

Sec. 2-6. Appropriations by board of commissioners; space allocated to museum board.

The board of commissioners will make appropriations, from time to time, from municipal funds to the museum board for the support and maintenance of the museum board in carrying out a museum program. The amount of such appropriation shall be within the discretion of the board of commissioners. The museum board shall not obligate the city in excess of the amount of such appropriations, as finally determined.

The museum board is assigned space in the public building located at South McDonough Street in the city. (Ord. No. 34-61, § 4.)

Article III. Park and Recreation Board.

Sec. 2-7. Created; membership; appointment of members; term of office of members.

Under the authority of Act No. 580 of the Regular Session 1969, Alabama Legislature,⁴ approved August 29, 1969, there is hereby created a park and recreation board for the city, to be composed of five members to be appointed by the board of commissioners of the city, and whose terms shall be for the duration specified in such Act. (Ord. No. 35-61, § 1; Ord. No. 52-70, § 1.)

Sec. 2-8. Powers and duties.

The park and recreation board shall have the powers and authority conferred on such a board by the authority and provisions of Act No. 580, Regular Session, 1969, Alabama Legislature. (Ord. No. 35-61, § 3; Ord. No. 52-70, § 33.)

Sec. 2-9. Authority to hire employees.

The park and recreation board may, with the approval of the board of commissioners of the city, and subject to any civil service or merit system law now or hereafter in effect in the city, employ and fix the salary of a director of parks and recreation and such employees as the park and recreation board deems necessary to carry into effect the parks and recreation program. (Ord. No. 35-1, § 2; Ord. No. 52-70, § 2.)

4. See Code of Ala. appx., §§ 1317(48) to 1317(53). Such Act is set out in Appendix I of this volume.

Sec. 2-10. Appropriations by board of commissioners.

The board of commissioners of the city will make appropriations, from time to time, from municipal general funds to the park and recreation board for the support and maintenance of the board in carrying out a parks and recreation program, the amount of such appropriation shall be within the discretion of the board of commissioners and the park and recreation board shall not obligate the city in excess of the amount of the appropriations as finally determined. (Ord. No. 35-61, § 4; Ord. No. 52-70, § 34.)

Sec. 2-11. Control over certain land, buildings, equipment, etc.

The park and recreation board shall have control over all lands and buildings and equipment connected therewith and the other facilities assigned to it. (Ord. No. 35-61, § 5; Ord. No. 52-70, § 35.)

Article IV. Planning Commission.⁵

Sec. 2-12. Created.

Pursuant to the provisions of section 787 of Title 37 of the Code of Alabama, there is hereby created a planning commission for the city. (Code 1952, c. 22, § 1.)

Sec. 2-13. Composition; appointment and term of office of members.

The city planning commission shall consist of seven members, to be appointed for the terms and in the manner set forth in section 788 of Title 37 of the Code of Alabama. (Code 1952, c. 22, § 1.)

Sec. 2-14. Powers generally.

The city planning commission is authorized and empowered to exercise all powers and do all things authorized by the law under which it is created as it may deem necessary for its work. (Code 1952, c. 22, § 2.)

5. For state law as to planning commissions, see Code of Ala., Tit. 37, §§ 786 to 797. See also, Code of Ala., appx., §§ 1317(41) to 1317(47).

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CLERK III

NATURE OF WORK

This is responsible supervisory or independent clerical work of comparable responsibility.

Employees in this class apply considerable independent judgement based on knowledge gained through experience in the performance of responsible specialized duties. Work problems involving important departures from standard policies are reviewed with superiors for final decision, but ordinarily employees develop their own procedures and carry the work through to completion. Instructions are received from superiors on matters of desired objectives. Work is normally reviewed only for results obtained. When necessary, employees in this class may be deputized as a means of giving effect to legal procedures. Supervision may be exercised over a small clerical staff doing specialized work, or over a larger group performing routine duties.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains complex cost, payroll and other financial records not requiring accounting training; prepares reports.

Maintains complex assessment and property transfer records not requiring specialized techniques but requiring involved procedural determinations.

Plans, assigns and reviews work of a moderately sized group of workers or independently performs a variety of clerical tasks, as in the large scale processing of motor title and license applications or voter registration.

Explains departmental policies and regulations to other employees and the general public; answers complaints; independently composes correspondence relating to departmental operations; assists department head in handling administrative detail.

Operates standard office machines and appliances incidental to clerical assignments.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable knowledge of the policies and procedures of the work of the department to which assigned.

Considerable knowledge of modern office practices and procedures and of business English and commercial arithmetic.

Ability to keep complex records and to prepare reports from such records.

Ability to plan, organize and coordinate the work of a moderate sized group of clerical staff performing varied clerical operations.

Ability to make a variety of arithmetic computations with speed and accuracy.

Ability to develop skill in the operation of common office appliances.

Ability to establish and maintain effective working relationships with other employees and the general public.

DESIRABLE EXPERIENCE AND TRAINING

Considerable experience in responsible and varied clerical work; and graduation from a standard high school.