

MEETING AGENDA



District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

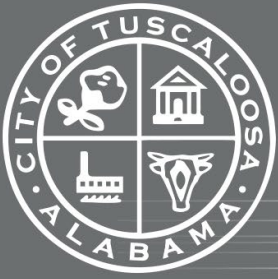
District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, April 2, 2024 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Mercedes-Benz Amphitheater Box Office Manager job classification (OCA-24-0379)	Kay Day LaShonda Herbert	3-6
2. Mercedes-Benz Amphitheater Assistant Box Office Manager job classification (OCA-24-0379)	Kay Day LaShonda Herbert	7-10
3. Mercedes-Benz Amphitheater Operations Assistant job classification (OCA-24-0379)	Kay Day Lashonda Herbert	11-14
4. Special Event Crew Supervisor job classification (OCA-24-0379)	Kay Day LaShonda Herbert	15-19
5. Director, Construction & Facilities Projects job classification (OCA-24-0379)	Eric Thompson LaShonda Herbert	20-22
6. Project Manager job classification (OCA-24-0379)	Eric Thompson LaShonda Herbert	23-26
7. Senior Crime & Intelligence Analyst job classification (OCA-24-0379)	Chief Brent Blankley LaShonda Herbert	27-29
8. Authorization to enter into a contract with Shelton State Community College for Basic Computer Skills Training (OCA-24-0285)	LaShonda Herbert	30



MEETING AGENDA



9. Authorization to execute a memorandum of understanding with Tuscaloosa City Schools and the National Children’s Advocacy Center (OCA-24-0177)

Chief Randy Smith
Chief Brent Blankley

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ADJOURN

MERCEDES-BENZ AMPHITHEATER BOX OFFICE MANAGER

SUMMARY

The purpose of this classification is to perform responsible work in supervising and overseeing the ticketing sales for the amphitheater while ensuring the box office operates within the scope of generally accepted accounting and banking practices and principles.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but classification but are determined by the normal requirements for the particular position.

Manages the amphitheater box office to include supervising ticket sales and managing activities while communicating as necessary with ticketing company; develops manifests for each event; supervises day of event and advance ticket sales.

Confers with amphitheater staff and city consultant on specific event details; Sets up each event in city ticketing software as determined; designs and approves final ticket layout in conjunction with operations staff and city consultant; makes adjustments throughout of event layout and tickets available as necessary; Places holds as directed by entertainer and city consultant; administers release of holds once directed.

Manages tickets sales for other city events and venues as required; Oversees set up of off-site ticket sales in city ticket system; trains off-site event staff in necessary operations of ticket system.

Responsible for the management of guest services for the amphitheater; overseeing the customer service experience for guests that call or walk up to the amphitheater; maintaining up-to-date and pertinent information about amphitheater events, ~~policies~~policies, and information, as well as other city event information, for staff to supply to guests as requested; administering of lost and found and associated documents; oversees Will Call for ticket advanced purchases.

Oversees distribution of all VIP/box holder, select seat and sponsor tickets, parking passes and armbands; coordinates with city consultant when these clients need additional services or products.

Acts as the liaison to the city ticket vendor; regularly reviews the ticket vendor contract and compares to the services being delivered and addresses discrepancies.

Administers a continual web-based search program to seek out and correct misinformation on upcoming events, outdated amphitheater policies or information, or otherwise determined; consults with staff and works with necessary parties to resolves inaccuracies; maintains files.

Prepares and analyzes reports on from the ticket system on a regular and as requested basis; distributes reports as needed.

Achieves and maintains proficiency in all relevant aspects of the city's ticket software; attends training as needed and trains staff on changes.

Consults with City consultant and amphitheater operational staff and scales the house as determined.

Supervises trains and schedules full time, part time, and temporary staff assigned to box office.

Works closely with arts and entertainment accountant, the ~~Tusealoosa~~ Mercedes-Benz Amphitheater Operations Manager and the city accounting and finance staff; responsible for compliance to all city policies and procedures in order to adhere to all audit programs; Performs daily draw counts and deposits as determined by accounting, auditing or management.

Consults and coordinates with subcontractors to ensure safe and successful events, determines resources necessary and available, such as equipment or labor, and compares with event requirements; coordinates obtainment of additional resources as needed (e.g. rental equipment, etc).

Resolves financial issues with patrons/ guests regarding tickets refunds, incorrect charges, and fraudulent tickets; issues refunds as necessary.

Investigates chargebacks to ticket vendor account and recommends approval/ disapproval.

Assists with the implementation and execution of event and venue policies, procedures, programs, and agreements as developed by the city, the director of Public Services or his or her designee.

Serves as a facility representative during events and responds to and resolves emergency situations and/or patron problems such as medical emergencies or security incidents; ensures all aspects of events are implemented and controlled according to plans.

Maintains direct contact with personnel of various city departments, and outside organizations associated with scheduled events.

Monitors, determines, and/or arranges physical maintenance of event facilities as required; provides assistance and information to all parties regarding event facility use and capabilities.

Corresponds with all involved parties to events via various methods of communication; tracks event attendance; develops marketing literature and/or other information pertinent to events.

Responds to city or state officials, employees, and/or other citizens or patrons' questions and comments in a courteous and timely manner; communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of city operations and activities; may represent the city on related community matters and acts as liaison with community leaders.

Assists with researching the needs, cost effectiveness, and possible available resources for new events and programs.

Assists in developing and implementing the introduction of the venue into the community at all levels as requested.

Attends meetings and serves on committees.

Work may involve some evening and / or weekend work as necessary.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations accommodation in a timely manner.

To the extent that services or job functions are not being rendered to the City by a third party with whom the City has made arrangements for all or any part of the services to be performed by the Box Office Manager, then the Box Office Manager is responsible for performing these tasks. If on the other hand the City has made such arrangements with a third party for all or any part of the services to be performed by the Box Office Manager, the Box Office Manager shall cooperate with the provision of such services but shall in not in any manner impair or impede the provision of such services to the City by the said third party in accordance with the City's agreements.

MARGINAL FUNCTIONS

Performs other related duties as required.

Position Type/Expected Hours of Work

This is a full-time position; hours of work must be flexible and varied to meet the demands of the events of the facility. Must be able to work extended and/or irregular hours including day, nights, weekends, and holidays to meet the event demands.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Relations, Marketing, Business Administration, Public Administration, Sports and Venue Management, or related field preferred; three years of experience in box office supervision, event ticketing and cash handling, events planning or coordination, or related field required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Ticketmaster experience preferred. Microsoft Office software proficiency required. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this ~~classification~~, but classification but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, copy and facsimile machines, and telephone. Physical demand requirements are at levels of those for light to moderate work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, contracts, legal reference materials, plan description manuals, procedural and training manuals, and computer program manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative and educational information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of educational, administrative, and legal documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as during public speaking situations.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages; interpret statistical data, interpret charts, and interpret graphs.

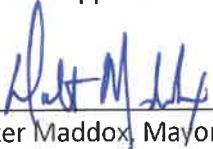
FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include standard measuring and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

3/16/24

Date

MERCEDES-BENZ AMPHITHEATER ASSISTANT BOX OFFICE MANAGER

SUMMARY

The Assistant Box Office Manager will assist in managing the day-to-day operations of the Box Office within the scope of generally accepted procedures and practices for the ~~Tuscaloosa~~-Mercedes-Benz Amphitheater.

Primary responsibilities include exercising discretion with ensuring sale of tickets for events at the ~~Tuscaloosa~~-Mercedes-Benz Amphitheater are efficient, accurate, and customer friendly. Manages event builds of assigned shows on Ticketmaster and maintains through day of show, along with other ticket office functions to ensure over the counter sale of tickets for public events are efficient and accurate. Assist with building certain events on TM host and Archtics as directed by Box Office Manager. Supervises and directs the Box Office Assistant for daily operation of the Box Office during shows/events. Prepares for on sales and pulls tickets for promoters when necessary. Oversees Box Office in absence of Box Office Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but classification but are determined by the normal requirements for the particular position.

Develops full knowledge of Ticketmaster system and attends TM webinars to maintain a high level of efficiency, to include – Digital ticketing, Platinum, VIP, Fan Club, Exchange, Groupon, etc.

Assist with building events in Ticketmaster Host & Archtics as assigned by Box Office Management.

Works events in all venues as needed.

Ensures deposits form income for ticket sales are made in a timely manner.

Acts as one of the primary contacts for promoters related to ticketing, to include but not limited to, making recommendations for sell and setup of events on Ticketmaster, maintaining events, pulling tickets, working show days, and running reports.

Prior to event on sale saves holds, audits, evals and event map to text documents and stores in event folder on internal network.

Provides oversight and consultation to the promoter for all on sale info, maps, scaling, coupons, prices etc.

Checks and verifies accuracy of Evals on events prior to on sale; with priority being given to service fees and event financials.

Assists in maintenance of event journals and logs event activity such as pricing, hold activity, tickets pulled, event changes, etc. into shard network drive.

Pulls tickets for promoters when necessary.

Creates scaling and distributes to box office staff, marketing, Ticketmaster, and promoters.

Sends daily audits, t-counts, audits, etc., to promoters when necessary, and/or set up promoters to receive ticket counts as requested.

Updates internal report sheets after each show worked per department policies.

Verifies that ticket sellers are kept in supply of maps, ticket types, and all information needed to ensure accurate ticket sales at all times.

Ensures appropriate box office is clean and fully stocked prior to working an event. Checks ticket stock, computers, printers, supplies, etc.

Assisting with group sales and various duties deemed necessary in absence of other box office staff.

Throughout the year, other related duties may include Special Event Promotions, VIP Ticket Sales, Group Sales, Marketing, and other promotional events.

Supervises ticket seller staff as required at the direction of the Box Office Manager.

Supports overall development of ticket sellers as directed by Box Office Manager in participating in ticket seller training and coaching and mentoring sellers.

Make independent decisions to resolve customer service issues/complaints, including refunds, lost tickets, will call discrepancies, etc.,

Administrates the full range of ADA customer services for seating issues, concerns, changes, etc.

May be required to work outdoors and exposed to the elements (heat, rain, etc.).

Hours of work must be flexible and varied to meet the demands of the events of the facility. Must be able to work extended and/or irregular hours including day, nights, weekends, and holidays, as needed to meet the event demands.

Knowledgeable of Business English and basic mathematical calculations.

Excellent interpersonal and customer service skills.

Capable of working independently without continuous supervision.

Ability to understand oral and written instructions in English.

Excellent organizational and time management skills with a proven ability to meet deadlines and an attention to detail.

Strong analytical and problem-solving skills.

Strong supervisory and leadership skill.

Excellent oral communication, written communication, fluency in English, active listening.

Ability to demonstrate critical thinking, time management, and deductive reasoning skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to manage multiple projects at once.

Ability to anticipate problems and implement immediate corrective actions.

Ability to prepare and interpret applicable finance and business reports.

Proficient in Microsoft Office software, to include Outlook, PowerPoint, Word, Excel, Teams, and Publisher.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate degree from an accredited college or university with emphasis in public administration, business management or a related field. Industry certification strongly preferred. Minimum of two (2) years related experience supervising and/or managing a venue box office operation preferred. Knowledge of the Tusealeosa Mercedes-Benz Amphitheater is strongly preferred. Must possess extensive knowledge of box office operations and Ticketmaster; maps, reclass, accounts, etc. Experience with Archtics Season Ticketing strongly preferred. Minimum of two (2) years related experience handling money and customer relations.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, ~~but~~ classification but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, copy and facsimile machines, and telephone. Physical demand requirements are at levels of those for light to moderate work such as walking, standing, climbing, bending, stooping, squatting, and kneeling. Ability to lift up to 30lbs with or without assistance, while maintaining good balance. Must be flexible enough to reach above shoulder level and be able to push and pull for brief periods.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, contracts, legal reference materials, plan description manuals, procedural and training manuals, and computer program manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative and educational information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of educational, administrative, and legal documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as during public speaking situations.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages; interpret statistical data, interpret charts, and interpret graphs.

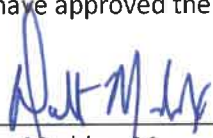
FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include standard measuring and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

3/16/24

Date

MERCEDES-BENZ AMPHITHEATER OPERATIONS ASSISTANT

SUMMARY

The purpose of this classification is to perform a variety of operational supportive functions for the management and staff of city-owned facilities and venues such as, but not limited to, the Mercedes-Benz Amphitheater.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification but are determined by the normal requirements for the particular position.

Provides operational support to the Mercedes-Benz Amphitheater Operations Manager and Box Office staff.

Performs responsible work in day-to-day operations of the Mercedes-Benz Amphitheater; maintains records, answer, and screen telephone calls; provides routine information to the general public regarding venue operations, services, and accommodations.

Assists in preparations for each amphitheater concert depending on the size, scope and type of show planned; coordinates with Operations Manager, Box Office manager and tours to estimate attendance, approximate staffing and resource needs; schedules needed resources or equipment from contracted vendors.

Coordinates with Operations Manager and Box Office Manager in reviewing show details to determine the available seating for each show; partners with Operations Manager and set-up crew supervisor to ensure accurate venue layout.

Coordinates with Operations Manager and Box Office Manager in overseeing the Mercedes-Benz Amphitheater's VIP Box Holder and Select Seat Programs; assists with organizing and distributing VIP tickets, wristbands, parking passes, and related event-specific documents.

Requests quotes for show expenses; coordinates with Operations Manager and tour production to fulfill required transportation accommodations for each concert; schedules backstage staff/runners depending on tour requests; secures and manage vehicle reservations.

Assists with planning, organizing, and executing venue setups/breakdowns, logistics, and timelines. Transports, loads, unloads equipment, materials, and supplies.

Prepares, prints, and distributes all personnel credentials for Mercedes-Benz Amphitheater and city-hosted events.

Partners with contracted and city staff for front-of-house operations; schedule and supervise event staff using scheduling software, coordinates with TPD and Integrity Service Providers Security to determine staff placement; ensures all external and internal gates and posts are assigned according to tour requests.

Trains and demonstrates proper handling of Janam Ticket Scanning Technologies; prepares and allocates event staff equipment based on post assignments; enforces venue safety, clear bag policy, and permitted/prohibited items rules and regulations; communicates ADA accommodations and patron relocations, if necessary; ensures all staff are in

compliance with the Mercedes-Benz Amphitheater Dress Code Policy.

Coordinates with contracted and city staff supervisors on pre/post-concert responsibilities; organize pre-show meetings; communicates issues that need to be addressed; provides feedback on areas in need of improvement.

Assists in post-show cleanup; coordinates with Custodial Supervisor to gather proper cleaning equipment, disposes of trash left behind in venue, ensures laundry is collected, washed, and organized, prepare, and reset venue for next scheduled event.

Conducts interviews for ushers, security, and custodial event staff for front-of-house operations; schedules event staff trainings; submits staff hours worked at event; submits invoices for payroll; serves as point-of-contact for event staff personnel, scheduling, and payroll issues.

Attends event briefings to review timelines; documents incidents/ security breaches with the goal of correcting inadequate processes/procedures; addresses facility requirements.

Order and maintain office and show day supplies to ensure inventory.

Ensures the venue stays clean and maintained year-round; identify and troubleshoot any repairs and have them remedied in-house or via work orders.

Assists and confirms that all assets and supplies are properly stored when not in use (security towers, LED boards, VIP chairs, stanchions, etc.)

Ensures all Amphitheater vehicular assets stay clean and maintained year-round (trolleys, golf carts, Ford Expedition)

Receives and assists with deliveries.

Confirms the proper number of VIP chairs are set and verify that the number of black folding chairs sync with show specific seating charts.

Verifies supplies on hand to successfully operate an event and purchases as necessary (batteries, ponchos, gaffers' tape, etc.)

Ensures that artist rooms are ready for arrival; bathrooms prepped (soap, liners in cans, paper towels, toilet paper, clean shower rugs, and curtains), verifies all TV's, lights, outlets, and fixtures are in working order.

Ensures the stage and back hallway are clean, set, and ready for concerts.

Ensure all security and electronics (radios, pedestals) are charged and ready.

Ensure credentials are ready and all staff shirts are washed and hung.

Acts as a point of contact with vendors for load in and setup.

Assists in preparing, organizing, and submitting documentation for all live performances for the Druid City Arts Festival and/or Live at the Plaza, reviews all performer contracts, schedule of performers and performance hours, schedule and oversee performers load-in, set-up, sound check, breakdown, and load-out to ensure a safe and successful show and satisfied entertainment vendor.

Assists in scheduling staff for Holiday on the Plaza; submits staff hours worked; submits invoices for payroll; serves as point-of-contact for event staff personnel, scheduling, and payroll issues.

Prepares, prints, and distributes all personnel credentials for city-hosted and special events.

Collaborates with special events staff in preparation and execution of city-hosted and special events.

Provides support to staff to ensure coverage; relieves other staff as needed; provides routine information to the general public regarding special events, services, and accommodations.

Refers to facility or venue operating procedures, administrative policies and procedures, regulations and standards, reference manuals and other sources in performing assigned job duties; attends meetings, seminars and training sessions as required to remain knowledgeable of facility or venue operations and to promote improved job performance.

Recommends policies and procedures that guide and support the provision of quality services.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodation, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; three years of administrative, clerical, or secretarial experience or a related field, preferably in an entertainment venue or event management environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including telephone, computer, printer, copier, calculator, facsimile, and postage meter. Physical demand requirements are at levels of those for light to moderate work to include lifting requirements and field work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, cash receipts, and administrative documents.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange administrative information, including receiving assignments and/or directions to co-workers or assistants as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of administrative documentation, directions, instructions,

methods and procedures. Requires the ability to prepare and complete reports and forms with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic clerical principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiply and divide totals; determine percentages.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

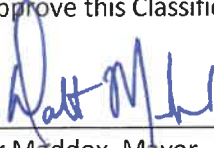
MANUAL DEXTERITY: Requires the ability to handle a variety of items; telephone, computer, printer, copier, calculator, facsimile, and postage meter, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating opposite hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

3/16/24

Date

SPECIAL EVENT CREW SUPERVISOR

SUMMARY

The purpose of this classification is to lead and perform supervisory work functions with the Special Events Crew (SEC) associated with the preparation, logistics, setup/breakdown, and maintenance of a safe event environment for all city-hosted events, including but not limited to; Druid City Arts Festival, the Mayor's Cup 5k, Live at the Plaza, Celebration on the River, and Holidays on the Plaza. This classification also performs specialized work functions associated with the preparation, setup/breakdown, and maintenance of a safe event environment in all city-owned facilities and venues, including but not limited to, The Tuscaloosa River Market, The Tuscaloosa Gateway Innovation and Discovery Center, and Mercedes-Benz Amphitheater.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification but are determined by the normal requirements for the particular position.

Oversee, supervise, schedule, and train the Special Events Crew (SEC) in the setup/breakdown, execution, and maintenance of a safe environment for all city-hosted events and in city-owned facilities.

Coordinates with Special Events Manager in the planning, setup/breakdown, and logistics of ground breakings, ribbon cuttings, and all official city-hosted and special events.

Ensures accurate inventory, transportation, and placement of staging, signage, and traffic control equipment for all official city-hosted and special events.

Oversee, supervise, and partners with contracted and city staff in building and maintaining the Holidays on the Plaza (HOTP) Ice Rink; responsible for inventory, transportation, and placement of all materials and equipment required to build ice rink.

Operates and trains SEC on the proper handling and operation of the Zamboni; monitors temperature on chiller to ensure ice remains solid, safe, and suitable for skating during Holidays on the Plaza.

Responsible for the inventory, placement, and proper storage of HOTP skates, racks, signage, and rink props.

Coordinates with The Tuscaloosa River Market Operations Manager in venue setups/breakdowns, logistics, and timelines to ensure accurate venue layout necessary for a safe event in the Tuscaloosa River Market.

Executes accurate event layouts in The Tuscaloosa River Market using Tripleseat software.

Responsible for supervising the installation, breakdown, inspection, placement, and proper storage of tables, chairs, and bars in the Tuscaloosa River Market.

Coordinates with Mercedes-Benz Operations Manager in venue setups/breakdowns, logistics, and timelines to ensure accurate venue layout necessary for a safe event in the Mercedes-Benz Amphitheater.

Responsible for supervising the installation, breakdown, and inspection of the floor and VIP seating in Mercedes-Benz Amphitheater; arranges and ensures accurate placement of furniture in Mercedes-Benz Club and patio.

Removes spilled garbage, trash, recycling or debris from city-owned grounds, facilities, and venues.

Responsible for supervising the installation, breakdown, inspection, and accurate placement of metal detectors, tables, stanchions, and bike racks at entry gates to ensure and maintain a safe and efficient flow of traffic entering and exiting the Mercedes-Benz Amphitheater.

Responsible for supervising the installation, breakdown, inspection, and accurate placement of Mercedes-Benz Amphitheater venue safety, clear bag policy, and permitted/prohibited items rules and regulations signage on and around the venue grounds prior to each concert.

Coordinates with tour production to fulfill required backstage accommodations for each concert; install/breakdown stage blow through barricades, bike racks, and stanchions according to tour requirements to ensure accurate and safe stage set.

Assists and leads special events crew in execution FOH operations when necessary.

Coordinates with Tuscaloosa Gateway Innovation and Discovery Operations Manager in the preparation, setup/breakdown, and maintenance to ensure accurate layout necessary for Tech or Treat.

Schedules and dispatch special events crews to various sites to execute event layouts for all city-hosted or sponsored events.

Schedules and dispatch special events crews to all city-owned facilities and venues to execute event layouts for all city-hosted events.

Supervises the correct chair placement for concerts and events held at the Mercedes-Benz Amphitheater.

Responsible for ensuring the Mercedes-Benz Amphitheater parking lots, gates, stage, back of house and overall venue is set and show ready for concerts / events.

Ensures the proper amount of special event crew are called upon to handle the venue flip and that it is taken care of in a professional and timely manner.

Works closely with Special Events on ground breakings, ribbon cutting ceremonies, Druid City Arts Festival, Live at the Plaza, Mayor's Cup, Mercedes-Benz Amphitheater, Holidays on the Plaza, and all other City sponsored events.

Events are labor intensive and require coordination with multiple co-workers, assistants, managers, supervisors, outside vendors and/or the general public. The special event crew is instrumental in these overall events including set-up, break-down and assistance during the event.

Holidays on the Plaza is an annual eight week, six days a week event. The Special Event Crew is responsible for the overall set-up and break-down of the event. Responsibilities include building ice rink (30 days), back of house operations and running the Zamboni (8 weeks) and the break-down (14 days).

Formulates a work plan to accomplish assigned tasks efficiently and safely based on available personnel and equipment; assigns tasks to crew members; obtains equipment, tools, and materials required for the project, trains and assists crew in performing manual work functions associated with assigned event and/or repair projects.

Must have the ability to direct the work of others and make quick decisions; coordinates tasks according to priorities and plans; monitor attendance of crew; allocates general and daily responsibilities.

Trains workers assigned to crew; ensures manpower and resources are adequate; guarantees all safety precautions and quality standards are met; gives direction on the use of machinery and equipment.

Resolves problems when they arise, reports on progress to managers in the Arts & Entertainment department.

Must be able to think through tasks and anticipate potential outcomes, plan for contingencies.

Display excellent organizational and leadership skills; must have ability to communicate and report effectively.

Receive and prioritize daily work assignments and make crew work assignments.

Informs manager/supervisor of performance or operational problems at work sites; ensures safe work procedures and safe work practices are followed at work sites.

Assists with preparation of accident and injury reports; assists supervisors in evaluation of assigned crew.

May drive city vehicles to work sites.

Must be mechanically inclined to be able to intuitively see the basic function of how things work and be adapt at repairing them as needed.

Inspects all equipment to ensure safe and proper operating condition prior to use; inventories equipment, materials, and supplies; ensures tools and equipment remain clean and in good working order.

Performs and/or oversees preventative maintenance tasks, reports faulty equipment and broken tools for repair or replacement.

Inspects individuals' work and assigned projects upon completion to ensure standards are met.

Transport, load, and unload various equipment and materials used in projects and events.

Prepares and/or receives forms, reports, work orders, or documentation; completes, processes, and/or forwards; maintains records.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service, after hour emergencies, and callouts.

Must accomplish the essential functions of the job, with or without reasonable accommodation, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Must meet regular attendance requirements.

Must be able to work outside for long periods of time.

Requires flexibility with your schedule. Required to work nights and weekends when events are held during these times.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED preferred; six months of work experience preferably in operating equipment and performing manual labor work or construction/maintenance work or a related field. Must possess and maintain a valid driver's license. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of construction, mechanical and automated office equipment which may include a pick-up truck, tractor, pump, weed eater, shovel, pick, ax, pipe saw, power saw, chainsaw, air compressor, surveyor's tools, air drill, construction tools, mechanic tools, pressure washer, etc., as applicable to assigned project. Physical demand requirements within this classification may at times be at levels of those for heavy work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, procedural manuals and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange mechanical and construction-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of mechanical and construction-related documentation, directions, instructions, methods, and procedures. Requires the ability to write basic job-related documentation and reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic mechanical and utility construction-related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, and determine time.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include surveyor's equipment and standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using mechanical or construction-related equipment and to operate a motor vehicle.

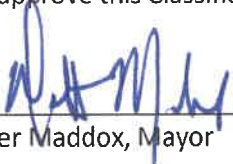
MANUAL DEXTERITY: Requires the ability to handle a variety of items, mechanical and utility construction-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating opposite hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

3/16/24

Date

DIRECTOR, CONSTRUCTION & FACILITIES PROJECTS

SUMMARY

The purpose of this classification is to perform managerial and administrative work functions associated with the directing of activities of the Construction, Facilities, and Grounds Department. Work includes providing construction management supervision, technical support, and other various processes for all city facilities and buildings. Work is performed with wide latitude for independent judgment and action and is reviewed by the Executive Director of Construction, Facilities, and Grounds.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification but are determined by the normal requirements for the position.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Works with the Executive Director of CFG to develop and establish divisional goals, objectives, policies, and procedures to ensure compliance with state and federal guidelines; plans and organizes departmental projects and workload; assigns work; develops employee work schedules to provide adequate coverage; monitors and reviews status of work activities.

Provides management services as the owners' representation for specific projects. Support for items such as programming, design status and reviews, schedule oversight, financial standing, and quality performance of construction team for projects assigned.

Provides support during the initial programming and design stages to maintain project scope and maintain open communications with the end users.

Ensures proper project controls are in place to support a successful project outcome.

Supports Department Heads and associated employees, and other groups on developing program goals and requirements and support for such projects and programs.

Works with internal partners, consultants, architects, engineers, general/prime contractors, subcontractors, and other agencies to support their efforts in achieving the goals of the project.

Supports the Executive Director of CFG with the submission of a Project per City Municipal Codes and Stage Bid Laws.

Supports providing management with general reporting information, ensures State Bid Laws are followed and strives to continuously improve the construction operations.

Composes, prepares, reviews, and/or approves forms, logs, requests, records, reports, correspondence, and documents associated with daily responsibilities of this position; prepares and maintains administrative records and files.

Supervises and assists in the development and implementation of short and long-range goals and objectives, and in the development and implementation of departmental policies and procedures.

Supervises, coordinates, and evaluates the work of subordinate managers; schedules and attends staff meetings; supervises the development and implementation of staff training and safety programs.

Assists the Executive Director of CFG in the development of the annual department budget; maintains budget controls; directs the purchasing of equipment, materials, and supplies.

Answers inquiries regarding departmental programs, operations, and activities.

Attends conferences and workshops; performs related work as required.

Schedules and attends staff meetings.

Interviews candidates for employment and recommends to Human Resource Department.

Maintains a comprehensive, current knowledge and awareness of the methods, procedures, and practices of construction operations.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodation, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, and managers.

Must be available for call out 24 hours a day.

MARGINAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, entering data into computer, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

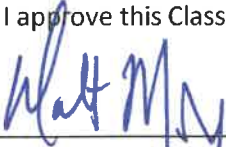
MINIMUM QUALIFICATIONS

Bachelor's degree in Engineering, Construction Management or related field preferred, possession of an appropriate certification or license is preferred; ten (10) years of progressively responsible experience in construction management and design including mechanical, electrical, plumbing, and HVAC systems or a related field; or any equivalent combination of experience, education, and/or training that provides the requisite knowledge, skills, and abilities for the job. Supervisory experience required. Must possess and maintain a valid driver's license.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

3/28/24

Date

PROJECT MANAGER

SUMMARY

This position oversees the overall planning, coordination, and implementation of construction and/or renovation projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification but are determined by the normal requirements for the particular position.

Manages assigned staff; assigns, directs, and evaluates work; processes employee concerns and problems; counsels and disciplines employees; and completes employee performance appraisals.

Develops or directs the development of project concepts, scopes of work, and preliminary budgets and schedules.

Develops and implements processes to execute organizational functions, projects, and/or capital projects in accordance with process management standards.

Manages project activities; manages and directs consultants and project teams through all phases and activities of the project life-cycle process.

Serves as internal and external point of contact for stakeholders, consultants, contractors, vendors, and the like. Responsible for managing project deadlines and holding all parties accountable.

Develops, implements, maintains, and administers standard operating procedures, standard materials or elements, quality assurance standards, policies, goals, objectives, work plans, and workflows.

Reviews project plans and/or construction plans.

Analyzes complex situations and makes informed decisions.

Coordinates with all necessary staff and stakeholders to review the project plans and/or construction plans to obtain input and ensure compliance with laws, regulations, rules, and standards.

Manages, monitors, and updates project funding sources, costs, and schedules; forecasts costs; schedules work; takes or recommends corrective action as needed.

Solicits and reviews qualifications, proposals, quotes, and bids from vendors and consultants.

Negotiates, reviews, and manages contracts in accordance with laws, regulations, rules, and standards. Reviews and approves invoices. Responds to inquiries, changes, and other elements related to administering contracts.

Works with construction managers as needed to ensure capital projects meet objectives and comply with goals, designs, budgets, and schedules; visits project sites as needed.

Prepares and presents information to elected officials and stakeholders.

Provides project updates to and discusses same with elected officials, city staff, and stakeholders.

Manages, directs, or participates in community engagement efforts as needed.

Assists in developing capital improvement plans, strategic plans, and other organizational plans.

Assists in seeking funding sources to supplement city funds; works with Grants Manager to research and prepare grant paperwork.

Evaluates, analyzes, calculates, and considers project impacts on operating costs and works to achieve efficiency.

Works effectively in both independent and team settings and under deadlines.

Manages multiple complex projects and assignments simultaneously; prioritizes activities.

Maintains well-organized records and documentation for projects and assignments.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodation, in a timely manner.

Must meet regular attendance requirements.

Must have excellent communication and interpersonal skills.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor’s degree in Civil Engineering, Construction Management, Business, Architecture, Landscape Architecture or a related field preferred; three (3) or more years’ experience in project management; or any equivalent combination of education, experience, and/or training which provides the requisite knowledge, skills, and abilities for this job. Project Management Professional (PMP) certification and/or Construction Management Association of America (CMAA) certification preferred. Supervisory experience preferred. Must possess and maintain a valid driver’s license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, calculator, copy and facsimile machines, telephone, and building maintenance related equipment including HVAC systems, computerized HVAC automation system, boilers, lighting controls, diagnostic instruments, ladders, mechanic, plumbing, and electrician tools, and motor vehicles. Physical demand requirements are at levels of those for moderate to heavy work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include blueprints, forms, reports, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange mechanics and electrical information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of electrical and mechanical documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex mechanical, electrical, and HVAC system related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, perform basic algebraic computations, and utilize basic geometry and trigonometry.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include calibrators, testing materials, drafting tools, diagnostic instruments, and other standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment, mechanical and electrical equipment and to operate a motor vehicle.

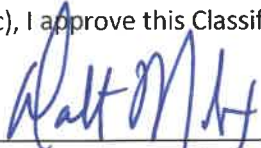
MANUAL DEXTERITY: Requires the ability to handle a variety of items, mechanical, electrical, and plumbing equipment, office equipment, diagnostic instruments, lighting controls, motor vehicles, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating opposite hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

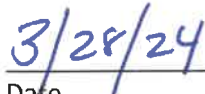
INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor



Date

SENIOR CRIME & INTELLIGENCE ANALYST

SUMMARY

The purpose of this classification is to perform systematic and analytical work functions associated with crime intelligence such as crime patterns and correlations in order to assist personnel in planning the deployment of resources for the prevention and suppression of criminal activities, for aiding in the investigative process, and for increasing the number of apprehensions and clearance of cases.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification but are determined by the normal requirements for the position.

Performs collection, collation, research, and analysis of crime information using various databases, software programs, files, reports, and networks to evaluate and interpret crime series, patterns, and trends, to conduct background research on suspects, to determine criminal associations and affiliations, and to develop suspect profiles.

Makes presentations on crime information findings and provides recommendations to assist in the prevention, suppression, and investigation of criminal activities.

Develops and generates reports, charts, maps, bulletins, and newsletters related to crime intelligence and police activities.

View and analyze police calls, crime scene video and/or photographs, and, if necessary, visit crime scene; review FBI intelligence reports; assist investigating officer as needed.

Cooperates with federal, state, and other local law enforcement/investigating agencies and its officers or representatives when their activities are related to on-going investigations within city jurisdiction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations and new standards in crime intelligence technology; reads professional literature and may maintain professional affiliations.

Maintain information sources and possess the ability to know how to obtain needed information; request telephone and other records needed for investigations; maintain records and files.

Assists with special projects; performs clerical/office skills such as entering and retrieving data from computer, answering telephone, preparing correspondence, sending and receiving facsimiles, and making copies.

Apply industry-standard and forensically sound principles and practices in retrieving, recovering, and preserving, digital evidence from mobile devices, hard drives, and various digital media.

Utilize experience and knowledge of a variety of computer technologies, encryption schemes, and forensic theories to conduct analysis of submitted evidence.

Collaborate with other forensic analysts, law enforcement officers, and legal experts to identify and recommend methods and procedures for recovery, preservation, analysis and presentation of digital evidence.

Evaluate and become proficient with new forensic or analytic tools and methods.

Stay abreast of trends in computer forensics, cyber security, forensic law, mobile devices, social media tools, mobile applications, and encryption technologies.

Prepare clear and comprehensive notes and reports; testify to findings in judicial proceedings.

Monitor and strategically implement advanced camera systems for the purpose of providing real time intelligence to law enforcement officers in the field.

Conduct online, social media, and open source intelligence (OSINT) collection, analysis, and synthesis to support law enforcement officers.

Operate unmanned aerial vehicle (UAV), drones, etc.

Provide information technology (IT) support for assigned department.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Statistics, Business Administration, Public Administration, or related field preferred; high school diploma or GED required. Must possess and maintain one or more of the following professional certifications: International Association of Law Enforcement Intelligence Analysts (IALEIA) Criminal Intelligence Certified Analyst (CICA), International Association of Crime Analysts (IACA) Certified Law Enforcement Analyst (CLEA), International Association of Computer Investigative Specialist (IACIS) Certified Forensic Computer Examiner (CFCE), or must have five (5) years of experience with the Tuscaloosa Police Department Cyber Intelligence Unit as Crime & Intelligence Analyst. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the position.

DATA UTILIZATION: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

HUMAN INTERACTION: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

EQUIPMENT, MACHINERY, TOOLS, AND MATERIALS UTILIZATION: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

MATHEMATICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

FUNCTIONAL REASONING: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

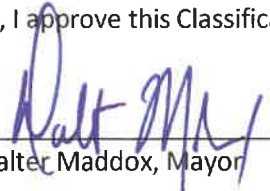
SITUATIONAL REASONING: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL ABILITY: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

SENSORY REQUIREMENTS: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

ENVIRONMENTAL FACTORS: Essential functions are regularly performed without exposure to adverse environmental conditions.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

Date

APPROVED AS TO FORM

Office of the City Attorney

Prepared By: SEM/hdh

Requested: Admin Cmte. Date: 04/02/2024

Council Presentation: 04/09/2024

Suspension of Rules: NO

RESOLUTION

RESOLUTION AUTHORIZING CONTRACT WITH
SHELTON STATE COMMUNITY COLLEGE
(OCA-24-0285)

BE IT RESOLVED BY THE CITY COUNCIL OF TUSCALOOSA AS FOLLOWS:

That the Mayor is authorized to execute a contract with Shelton State Community College in an amount not to exceed \$20,000.00 for computer skills training services by, and as an act for, and on behalf of the City of Tuscaloosa, and the City Clerk is authorized to attest the same.

FUNDING REQUIRED: Yes No
10104010-3104

By: _____

Chief Financial Officer

COUNCIL ACTION

Resolution _____

Ordinance _____

Introduced _____

Passed _____

2nd Reading _____

Unanimous _____

Failed _____

Tabled _____

Amended _____

Comments: _____

City of Tuscaloosa

FIRE RESCUE DEPARTMENT

Randy Smith, Fire Chief

MEMORANDUM

MARCH 27, 2024

TO: ADMINISTRATION AND POLICY COMMITTEE

FROM: FIRE CHIEF RANDY SMITH

SUBJECT: HANDLE WITH CARE TUSCALOOSA CITY SCHOOLS - MOU

CC: POLICE CHIEF BRENT BLANKLEY

Tuscaloosa Fire Rescue Chief and Tuscaloosa Police Chief request authorization to execute a Memorandum of Understanding with Tuscaloosa City Schools and the National Children's Advocacy Center to provide resources and support for victims of childhood trauma exposure.

3200 Greensboro Ave
Tuscaloosa, Alabama 35401
Telephone: (205) 248-5420
Website: www.ci.tuscaloosa.al.us
"Pride, Commitment, Service"