



CULLMAN COUNTY COMMISSION

VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	11/4/2025	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	CARTS DIRECTOR	
DEPARTMENT	CARTS	
STATUS	☒ Full-time ☐ Part-time ☐ Temporary/Seasonal Monday-Friday (Hours may vary; will be on-call 24/7 for emergencies; occasional overtime will be required)	
PAY GRADE	Salaried Position; Pay determined by the Commission based on experience and qualifications. This is a “non-classified” position that serves at the pleasure of the Commission.	
POSITION DESCRIPTION	The employee develops and implements programs to provide transportation services for county residents through the CARTS department. Monitors programs to insure compliance with regulations and standards of quality. Ensures expenditures are within guidelines and financial reports are correct. Assists to recruit drivers and represents the department in the community. Other duties may be assigned. (Full Job Description available for review in Personnel Dept.)	
REQUIREMENTS FOR POSITION	• Knowledge of accounting and financial procedures. • Math skills to prepare and analyze budgetary needs. • Reading skills to comprehend governmental guidelines, regulations, laws and grant applications. • Writing skills to prepare accurate and comprehensive reports and funding applications. • Ability to communicate effectively with supervisors, co-workers, elected officials, agency officials and the general public. Ability to supervise the work of others. • Knowledge of county rules, regulations, policies and procedures. • Knowledge of county road systems, municipalities and townships. • Knowledge of governmental regulations and guidelines related to grant management and the department’s programs and knowledge of agencies providing services and funds to similar programs. • Knowledge of ADA requirements. • Ability to be on call as needed and ability to travel out of town/state to meetings as required. • Must possess a valid Alabama Commercial Driver’s License with passenger endorsement. This is a “safety-sensitive” position. Successful candidate must pass a pre-employment drug test and will be subject to random unannounced drug testing throughout employment with the County in a “safety-sensitive” position.	
EDUCATION/ EXPERIENCE	High School Diploma (or equivalent) required. Prior experience in grant management preferred.	
HOW TO APPLY	Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2 nd Ave SW-Room 109, Cullman, AL 35055. Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or: Mailed to: 500 2 nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4884	

Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status.