

IONIA COUNTY ROAD DEPARTMENT JOB DESCRIPTION

TITLE Managing Director

FLSA: Exempt-E

GENERAL SUMMARY

This is highly responsible administrative work in directing and managing the operations of the Ionia County Road Department.

Under the direct supervision of the County Administrator, the Managing Director is responsible for planning, coordinating and supervising road projects and maintenance projects.

The Managing Director is responsible for establishing departmental policies and procedures, preparing an annual budget, controlling expenses, and managing and supporting Road Department personnel. Work is performed in accordance with overall policies established by the County Board of Commissioners ("Commission") and within budgetary limits.

Work may originate in the form of specific assignments from the Commission and/or the County Administrator, or upon receipt of communications from members of the public. Periodic operational and financial reports are reviewed by the Commission. Work involves extensive contact with a wide variety of government agencies, land developers, landowners, private contractors and the general public.

EXAMPLES OF DUTIES

1. Makes recommendations to the Commission regarding short- and long-term goals and objectives for all Department projects throughout the County.
2. Supervises road construction and maintenance projects, roadway sanding/salting and snow removal, automotive and construction equipment maintenance and repair, and equipment operations of the Department.
3. Supervises plans and work schedules for construction and maintenance projects; conducts staff meetings with Department personnel; administers rules, regulations and policies established for Department employees.
4. Writes or directs the writing of construction specifications, special provisions for contract work on road/bridge construction and maintenance projects, specifications for the purchase of vehicles and heavy equipment; prepares or oversees cost estimates for construction and maintenance projects.
5. Evaluates the relative merits of using private contractors as opposed to Department work force for conducting construction and maintenance projects; recommends and administers contracts for work being performed.

6. Studies the administrative, financial and operational procedures of the Department; develops, recommends and implements new or improved methods; conducts such other studies, statistical and financial analyses as needed for performance reporting on operations.
7. Under policy direction of the Commission, participates in collective bargaining negotiations; collects operational information, prepares cost estimates of union and management contract proposals and provisions and potential impacts upon operational effectiveness of various contract proposals and provisions.
8. Develops and administers a program to respond to complaints regarding the operations of the Department.
9. Performs related work as required as assigned/authorized by the County Administrator and/or Commission.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA)

Ability to use a vehicle daily to check progress of construction and maintenance activities and on-site employee performance.

Ability to communicate on the telephone and radio system.

Ability to traverse projects to determine acceptability of materials used and work progress.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of governmental administration, including personnel and budget administration, planning and coordination.

Knowledge of the organization of county government and the relationships of county government to local, state and federal governmental agencies.

Knowledge of the materials, equipment and practices used in public works and maintenance projects, building maintenance and repair, medium and heavy construction equipment maintenance and repair.

Practical knowledge of the principles and practices of civil engineering particularly as applied to construction and maintenance of roads and bridges.

Ability to plan, organize, and administer a variety of ongoing projects for efficient operation and maximum coordination.

Ability to communicate effectively, both orally and in writing.

Ability to direct, review and evaluate the work of Department staff and third-party contractors.

Ability to communicate effectively the policies, programs, and needs of the Department to government officials, private contractors, and the general public.

DESIRABLE QUALIFICATIONS

Bachelor's degree in public or business administration, civil engineering, management or a closely related field, or equivalent combination of experience and education.

Six years' increasingly responsible experience in administration, related to public works and the operation of departments responsible for maintenance, planning, project management, construction, public finance and accounting, including Act 51, labor relations and public employee personnel administration, and grant writing.

Knowledge of local, state and federal transportation funding in Michigan.

Possession of a valid Michigan driver's license or ability to obtain one within a reasonable time after date of hire.

EMPLOYMENT STATUS

It is the policy of the Commission that the Managing Director is an at-will employee, and he/she may resign or be dismissed with or without cause or notice at any time during employment.

NOTE: The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

Ionia County Road Department – Managing Director

The Ionia County Road Department has a full-time opening for a Managing Director.

This is highly responsible administrative work in directing and managing the operations of the Ionia County Road Department.

RESPONSIBILITIES

Under the direct supervision of the County Administrator, the Managing Director is responsible for:

- Planning, coordinating and directing road construction and maintenance projects
- Establishing departmental policies and procedures, preparing an annual budget, and controlling expenses
- Managing and supporting Road Department personnel

To view the complete job description for the position, visit our website at ioniacounty.org.

<http://www.ioniacounty.org/>

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of governmental administration, including personnel and budget administration, planning and coordination.

Thorough knowledge of the organization of county government and the relationships of county government to local, state and federal governmental agencies.

Considerable knowledge of the materials, equipment and practices used in public works and maintenance projects, building maintenance and repair, medium and heavy construction equipment maintenance and repair.

Practical knowledge of the principles and practices of civil engineering particularly as applied to construction and maintenance of roads and bridges.

Ability to plan, organize, and administer a variety of ongoing projects for efficient operation and maximum coordination.

Ability to communicate effectively, both orally and in writing.

Ability to direct, review and evaluate the work of Department staff and third-party contractors.

Ability to communicate effectively the policies, programs, and needs of the Department to government officials, private contractors, and the general public.

DESIRABLE QUALIFICATIONS

Bachelor's degree in public or business administration, civil engineering, management or a closely related field, or equivalent combination of experience and education.

Six years' increasingly responsible experience in administration, preferably county or local government, related to public works and the operation of departments responsible for maintenance, planning, project management, construction, public finance and accounting, including Act 51, labor relations and public employee personnel administration.

Knowledge of local, state and federal transportation funding in Michigan. Grant writing experience is a plus.

Possession of a valid Michigan driver's license.

SALARY

\$75,000 - \$85,000

DOQE – Dependent on Qualifications and Experience

HOW TO APPLY

Resume and salary requirements may be sent to County of Ionia, Attn: Stephanie Fox, County Administrator, 101 W. Main Street, Ionia, MI 48846, or by email to sfox@ioniacounty.org.

Must request confidentiality if desired. Ionia County is an Equal Opportunity Employer.

Deadline: Until filled.