

DEPUTY CHIEF CLERK GRADE EC8
VS
PLANNING AND ZONING DIRECTOR GRADE EC9

Job Comparison

JOB SUMMARY

- Deputy Chief Clerk

Supervises, assigns and reviews work of office staff. Prepares and maintains records for Probate Office and Probate Court. Prepares reports and correspondence. Researches records in records room and IBM terminal and researches laws of the state. Performs various other tasks as required.

- Planning & Zoning Director

The Planning and Zoning Director develops and monitors the work program and budget for the Planning and Zoning Department. This position directs all operations and projects for the department, serves as representative/liaison on behalf of the County for multiple intergovernmental/public activities related to planning issues, and coordinates with the County Commission, County Administrator and the Department Heads.

JOB DOMAINS

DEPUTY CHIEF CLERK

- The Deputy Chief Clerk shall have the following powers
- Perform all accounting functions; prepares reports for daily, monthly and annual work for all Probate Departments.
- All jobs assigned by Chief Clerk and Probate Judge.
- Office Management
- Interview and select new staff members.
- Supervise, assign and review work of office staff.
- Explain department policies and regulations to office staff.
- Maintain records of absences, vacations, etc.
- Maintain communication with office staff.

PLANNING AND ZONING DIRECTOR

- Develop and monitor department work program.
- Prepare annual operating budget and monitor expenditures.
- Supervise, direct and evaluate department staff. Interview and select new staff.
- Train/develop employees as needed in department operations and professional skills.
- Represent the County to various groups/organizations as needed.
- Serves as Zoning Administrator.
- Serves as executive secretary to the Planning Commission and Boards of Adjustment.
- Oversee all departmental activities including land development programs, environmental programs, community development programs and economic development activities.
- Perform special projects as directed.

KNOWLEDGE SKILLS & ABILITIES

DEPUTY CHIEF CLERK

- Verbal skills to communicate effectively with office staff, attorneys and general public.
- Math skills to perform basic mathematical operations.
- Writing skills to clearly and neatly complete forms, reports, etc.
- Reading skills to read and understand codes, regulations and policies.
- *Knowledge of county rules, policies and regulations.
- Ability to establish and maintain effective working relationships with subordinates, supervisors, other employees, general public.
- Ability to give clear and concise instructions to the staff.
- Ability to supervise an office staff.
- Ability to exercise good judgment in making decisions in accordance with department policies and procedures.
- Ability to operate office machines such as copy machine, calculator, typewriter, P. C. and laser printers.
- Knowledge of filing systems.
- Knowledge of Driver License Manual, Code of Alabama, Acts of Legislature.

PLANNING AND ZONING DIRECTOR

- Knowledge of management principles.
- Ability to communicate effectively and to develop productive relationships with elected and appointed officials as well as staff at all levels, media and the general public.
- Thorough knowledge of the principals and practices of planning and of the legal basis of planning and land development regulation.
- Knowledge of computers and software related to job (word processing, spreadsheets, GIS).
- Ability to prepare plans, studies, reports and correspondence.

MINIMUM QUALIFICATIONS

DEPUTY CHIEF CLERK

- Be willing to travel to attend workshops, conferences, seminars, etc., out of town as needed.
- Be willing to work overtime, non-standard hours or weekends to complete work within specific time period.
- Minimum of 10 years related experience is desirable, 4-year college degree, equivalent, or both.

PLANNING AND ZONING DIRECTOR

- Graduate of an accredited college or university with a Bachelor's degree in planning or related field. Master's degree preferred.
- AICP certification desired.
- A minimum of six (6) years of progressively responsible experience in the field of planning and zoning. Additional experience may be substituted for educational requirements.
- Possess a valid driver's license.

RELATIONSHIPS

DEPUTY CHIEF CLERK

- Internal contacts: Members of Probate Office
- External Contacts: General Public, Members of other County office, Attorneys, Members of law Enforcement offices, Members of State Department of Revenue and other offices.

PLANNING AND ZONING DIRECTOR

- Internal contacts: County Employees, County Engineer, County Commission, Other Elected Officials
- External contacts: General Public, Developers, Builders, Utility Companies, County and State agencies

CURRENT PAY GRADE

DEPUTY CHIEF CLERK

- Grade 8
 - Minimum- \$53,372
 - Mid- \$68,957
 - Max- \$84,542

PLANNING AND ZONING DIRECTOR

- Grade 9
 - Minimum- \$64,045
 - Mid- \$82,749
 - Max- \$101,449