skills, Abilities:

- Extensive knowledge of electricity.
- Extensive knowledge of MUTCD, Federal, State, and local laws, ordinances, codes, guides, and regulations governing traffic signals.
- Expert knowledge of electrical and electronic components and systems associated with municipal traffic signal and streetlight systems.
- Advanced knowledge of electrical and electronic theory as applied to the installation and repair of electrical and electronic circuits and systems.
- Ability to read and interpret traffic signal plan sets, diagrams, charts, and schematics.
- Ability to maintain and repair traffic signals, streetlights, and other electrical circuits and equipment in the field or in shop situations as required.
- Ability to program all signal and intelligent transportation system (ITS) components.
- Possess working knowledge of emerging technologies in traffic signal operations including adaptive controls, fiber-based networks, and other ITS components.
- Ability to assist in signal design and layout
- Ability to keep and maintain files and/or records within a maintenance management system.
- Ability to train and mentor all other Signal Technician classifications.
- Excellent oral and writing skills, including computer proficiency.
- Ability to work cooperatively as a part of a team.
- Ability to communicate effectively and courteously with contractors and the public.
- Ability to perform maintenance of city Signal and Street Lighting GIS mapping layer
- Ability to work at heights in lift equipment
- Must be willing to work outdoors in inclement weather

- Must be willing to work around the physical hazards of working with exposure to electrical wiring, operating heavy equipment, working from heights, and working in heavy traffic
- Ability to work alone without supervision
-

Working Environment:

Work is performed primarily outside, with the potential for adverse weather conditions and temperature extremes. The employee is exposed to hazards associated with working in traffic; working around high voltage; and working at heights up to 65'. Protective equipment is required such as leather gloves, vests, safety glasses, boots, fall protection harnesses, welding hood and rubber high voltage lineman gloves.

Employment is contingent upon successfully passing a pre-employment physical and drug test; position is subject to random drug testing.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Risk Management Director

Department: Risk Management

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Mayor with strategic support from the City Council

Compensation: Full-Time / Salaried

Description:

The Risk Management Director plans, develops, implements and administers the City's comprehensive risk management program. This position is responsible for identifying, evaluating, and mitigating risks that may affect municipal operations, employees, assets, finances, and public services.

The Director oversees workers' compensation administration, insurance programs, safety initiatives, claims management, regulatory compliance and loss preventions activities while promoting a culture of safety and accountability throughout the organization.

Detailed Work Activities:

- Develops, implements, and maintains a comprehensive municipal risk management program
- Evaluates operational, financial, legal, and safety risks affecting City departments and facilities
- Administers the City's property, liability, workers' compensation, fleet, and other insurance programs
- Serves as the primary liaison with insurance carriers, brokers, attorneys, third-party administrators, and regulatory agencies
- Oversees investigation, documentation, and resolution of liability, property damage, and workers' compensation claims
- Reviews incidents, accidents, and claims to identify trends and recommend corrective action
- Coordinates accident investigations and assists departments in developing preventative measures
- Conducts risk assessments of facilities, equipment, operations, and special events
- Monitors compliance with applicable federal, state, and local safety regulations
- Coordinates return to work transitional duty programs for injured employees

- Maintains records and reporting related to claims, losses, insurance coverage, and safety performance
- Prepares and manages the department budget and assists with insurance and risk-related budget planning
- Provides reports, recommendations and presentations to executive leadership, Mayor, City Council and other stakeholders
- May be required to attend and present at City Council meetings and work sessions
- Assists with contract review to identify risk exposures and insurance requirements
- Develops emergency preparedness and business continuity recommendations in coordination with applicable departments
- Coordinates fitness for duty examinations to determine employees' ability to safely perform the essential functions of their positions
- Reviews fitness for duty findings with management, HR, legal counsel, and medical providers regarding work restrictions, accommodations, and return-to-work determinations
- Administers post-accident, reasonable suspicion, and return-to-duty, and follow up drug and alcohol testing programs in accordance with City policy and applicable laws and regulations
- Maintains confidential medical and testing records in compliance with applicable federal and state requirements.
- Provides guidance and training to supervisors regarding reasonable suspicion determinations, accident reporting procedures, and related documentation requirements
- Coordinates with medical providers, testing facilities, and third-party administrators to ensure timely and compliant testing and evaluation processes

Qualifications:

Education: Bachelor's degree in Risk Management, Human Resources, Safety Management, Public Administration, Business Administration or related field is preferred, or five years' progressively responsible experience in risk management, including insurance administration, safety management, workers' compensation, claims administration, or closely related field.

Preferred Qualifications:

- Experience in municipal, county, or other governmental operations
- Experience administering insurance programs
- Supervisory or management experience

Certification Requirements:

- Professional certification as an Alabama Certified Risk Management Specialist required within the first two years of employment (AAPPA-ACRMS)

Knowledge, Skills, Abilities:

- Thorough knowledge of risk management principles and practices
- Knowledge of municipal operations and governmental liability exposures
- Knowledge of workers' compensation laws, claims administration, and insurance programs
- Knowledge of occupational safety standards and loss prevention techniques
- Ability to analyze complex situations and recommend practical risk mitigation strategies
- Ability to investigate incidents and prepare detailed reports
- Ability to interpret contracts, insurance policies, and regulatory requirements
- Strong organizational, analytical, problem-solving skills
- Ability to establish and maintain effective working relationships with employees, department heads, elected officials and the public

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Utility/General Services

Department: Street

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Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role perform manual labor and semi-skilled work in support of street maintenance, drainage operations and other public works activities. Employees assist with constructions, repair, cleanup, and emergency response operations. Work involves physically demanding outdoor labor performed in varied weather and environmental conditions.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Performs manual labor associated with street maintenance, drainage work, and public infrastructure projects
- Assists with pothole repair, asphalt patching, sidewalk and curb repair, ditch cleaning, drainage pipe installation, shoulder maintenance, sign installation and repair, debris removal, storm cleanup operations, and related work
- Operates hand tools and light automotive equipment
- Performs flagging and traffic control duties to maintain safe work zones
- Cleans and maintains tools, vehicles, equipment, and assigned work areas
- Performs preventative maintenance and basic inspections on tools and light equipment
- Identifies and reports unsafe conditions, equipment issues, or roadway hazards
- Responds to emergency situations, including severe weather events, flooding, fallen trees and roadway hazards
- Performs related duties as assigned.

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license
- Experience in construction, maintenance, or public works preferred, but not required

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Work requires prolonged standing, walking and operation of equipment
- Works outdoors in varying temperatures and weather conditions

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Basic knowledge of construction maintenance and safe work practices
- Ability to perform strenuous physical labor for extended periods of time
- Ability to safely use hand tools and light equipment
- Ability to understand and follow oral and written instructions
- Ability to work safely around moving traffic, heavy equipment, and construction hazards
- Ability to work effectively as part of a crew
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the public

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date