

CITY OF TARRANT

CITY COUNCIL MEETING

MARCH 15th, 2021 AT 6PM

CITY HALL

AGENDA

1. Call to Order
2. Prayer & Pledge
3. Roll Call
4. Approval of minutes from the following:
 - a. March 1st, 2021 Meeting
5. Communications from the Mayor
 - a. Presentation from Greater Birmingham Humane Society
 - b. Bummit Heights Resident
 - c. Garbage Presentation
6. Committee Reports
7. Old Business
8. New Business
 - a. Resolution #8769 – Amending Resolution #8768- Creating Part-Time Fire Fighter
 - b. Resolution #8771 – Creating Accountant position for City
 - c. Resolution #8772 – Creating Accountant position for TED
 - d. Resolution #8773 – Creating Court Clerk position
 - e. Resolution #8774 – Creating Public Safety Dispatcher position for PD
9. Other Business
10. Public Comment
11. Vouchers and Expenses
12. Adjourn

The next scheduled council meeting will be April 5th, 2021.

**City of Tarrant
Council Meeting Minutes
Monday, March 15th, 2021
Tarrant City Hall**

The City Council of the City of Tarrant, Alabama met in a regular meeting on Monday, March 15th, 2021 at 6:00pm at City Hall.

Mayor Newton called the meeting to order. Kim Stone gave the invocation and Donald Ferris led the Pledge of Allegiance.

Councilman Bryant made a motion to appoint Aslinn O'Donohoe as acting clerk with a second from Threadford. There was no discussion. All present voted yes. Motion passed.

The following officials were present during roll call:

Wayman A. Newton	Mayor
Veronica Bandy Freeman	Council Member
Tracie B. Threadford	Council Member
Catherine "Cathy" Anderson	Council Member
Deborah "Debbie" Matthews	Council Member
John T. "Tommy" Bryant	Council Member

First the council considered the minutes from the March 1st, 2021 Regular Meeting.

Council member Freeman made a correction to the minutes: that her check had been approved. Council member Threadford made a motion to approve the minutes with the noted correctinos with a second from Bryant. There was no more discussion. Mayor Newton then called for a roll call vote

Yeas:

Council member Freeman
Council member Threadford
Council member Anderson
Council member Matthews
Council member Bryant
Mayor Newton

Nays:

None

Motion passed.

The Mayor then introduced Allison Black-Cornelius and Avana Sullivan from the Greater Birmingham Humane Society to the council. They gave a presentation to the council and audience about what they do in Tarrant. Next, Mrs Dill spoke to the council about damage to her property in Brummit Heights from the large trucks that go through her neighborhood and asked the council to repair her property. Lastly, Mayor Newton presented to the council his plan for the City to take over household garbage pickup.

There were no committee reports.

Council member Freeman read and introduced Resolution #8769 – Amending Resolutiond #8768 – Creating A Part-Time Firefighter Position. Council member Freeman made a motion to approve with a second from Anderson. There was no discussion. A roll call vote was held.

Yeas:

Council member Freeman
Council member Threadford
Council member Anderson
Council member Matthews
Council member Bryant
Mayor Newton

Nays:

None

Motion passed.

Mayor Newton introduced Resolution #8771 – Creating an Accountant Position for the City of Tarrant Administrative Department. Council member Bryant made a motion to approve with a second from Matthews. There was no discussion. A roll call vote was held.

Yeas:

Council member Freeman
Council member Threadford
Council member Anderson
Council member Matthews
Council member Bryant
Mayor Newton

Nays:

None

Motion passed.

Mayor Newton introduced Resolution #8772 – Creating an Accountant Position for the Tarrant Electric Department. Council member Bryant made a motion to approve with a second from Threadford. There was no discussion. A roll call vote was held.

Yeas:

Council member Freeman
Council member Threadford
Council member Anderson
Council member Matthews
Council member Bryant
Mayor Newton

Nays:

None

Motion passed.

Mayor Newton then introduced Resolution #8773 – Creating a Court Clerk Position. Magistrate Alicia Cole spoke to the council on the need for an additional court clerk position. Council member Threadford made a motion to approve with a second from Freeman. There was no discussion. A roll call vote was held.

Yeas:

Council member Freeman
Council member Threadford
Council member Anderson
Council member Matthews
Council member Bryant
Mayor Newton

Nays:

None

Motion passed.

Mayor Newton introduced Resolution #8774 – Creating a Public Safety Dispatcher Position for Tarrant Police Department. Dispatchers Desiree Fitts and Leah Fields and Lieutenant Phillip George spoke to the council about the need for an additional dispatcher. Council member Anderson made a motion to approve with a second from Threadford. There was no discussion. A roll call vote was held.

Yeas:

Council member Freeman
Council member Threadford
Council member Anderson
Council member Matthews
Council member Bryant
Mayor Newton

Nays:

None

Motion passed.

There was no other business.

Mayor Newton opened the floor up for public comment. Kelvin Slaughter asked to speak to the council about his beer, wine, and liquor application that he had recently submitted. Because of prior business dealings with Mr. Slaughter, Mayor Newton asked council member Matthews to step in as presiding officer. Council member Threadford informed Mr. Slaughter that the next meeting of the Public Safety Committee would be April 5th and they would discuss his application then. Mr. Slaughter continued to the council.

Next, a member of the Farmer's Market Committee told the council about their decision to begin having the farmers market every other week starting in April as the growing season began and that they would be including a car show once a month along with the market.

Council member Threadford then made a motion to approve payments of payroll and expense vouchers by the City and Electrical Department with a second from Bryant. A roll call vote was held.

Yeas:

Council member Freeman
Council member Threadford
Council member Anderson
Council member Matthews
Council member Bryant
Mayor Newton

Nays:

None

Motion passed.

Council member Threadford made a motion to adjourn with a second from Bryant. There was no discussion. All present voted yes.

Motion passed. Meeting adjourned.

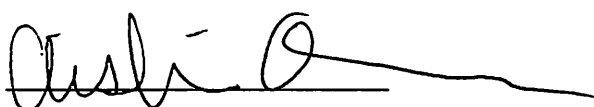
READ AND APPROVED THIS THE 5th DAY OF APRIL, 2021.

APPROVED: _____



Wayman A. Newton, Mayor

ATTEST: _____



Aislinn O'Donohoe, Acting City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 8769

A RESOLUTION AMENDING RESOLUTION NUMBER 8768
WHICH CREATED A PART-TIME FIRE FIGHTER POSITION

WHEREAS, the City Council enacted Resolution #8768 to create one (1) part-time fire fighter for the Tarrant Fire Department; and

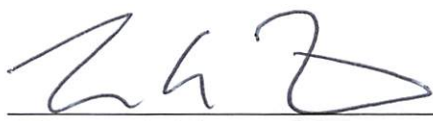
WHEREAS the rate of pay was mistakenly listed at pay grade 17; and

WHEREAS the City Council wishes to amend this;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, March 15, 2021 at 6:00 pm amends Resolution Number 8768 as follows:

Section 3. That there is hereby created one (1) part-time fire fighter position, pay grade 19, for the Tarrant Fire Department

ADOPTED AND APPROVED THIS THE 15TH OF MARCH, 2021

APPROVED: 
Wayman A. Newton, Mayor

ATTEST: 
Aislinn O'Donohe, Acting City Clerk

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Aislinn O'Donohoe, Acting City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Tarrant, Alabama, on the 15th day of March, 2021.

Witness my hand and seal of office this 15th day of March, 2021.



Aislinn O'Donohoe, Acting City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 8771

A RESOLUTION CREATING ONE (1) PERMANENT ACCOUNTANT POSITION GRADE 21 FOR THE CITY OF TARRANT ADMINISTRATIVE DEPARTMENT AND PROVIDING FOR THE FILLING OF SAME THROUGH THE JEFFERSON COUNTY PERSONNEL BOARD AT THE PREVAILING RATE OF

BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, March 15th, 2021 at 6:00 pm as follows:

Section 1. That there is hereby created one (1) permanent Accountant position, grade 21, for the City of Tarrant Administrative Department,

Section 5. That said position shall be filled through the Jefferson County Personnel Board at the prevailing rate of pay,

Section 6. That funds for said positions and benefits shall be provided from the City of Tarrant Administrative Department Budget,

Section 7. That a copy of said position description is attached hereto, marked as Exhibit "A" and incorporated into this Resolution by reference, as though set out fully herein,

APPROVED AND ADOPTED THIS THE 15TH OF MARCH, 2021.

APPROVED: _____


Wayman A. Newton, Mayor

ATTEST: _____



Aislinn O'Donohoe, Acting City Clerk

Exhibit A

Class Title:
Accountant
Class Number:
01023
Grade:
21

SUMMARY:

Accountants have a variety of responsibilities related to the fiscal operations of a jurisdiction. Employees in this job class maintain accurate accounts, enact fiscal transactions, prepare financial reports, and reconcile accounts to ensure the appropriate use of department funds. Employees process accounts payable and receivable, participate in department audits, process payroll, and assist in developing and monitoring the department annual budget. Accountants may also maintain fixed assets, deal with property insurance values, and recommend policy and procedure changes related to accounting functions. Work is completed in compliance with federal, state, and local laws and guidelines, as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) laws and guidelines. Work is performed in an office setting and does not involve the supervision of others.

TYPICAL JOB DUTIES:

Supports the department by assisting in the development of the budget, maintaining financial records, reviewing financial reports, creating reports, and keeping current on changes in relevant accounting laws and/or professional certifications.

Creates, processes, and reconciles bank deposits and verifies banks have received the deposits.

Processes returned checks from banks and stop payment or check copy requests from departments.

Reviews the general ledger for accuracy, creates journal entries and general ledger adjustments, and reconciles the general ledger to maintain accounting records.

Participates in department audits (e.g., internal, external, workers' compensation) by maintaining audit-related records throughout the year, communicating with the audit company throughout the audit process, and pulling records and/or reports that support the audit.

Processes accounts payables (AP) and/or requests for payments.

Processes accounts receivables (AR) for vendors and other departments.

Processes jurisdiction Automated Clearing House (ACH) payments.

Processes payroll (or benefits distribution) by maintaining a database of employees and/or retirees,

reconciling payroll information, processing payments, and maintaining and filing applicable taxes.

Maintains expense accounts by reconciling receipts to expense reports, issuing and tracking payments, and maintaining expense report files.

Supports city council meetings by creating and posting an agenda, gathering relevant financial information for the council's review, typing meeting minutes, and attending and taking minutes when the city clerk is unavailable.

Maintains grant/program (e.g., Housing Urban Development (HUD)) financial records by setting up grants in accounting system and general ledger, verifying services provided are compliant with grant specifications, and approving grant expenses.

MINIMUM QUALIFICATIONS:

Option A:

Bachelor's degree in accounting.

Option B:

At least 15 semester hours in accounting with intermediate accounting.

Experience with professional accounting software (e.g., QuickBooks, Great Plains, Sage).

Experience with Excel (e.g., formatting spreadsheets using formulas and logic).

Experience with full charge bookkeeping (e.g., preparing journal entries, maintaining books and ledgers, processing accounts payable/receivable, processing payroll).

PREFERRED QUALIFICATIONS:

Certified Public Accountant (CPA) or CPA candidate.

Experience in governmental or non-profit accounting.

Performance Appraisal Competencies

Oral Communication & Comprehension, Planning & Organizing, Problem Solving & Decision Making, Reviewing, Inspecting & Auditing, Self-Management & Initiative, Teamwork & Interpersonal, Technical & Job Specific Knowledge, Written Communication & Comprehension,

All Competencies

Adaptability & Flexibility.

Computer & Technology Operations.

Learning & Memory.

Mathematical & Statistical Skills.

Oral Communication & Comprehension.

Physical Abilities.

Planning & Organizing.
Problem Solving & Decision Making.
Professionalism & Integrity.
Psychomotor Abilities.
Researching & Referencing.
Reviewing, Inspecting & Auditing.
Self-Management & Initiative.
Sensory Abilities.
Teamwork & Interpersonal.
Technical & Job-Specific Knowledge.
Technical Skills.
Written Communication & Comprehension.

CRITICAL KNOWLEDGES:

Knowledge of budgetary principles and procedures, and encumbrances/expenditures such as revenues, expenditures, and appropriations involved in establishing and maintaining budgets.

Knowledge of laws and regulations pertaining to federal, state, and or local taxes.

Knowledge of Generally Accepted Accounting Principles and their application.

Knowledge of traditional financial statements, such as balance sheets, statement of revenues, statement of cash flows, etc.

Knowledge of basic accounting principles and terminology, such as debit, credit, journal entry, general ledger, trial balance, cash flows, income statement, and balance sheet.

WORK ENVIRONMENT:

Work is conducted almost exclusively indoors in an office setting. Work involves use of standard office equipment, such as computer, phone, copier, etc.

PHYSICAL DEMANDS:

Job is primarily sedentary involving sitting for long periods of time, but may involve occasional walking or standing for brief periods.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

COMPENSABLE FACTORS:

Bachelor's Degree in Accounting or a related field with major coursework in accounting and two years of accounting experience.

Survey Year:

2025 - 2026

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Aislinn O'Donohoe, Acting City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Tarrant, Alabama, on the 15th day of March, 2021.

Witness my hand and seal of office this 15th day of March, 2021.



Aislinn O'Donohoe, Acting City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 8772

A RESOLUTION CREATING ONE (1) PERMANENT ACCOUNTANT POSITION GRADE 21 FOR THE CITY OF TARRANT ELECTRICAL DEPARTMENT AND PROVIDING FOR THE FILLING OF SAME THROUGH THE JEFFERSON COUNTY PERSONNEL BOARD AT THE PREVAILING RATE OF

BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, March 15th, 2021 at 6:00 pm as follows:

Section 1. That there is hereby created one (1) permanent Accountant position, grade 21, for the City of Tarrant Electric Department,

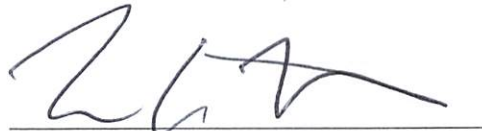
Section 5. That said position shall be filled through the Jefferson County Personnel Board at the prevailing rate of pay,

Section 6. That funds for said positions and benefits shall be provided from the City of Tarrant Electric Department Budget,

Section 7. That a copy of said position description is attached hereto, marked as Exhibit "A" and incorporated into this Resolution by reference, as though set out fully herein,

APPROVED AND ADOPTED THIS THE 15TH OF MARCH, 2021.

APPROVED: _____



Wayman A. Newton, Mayor

ATTEST: _____



Aislinn O'Donohoe, Acting City Clerk

Exhibit A

Class Title:
Accountant
Class Number:
01023
Grade:
21
SUMMARY:

Accountants have a variety of responsibilities related to the fiscal operations of a jurisdiction. Employees in this job class maintain accurate accounts, enact fiscal transactions, prepare financial reports, and reconcile accounts to ensure the appropriate use of department funds. Employees process accounts payable and receivable, participate in department audits, process payroll, and assist in developing and monitoring the department annual budget. Accountants may also maintain fixed assets, deal with property insurance values, and recommend policy and procedure changes related to accounting functions. Work is completed in compliance with federal, state, and local laws and guidelines, as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) laws and guidelines. Work is performed in an office setting and does not involve the supervision of others.

TYPICAL JOB DUTIES:

Supports the department by assisting in the development of the budget, maintaining financial records, reviewing financial reports, creating reports, and keeping current on changes in relevant accounting laws and/or professional certifications.

Creates, processes, and reconciles bank deposits and verifies banks have received the deposits.

Processes returned checks from banks and stop payment or check copy requests from departments.

Reviews the general ledger for accuracy, creates journal entries and general ledger adjustments, and reconciles the general ledger to maintain accounting records.

Participates in department audits (e.g., internal, external, workers' compensation) by maintaining audit-related records throughout the year, communicating with the audit company throughout the audit process, and pulling records and/or reports that support the audit.

Processes accounts payables (AP) and/or requests for payments.

Processes accounts receivables (AR) for vendors and other departments.

Processes jurisdiction Automated Clearing House (ACH) payments.

Processes payroll (or benefits distribution) by maintaining a database of employees and/or retirees, reconciling payroll information, processing payments, and maintaining and filing applicable taxes.

Maintains expense accounts by reconciling receipts to expense reports, issuing and tracking payments, and maintaining expense report files.

Supports city council meetings by creating and posting an agenda, gathering relevant financial information for the council's review, typing meeting minutes, and attending and taking minutes when the city clerk is unavailable.

Maintains grant/program (e.g., Housing Urban Development (HUD)) financial records by setting up grants in accounting system and general ledger, verifying services provided are compliant with grant specifications, and approving grant expenses.

MINIMUM QUALIFICATIONS:

Option A:

Bachelor's degree in accounting.

Option B:

At least 15 semester hours in accounting with intermediate accounting.

Experience with professional accounting software (e.g., QuickBooks, Great Plains, Sage).

Experience with Excel (e.g., formatting spreadsheets using formulas and logic).

Experience with full charge bookkeeping (e.g., preparing journal entries, maintaining books and ledgers, processing accounts payable/receivable, processing payroll).

PREFERRED QUALIFICATIONS:

Certified Public Accountant (CPA) or CPA candidate.

Experience in governmental or non-profit accounting.

Performance Appraisal Competencies

Oral Communication & Comprehension, Planning & Organizing, Problem Solving & Decision Making, Reviewing, Inspecting & Auditing, Self-Management & Initiative, Teamwork & Interpersonal, Technical & Job Specific Knowledge, Written Communication & Comprehension,

All Competencies

Adaptability & Flexibility.

Computer & Technology Operations.
Learning & Memory.
Mathematical & Statistical Skills.
Oral Communication & Comprehension.
Physical Abilities.
Planning & Organizing.
Problem Solving & Decision Making.
Professionalism & Integrity.
Psychomotor Abilities.
Researching & Referencing.
Reviewing, Inspecting & Auditing.
Self-Management & Initiative.
Sensory Abilities.
Teamwork & Interpersonal.
Technical & Job-Specific Knowledge.
Technical Skills.
Written Communication & Comprehension.

CRITICAL KNOWLEDGES:

Knowledge of budgetary principles and procedures, and encumbrances/expenditures such as revenues, expenditures, and appropriations involved in establishing and maintaining budgets.

Knowledge of laws and regulations pertaining to federal, state, and or local taxes.

Knowledge of Generally Accepted Accounting Principles and their application.

Knowledge of traditional financial statements, such as balance sheets, statement of revenues, statement of cash flows, etc.

Knowledge of basic accounting principles and terminology, such as debit, credit, journal entry, general ledger, trial balance, cash flows, income statement, and balance sheet.

WORK ENVIRONMENT:

Work is conducted almost exclusively indoors in an office setting. Work involves use of standard office equipment, such as computer, phone, copier, etc.

PHYSICAL DEMANDS:

Job is primarily sedentary involving sitting for long periods of time, but may involve occasional walking or standing for brief periods.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

COMPENSABLE FACTORS:

Bachelor's Degree in Accounting or a related field with major coursework in accounting and two years of accounting experience.

Survey Year:

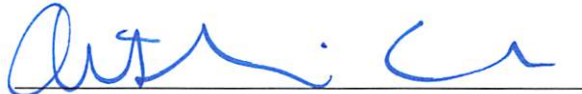
2025 - 2026

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Aislinn O'Donohoe, Acting City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Tarrant, Alabama, on the 15th day of March, 2021.

Witness my hand and seal of office this 15th day of March, 2021.



Aislinn O'Donohoe, Acting City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 8773

A RESOLUTION CREATING ONE (1) PERMANENT COURT CLERK POSITION GRADE 13 FOR THE CITY OF TARRANT MUNICIPAL COURT DEPARTMENT AND PROVIDING FOR THE FILLING OF SAME THROUGH THE JEFFERSON COUNTY PERSONNEL BOARD AT THE PREVAILING RATE OF

BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, March 15th, 2021 at 6:00 pm as follows:

Section 1. That there is hereby created one (1) permanent Court Clerk position, grade 13, for the City of Tarrant Administrative Department,


Section 5. That said position shall be filled through the Jefferson County Personnel Board at the prevailing rate of pay,

Section 6. That funds for said positions and benefits shall be provided from the City of Tarrant Municipal Court Department Budget,

Section 7. That a copy of said position description is attached hereto, marked as Exhibit "A" and incorporated into this Resolution by reference, as though set out fully herein,

APPROVED AND ADOPTED THIS THE 15TH OF MARCH, 2021.

APPROVED:


Wayman A. Newton, Mayor

ATTEST:


Aislinn O'Donohoe, Acting City Clerk

Exhibit A

Class Title:
Court Clerk
Class Number:
00273
Grade:
13

SUMMARY:

Court Clerks receive, process, maintain, and safeguard legal and financial records and monies for a municipal or county court to ensure all cases can be processed in an effective and efficient manner. Employees in this job class record judicial activities, complete court and legal documents, file and maintain documents, and conduct research. Work includes verifying completeness of legal documents where accuracy and timeliness are of critical importance. Work is performed in an office or courtroom setting. Court Clerks report to a higher-level court clerk and do not supervise others.

TYPICAL JOB DUTIES:

Serves as liaison for the court by facilitating communication and collaboration among all parties ensuring efficient operation of the court.

Handles payments, billing, and/or cash by calculating, collecting, posting, balancing, and/or reviewing financial information.

Conducts research and performs other duties in preparation for court.

Provides court-related clerical support and customer service.

Oversees the administration of courtroom operations by enforcing court procedures and compliance of court activities, rulings, and reports.

Performs tasks to assist with the elections process.

Assists with the facilitation and administration of Family Court policies and procedures.

Assists with completion, filing, and certifying of court documents and other legal materials.

Performs duties of a magistrate.

Maintains paper and electronic filing systems for legal records, documentation, and correspondence.

Records, certifies, and maintains records of judicial activities (e.g., wills, guardianships and conservatorships, adoptions, name changes, legitimations, etc.) brought before Probate Court and legal documents (e.g., real property warranty deeds, mortgages, releases, powers of attorney, liens, plats, amendments, etc.) designated by state law to be recorded by the Probate Court Recording department.

Engages in activities designed to ensure professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.

MINIMUM QUALIFICATIONS:

None.

PREFERRED QUALIFICATIONS:

None.

Performance Appraisal Competencies

Oral Communication & Comprehension, Planning & Organizing, Problem Solving & Decision Making, Professionalism & Integrity, Reviewing, Inspecting & Auditing, Self-Management & Initiative, Teamwork & Interpersonal, Technical & Job Specific Knowledge,

All Competencies

Adaptability & Flexibility.

Computer & Technology Operations.

Leadership & Management.

Learning & Memory.

Mathematical & Statistical Skills.

Oral Communication & Comprehension.

Planning & Organizing.

Problem Solving & Decision Making.

Professionalism & Integrity.

Researching & Referencing.

Reviewing, Inspecting & Auditing.

Self-Management & Initiative.

Teamwork & Interpersonal.

Technical & Job-Specific Knowledge.

Training & Facilitation.

Written Communication & Comprehension.

CRITICAL KNOWLEDGES:

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Knowledge of appropriate citizen interactions when dealing with the public.

Knowledge of basic office equipment (e.g., telephone, smartphone, fax machine, copier, computer, calculator).

Knowledge of Probate Court systems and proceedings.

WORK ENVIRONMENT:

Work is conducted almost exclusively indoors in an office or courtroom setting. Work involves use of standard office equipment, such as computer, phone, copier, etc.

PHYSICAL DEMANDS:

Job is primarily sedentary involving sitting for long periods of time, but may involve occasional walking or standing for brief periods.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

COMPENSABLE FACTORS:

High School Diploma or G.E.D. and two years of experience in typing and clerical work.

Survey Year:

2024 - 2025

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Aislinn O'Donohoe, Acting City Clerk of the City of Tarrant, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Tarrant, Alabama, on the 15th day of March, 2021.

Witness my hand and seal of office this 15th day of March, 2021.



Aislinn O'Donohoe, Acting City Clerk

CITY COUNCIL OF THE CITY OF TARRANT, ALABAMA

RESOLUTION NO. 8774

A RESOLUTION CREATING ONE (1) PERMANENT PUBLIC SAFETY DISPATCHER POSITION GRADE 13 FOR THE CITY OF TARRANT MUNICIPAL COURT DEPARTMENT AND PROVIDING FOR THE FILLING OF SAME THROUGH THE JEFFERSON COUNTY PERSONNEL BOARD AT THE PREVAILING RATE OF

BE IT RESOLVED by the City Council of the City of Tarrant, Alabama while in regular session on Monday, March 15th, 2021 at 6:00 pm as follows:

Section 1. That there is hereby created one (1) permanent Public Safety Dispatcher position, grade 13, for the City of Tarrant Police Department,

Section 5. That said position shall be filled through the Jefferson County Personnel Board at the prevailing rate of pay,

Section 6. That funds for said positions and benefits shall be provided from the City of Tarrant Police Department Budget,

Section 7. That a copy of said position description is attached hereto, marked as Exhibit "A" and incorporated into this Resolution by reference, as though set out fully herein,

APPROVED AND ADOPTED THIS THE 15TH OF MARCH, 2021.

APPROVED:



Wayman A. Newton, Mayor

ATTEST:



Aislinn O'Donohoe, Acting City Clerk

Exhibit A

Class Title:
Public Safety Dispatcher I

Class Number:

00650

Grade:

13

SUMMARY:

Public Safety Dispatcher Is support public safety agencies by receiving emergency and non-emergency telephone and radio messages in a communication center, entering all requests for service into the computer aided dispatch (CAD), and forwarding the information to the Public Safety Dispatcher II. Employees in this job class provide information and referrals to citizens for non-emergency calls. Work is performed in a call center setting and employees operate a technological work station to include the simultaneous operation of multiple computer monitors, video monitors, telephones, two-radios, etc. Work is reviewed by the shift supervisor by playing back recorded calls and checking records for accuracy and correctness.

TYPICAL JOB DUTIES:

Answers and manages calls to allow effective communication and response for citizens during emergency situations.

Enters information from emergency calls in into the computer aided dispatch (CAD) system using while simultaneously communicating with caller to gather information regarding the incident and scene.

Transfers calls to appropriate dispatcher and/or agency (e.g., law enforcement, fire, EMS) and monitors relay of call to ensure incident information has been received.

Provides information and referrals to citizens, public safety personnel, media, etc., by answering calls involving non-emergency situations.

Communicates with external agencies (e.g., utility companies, animal control, towing companies) to provide information regarding citizen requests.

Monitors local geographical conditions such as major street closings, utility company projects, roads and transportation conditions, road construction projects, accidents, traffic delays, etc. and updates dispatchers and emergency responders through computer aided dispatch system (CAD) to keep them informed.

Operates technology-based work station that includes multiple video monitors, multiple software programs running simultaneously, a personal computer, phone lines, headsets, and alarm boards in order to receive, forward, and monitor calls for services.

Creates and maintains information and tracking data pertinent to law enforcement operations such as documentation of repossessed or towed vehicles, important event documentation, language line usage log for non-English speaking callers.

MINIMUM QUALIFICATIONS:

Willingness to work any shift (8 or 12 hour), on any day, and overtime as needed.

Willingness to submit to a criminal and general background check.

PREFERRED QUALIFICATIONS:

Emergency Medical Dispatch (EMD) Certification.

CPR Certification.

Experience as a Public Safety Dispatcher.

Performance Appraisal Competencies

Adaptability & Flexibility, Computer & Technology Operations, Learning & Memory, Oral Communication & Comprehension, Policies & Procedures, Researching & Referencing, Teamwork & Interpersonal, Written Communication & Comprehension,

All Competencies

Adaptability & Flexibility.

Computer & Technology Operations.

Customer Service.

Learning & Memory.

Mathematical & Statistical Skills.

Oral Communication & Comprehension.

Physical Abilities.

Planning & Organizing.

Problem Solving & Decision Making.

Professionalism & Integrity.

Researching & Referencing.

Reviewing, Inspecting & Auditing.

Self-Management & Initiative.

Sensory Abilities.

Teamwork & Interpersonal.

Technical & Job-Specific Knowledge.

Technical Skills.
Training & Facilitation.
Written Communication & Comprehension.

CRITICAL KNOWLEDGES:

Knowledge of applicable local, state and federal laws, rules and regulations for dealing with confidential case material.

Knowledge of basic law enforcement terminology.

Knowledge of department policies and procedures on handling complaints (e.g., customer, citizen, etc.).

Knowledge of the geography of the jurisdiction, including landmarks, street numbers/names, boundaries, etc., and basic familiarity with surrounding area.

Knowledge of dispatch codes used in dispatching public safety information.

WORK ENVIRONMENT:

Work is conducted almost exclusively indoors in a call center setting. Work involves use of standard office equipment, such as computer, phone, copier, etc. Job requires working holidays, overtime (e.g., in the morning, during lunch, or after normal working hours), and/or nights.

PHYSICAL DEMANDS:

Job is primarily sedentary involving sitting for long periods of time, but may involve occasional walking or standing for brief periods.

DISCLAIMER: This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

COMPENSABLE FACTORS:

High School Diploma or G.E.D. No experience required.

Survey Year:

2025 - 2026

SIGN IN SHEET
City of Tarrant
City Council Meeting

March 15, 2021 at 7:00 p.m.

Please sign in if you wish to address the City Council

	NAME	ADDRESS	PHONE NO.	SUBJECT
1.	For Justice Hall		Tethering Ord	
2.	Minfred Dill			property damage
3.	Kelvin Slaughter			
4.	Allen Pilkington			
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				