ADMINISTRATIVE ORDER NO. 76-3
OF THE
JEFFERSON COUNTY COMMISSION
May 17, 1976

PURSUANT to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To centralize the interdepartmental service activities of the County Government in order to obtain maximum efficiency and economy of operations.

1. The Building Services Department shall be reorganized and retitled the General Services Department in accordance with the accompanying Chart No. 7.

2. The Printing Division, of the Comptroller's Department is hereby abolished. The staff and functions of the Division are transferred to a newly created General Services Department.

3. The Comptroller shall reorganize the Comptroller's Department in accordance with the accompanying Chart No. 2.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective May 17, 1976.

Tom Gloor, President
Jefferson County Commission
General Services Department 1976

Printing Division
Does offset printing and micrographing for County departments. Produces County stationery. Does microphotography for divisions of the Circuit Court. Operates an office supply store for County departments.

Director
Provides direction to county building and equipment maintenance and operation service program. Serves as official voting machine custodian and instructor; prepares budgets for elections, and prepares layouts for official election ballots.

Assistant Director
Oversees major segments of departmental operations.

Maintenance, Repair and Service Units

Security
Guards security and traffic at high-rise office building; provides security services in use cafeteria.

Bessemer Courthouse
Performs building maintenance and custodial services and heating, air-conditioning, and mechanical repairs at Bessemer Courthouse.

Family Court
Performs building maintenance and custodial services and heating, air-conditioning, and mechanical repairs at Family Court.

County Home and Central Laundry
Performs heating, air-conditioning, and mechanical repair work at County Home and Central Laundry.

General Maintenance and Repair Section
With roving crews and tradesmen, performs heating, air-conditioning, refrigeration, carpentry, plumbing and building and mechanical repair work in county buildings. Repairs and maintains voting machines and delivers them to polling places.

Administrative and Building Services Section
Provides clerical-administrative assistance to the Director and Assistant Director. Receives and sorts courthouse mail; picks up, meters, and dispatches outgoing mail. Delivers materials, supplies and documents to county buildings. Operates bulk storage warehouse for materials and supplies. Operates records storage warehouse. Maintains inventory records of county building equipment and furnishings. Performs painting and grounds maintenance work at county facilities and structures throughout the county. Provides security, custodial, and information services at the Birmingham Courthouse and coordinates telephone service. Provides burial services for the indigent.

Cooper Green Hospital
Provides heating, air-conditioning, electrical, mechanical, and general maintenance services at Cooper Green Hospital.

Electrical Section
Investigates the need for and plans, installs and maintains traffic signals in the unincorporated area. Installs and maintains electrical systems in county buildings; repairs electrical.
Office of the Comptroller

Supervises the general accounting operation of the County government. Prepares all County Financial Statements. Manages the County insurance program.

Sever Billing Division

Processes and does all sewer servicing in Jefferson County not by the Birmingham, Trussville, Mountain Brook municipal utilities. Receives and files all liaison on sewer in the County.

Pre-Audit Division

Pre-audits all receipts, purchase orders, invoices, and other County obligations for payment. Processes travel advance and reimbursement requests for payment. Processes petty cash reimbursement requests. Performs the centralized Batch Control function for the entire department.

Accounting Division

Maintains the ledgers for all County funds. Maintains official grant and contract files. Prepares periodic grant and contract reports. Prepares invoices for County sales of goods or services. Compiles and processes intradepartmental charges (revenues).

Payroll Division


Posting Services

Performs posting services for all the Divisions to the General Ledger, Subsidiary Ledgers, and Cash Disbursement Journal. Prepares all non-payroll warrants.