

CLINTON COUNTY ROAD COMMISSION
JOB DESCRIPTION

TITLE: MANAGING DIRECTOR

FLSA: Exempt

GENERAL SUMMARY:

Under the general direction of the Clinton County Board of Road Commissioners, manages all activities of the road commission including financial, road design, construction and maintenance, real estate, and the equipment and buildings maintained by the road commission. Recommends policies and procedures to the commissioners and ensures implementation of approved policies and procedures. Represents the road commission to other governmental entities and various public groups.

ESSENTIAL FUNCTIONS:

1. Interpreting board policy for staff and public and ensuring appropriate application in all decisions and representations for the board.
2. Attending regular road commission board meetings to advise, counsel, and present pertinent data or information to aid in initiating and establishing policies to guide management of the road commission.
3. Making staffing and salary recommendations.
4. Participating in labor negotiations.
5. Consulting with and directing department heads in carrying out policies and meeting program objectives.
6. Reviewing reports, plans, and proposals from staff and initiating reports to keep the commissioners and public informed.
7. Ensuring compliance with meeting state and federal requirements.
8. Developing long-term road and bridge construction and maintenance plans.
9. Interviewing and hiring of all new employees.
10. Reviewing disciplinary actions and authorizing all penalties involving loss of time or dismissal.
11. Planning and assisting in preparing financial materials and programs for board approval.

OTHER FUNCTIONS:

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform essential functions.

1. Representing the board at meetings with township, county, and state officials.
2. Speaking on behalf of the commission with news media and at public or social meetings.
3. Attending seminars, conventions, and professional meetings.

4. Reading various trade magazines, books, and other publications to keep informed of new ideas and techniques for solving road commission problems.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

MINIMUM REQUIREMENTS:

The following are required to enable job holders to perform the essential function of the job.

1. SKILLS/KNOWLEDGE:

- Ability to manage and supervise a staff of employees.
- Ability to assist in preparing a budget and analyzing financial reports.
- Ability to manage the finances of the road commission.
- Ability to maintain current knowledge of road maintenance/construction practices.
- Ability to deal with employees and the public tactfully and courteously.

2. EDUCATION:

- A high school education, GED, or equivalent educational preparation.
- Bachelor's Degree in public administration, civil engineering, construction management or related fields is preferred.

This job cannot be adapted so that someone with difficulty reading or writing could fully meet job demands.

3. PHYSICAL REQUIREMENTS:

Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

Ability to drive a road commission vehicle to inspect job progress.

Ability to utilize a computer to prepare reports and review statistical data on projects.

Ability to attend lengthy meetings, conference, and seminars.

4. VISUAL ACUITY, HEARING, SPEAKING:

Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

- Ability to speak clearly and audibly.
- Ability to hear telephone communications and radio transmissions.

5. ENVIRONMENT AND SCHEDULING:

This is a salaried position and requires working whatever hours are required to complete the essential functions of the job.

Hazardous environmental conditions may be encountered when on the job site reviewing road maintenance/construction operations.

NOTE: The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). Typical duties were identified through on-site analysis and confirmation from the employer. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.