

MISSAUKEE COUNTY ROAD COMMISSION JOB DESCRIPTION

TITLE: Managing Director

GENERAL SUMMARY: Under the general direction of the Board, the Managing Director is responsible for all managerial and administrative tasks associated with the Road Commission.

DUTIES: Duties include but are not limited to:

- Supervise all Road Commission employees
- Understand labor union contracts to ensure compliance and fairness in employer/employee relationships
- Develop policies and procedures governing all aspects of Road Commission responsibilities, in conjunction with the Board
- Analyze maintenance activities for procedural improvements
- Review roadway maintenance activities to ensure proper workmanship and timely completion
- Meet with township and other governmental officials to coordinate mutually beneficial road improvements
- Discuss and explain policy to officials, contractors and the public
- Prepare news releases related to Road Commission activity, noteworthy construction projects, funding issues and future planning
- Investigate all complaints and requests and provide verbal or written follow-up
- Manage all employees, cultivating and maintaining the spirit of teamwork within the organization
- Provide administrative and technical leadership to department heads, enabling them to manage their functional responsibility
- Supervise development of the annual budget
- Monitor revenues and expenditures for consistency within the budget
- Direct preparation of the board agenda for monthly board meetings

ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS: The manager is expected to exercise considerable independent judgement in successfully completing work assignments. The manager works generally within a professional office environment, free of adverse working conditions. However, field duties will often encounter adverse conditions where strenuous effort is required and following physical requirements must be met:

Mobility: Able to walk extended distances and climb ladders or steps to access equipment and facilities

Agility: Able to lift, push or pull objects weighing up to 80 pounds

Vision: Able to read and comprehend instructions, directions, blueprints and other documents

Speech: Able to converse with telephone or radio and to receive and communicate information to employees and the public

Other: Able to tolerate, be exposed to and work in extreme temperatures and weather conditions

OTHER QUALIFICATIONS:

- Ability to deal with people effectively and courteously
- Ability to formulate accurate written documents
- Willingness to work extended hours as necessary
- Possess and retain a valid Michigan driver's license
- Be able to equally and fairly correct unacceptable employee behavior, according to the union contract

Preference will be given to the applicant with experience in management and personnel supervision.

This full-time position is salaried and not covered by the union contract. The Manager serves at the pleasure of the board and resignation or dismissal with or without cause or notice may occur at any time during employment.

MISSAUKEE COUNTY ROAD COMMISSION MANAGING DIRECTOR QUALIFICATIONS

The Missaukee County Road Commission, located in Lake City, Michigan, is seeking applications for the position of Managing Director. Under the direction of the board, the manager is responsible for overseeing and supporting the Road Commission staff, delegating tasks and responsibilities as needed and meeting deadlines and directives in a timely manner.

The ideal candidate should possess strong communication and interpersonal skills, have project planning and development ability, have an understanding of human resource management, possess basic computer skills, have knowledge of labor relations, contract negotiations, understand the budget process and be versed in fiscal management. Knowledge of road construction and maintenance is a plus. Experience with Michigan transportation funding as well as local, state and federal financing is a positive factor. A bachelor's degree in business administration is preferred but not required.

The Missaukee County Road Commission has jurisdiction over 900 miles of primary and local roads within 15 townships and maintenance responsibilities for 70 lane miles of state highway under contract with the Michigan Department of Transportation. Salary and benefits will be based on the candidate's experience and qualifications.

Resume and salary requirements may be sent to:

Missaukee County Road Commission
Attn: Lynn Mulder-Secretary to the Board
P.O. Box A
Lake City, MI 49651

Or e-mailed to:

lynn@mcrs-roads.com

Applications must be received by January 29, 2021. Applicant must request confidentiality if desired. The Missaukee County Road Commission is an equal opportunity employer.