

**Job Description for the  
MANAGER OF THE ROSCOMMON COUNTY  
ROAD COMMISSION**

SUMMARY

Manage the activities of the Road Commission including personnel, finance, equipment, facilities, engineering, and road maintenance/construction. Recommend policy and procedures to Board of County Road Commissioners and ensure implementation of all policies and procedures. Represent the Commission with other governmental entities and various public groups. Manage daily activities of the Road Commission, including planning, organizing, directing and supervising the daily activities of the Road Commission. Manage environmental, vegetation, drainage, traffic control and safety, signing, development projects, financing, public and employee relations and other Road Commission projects and programs. Perform other work as directed by the Board of County Road Commissioners of Roscommon County (Board).

SUPERVISION RECEIVED

This employee conducts the ongoing functions of the position with considerable independence according to established rules, regulations, procedures and directives from the Board.

SUPERVISION EXERCISED

This employee is responsible for the supervision, either directly or indirectly, of all other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Carry out the policies of the Board and the laws of the State pertaining to road commissions.
2. Provide leadership and direction in the development of short and long-range plans. Gather, interpret and prepare data for studies, reports and recommendations. Coordinate department activities with other departments and agencies as needed.
3. Respond to public inquiries and communicate official Road Commission plans, policies and procedures. Evaluate issues and options regarding Road Commission projects and make recommendations.
4. Develop draft agenda for Board meetings and assure follow up on actions taken.

5. Attend meetings with county, township and state officials. Attend County Road Association, state and district meetings. Cooperate with city and village governments. Foster and maintain strong relationships and ongoing dialog between the Road Commission and other agency personnel.
6. Foster employee development, team building and assist with establishing goals. Conduct annual performance appraisals and recommend compensation and benefits for administrative staff. Organize agendas and facilitate monthly staff meetings.
7. Manage and control all costs with the assistance of the Chief Financial Officer. Consult on revenues and expenditures. Assure that assigned areas of responsibility are performed within budget and maintain sound fiscal control. Work with Chief Financial Officer to prepare annual budget requests and assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
8. Establish and maintain our professional relationships with the business community, other public agencies and the public. Take part in the development of surveys to continually measure our performance, customer satisfaction and public perception as a result of contact with the Road Commission. Assure participants of ongoing opportunities to discuss and evaluate findings, develop recommendations and action required to ensure implementation.
9. Work with federal, state and local agencies regarding Act 51 funds for the construction and maintenance of roads and bridges.
10. Consult with attorneys regarding labor matters, liability cases and legal matters concerning Road Commission operations, right-of-way, subdivisions, etc. Answer questions and discuss problems with county residents, engineering firms and attorneys. Manage the preparation of information for insurance investigations and accident cases. Testify at court depositions and trials, where necessary.
11. Oversee State Maintenance Contract with MDOT. Consult with Chief Financial Officer and Road Foremen on special MDOT maintenance and construction projects before recommending to Board.
12. Review all bids and consult on purchases of equipment and materials.
13. Participate in labor negotiations, grievances and arbitration procedures. Consult with Road Foremen on the appointment of Crew Leaders and the promotion of equipment operators. Assist in the preparation of letters of interest and job classification posting notices. Assist with preparation of agendas and participate in interesting and informative

- crew and crew leader meetings. Maintain accessibility to promote opportunities for communication with crew members.
14. Speak at public meetings and coordinate newsletters and reports on current programs, policies and/or issues impacting the Road Commission.
  15. Manage traffic safety issues through consultation with staff. Administrate Traffic Control Orders, review traffic engineering studies, evaluate recommendations and determine appropriate traffic control in accordance with Michigan statutes.
  16. Mediate disputes between employees and direct supervisors. Participate in interviews of applicants for all positions. Extend offers of employment for crew positions and dismiss employees.
  17. Assemble information for hearings. Review DNR & DEQ permit applications and coordinate the administration of Authorized Public Agency and related programs. Attend legislative hearings and group meetings, such as Soil Conservation Service, when appropriate.
  18. Participate in interviews and develop ongoing dialog and communication with members of the news media. Fulfill the role of sole media spokespersons for the Road Commission, along with the Chair. Cooperate with police agencies when requested.
  19. Review invoices and coordinate approval with the Chief Financial Officer. Prepare reports and correspondence as required. Coordinate preparation of annual budget. Review annual road certification.
  20. Be available on 24 hour basis as needed.

### **DESIRED OUALIFICATIONS FOR EMPLOYMENT**

Knowledge of the laws and regulations affecting road commissions.

Knowledge of the policies and procedures relating to road commission activities.

Ability to establish and maintain effective working relationships with employees, public officials, news media and the public.

Knowledge of modern policies and practices of public administration, road commissions, human resources, public works, finance, public safety and community development.

Maintain professional temperament in confrontational situations.

Skill in the preparation and administration of budgets. Considerable experience and skill in planning, directing and administering policies and programs.

Ability to prepare and analyze comprehensive reports. Skill in organization and the ability to make decisions. Capability to carry out assigned projects to their completion. Ability to verbally communicate, listen and write effectively.

Knowledge of the Michigan Vehicle Code and the Michigan Manual of Uniform Traffic Control Devices.

Ability to professionally communicate Road Commission policies pertaining to substance abuse and sexual or other harassment issues. Commitment to maintain confidentiality.

Bachelor's Degree required in public/business administration or related field, advanced degree preferred. Minimum of ten years of previous related experience, including at least five years of supervisory experience or any equivalent combination of education and experience.

Must possess a valid Michigan driver's license.