

PURCHASING DIRECTOR GRADE EC8  
VS  
PLANNING AND ZONING DIRECTOR GRADE EC9

Job Comparison

## JOB SUMMARY

- Purchasing Director

Responsible for all of the purchasing and grants duties. Responsible for planning, prioritizing and scheduling of special Commission assigned projects and grants. Coordinate with County staff and contractors to make sure a special project and grant is completed in a timely matter. Responsible for the day-to-day direction of project support teams, and assist with performance of those employees involved with project support. Supervises the entire staff including preparing specifications and maintaining the required documentation by law and County rules and regulations. Supervises all documentation of all purchases of non-bid items, including helping departments develop specifications and obtaining quotes. Oversees in the receiving of ordered items and ensuring that their receipt is promptly posted to the accounting system so that vendors can be paid through accounts payable in a timely manner.

- 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

## PURCHASING DIRECTOR

- Keeps the Commission and Budget Director informed and updated of day-to-day status of the special projects directly under the authority of the Commission.
- Coordinates meeting schedules/activities associated with the special projects, assumes project responsibility as assigned.
- Assists in planning, prioritizing and scheduling of special projects.
- Staff contact person for special projects under the authority of the Commission.
- Assists in the preparation and processing of bid specifications and contract documents.

## 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.

# JOB DOMAINS (CONTINUED)

## PURCHASING DIRECTOR

- Coordinates and schedules Pre-Bid and Pre-Construction Conferences. Processes Project Bid documents.
- Collects, sorts, files and maintains working project files and records. Assists in the preparation of contract change order(s) and supplemental agreement(s).
- Receives and processes progress payments for special projects.
- Assists in the close-out of project documents.
- Supervises the preparation of specifications for routine bid items.

## PLANNING AND ZONING DIRECTOR

- 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.

## JOB DOMAINS (CONTINUED)

### PURCHASING DIRECTOR

- Other duties as assigned/required to assist Budget Director.
- Any special project that is assigned by the Commission.
- Resolve vendor or contractor grievances and claims against suppliers.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Review, evaluate, and approve specifications for issuing and awarding bids.
- Direct and coordinate activities of personnel engaged in buying, and distributing materials, equipment, machinery, and supplies.

### PLANNING AND ZONING DIRECTOR

## JOB DOMAINS (CONTINUED)

### PURCHASING DIRECTOR

- Administer on-line purchasing systems.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Work with State of Alabama Public Examiners to make sure that purchases are in compliance with Competitive Bid Law and grants are in compliance with State and Federal Statues.

### PLANNING AND ZONING DIRECTOR

# KNOWLEDGE SKILLS & ABILITIES

## PURCHASING DIRECTOR

- Skills to communicate effectively with the office staff, general public, and elected officials.
- Skills to perform accounting and bookkeeping operations, conduct audits, and prepare budgets.
- Skills to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
- Skills to understand written instructions, manuals and correspondence.
- Ability to assign tasks and supervise employees.
- Skill in the operation of various computer programs.
- Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by State/County/Federal rules.
- Knowledge of general office procedures.

## 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

## PURCHASING DIRECTOR

- Associate's degree in Business Administration, Purchasing or related fields; management experience or equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
- Minimum of two (2) years in Alabama Bid Law, desirable.

## 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

## PURCHASING DIRECTOR

- Internal Contacts: All County Departments
- External Contacts: Vendors, Suppliers, Contractors, Architects, Engineers, Other Government Agencies

## 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

### PURCHASING DIRECTOR

- 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