

Cass County Road Commission

Board of Commissioners:
Robert Thompson, Chairman
Sandra Seanor, Vice Chair

Jamie Stafne, Member
Kent Clark, Member
Les McClelland, Member

Managing Director

General Summary

Under the direction of the Board of County Road Commissioners, serves as the chief administrator of the Road Commission of Cass County. Plans, develops, implements, and evaluates road commission programs in accordance with policies established by the Board. Researches and makes recommendations for changes to road commission policies. Develops the road commission's operating budget and monitors budget expenditures throughout the year. Represents the road commission to local, state, and federal officials.

Essential Functions

1. Supervises staff directly and through subordinate managers to ensure a high level of service and the maintenance of road commission policies and specifications. Oversees the personnel management functions of employment interviewing and selection, training, assigning job duties, scheduling, and evaluating job performance.
2. Directs and monitors departmental budgeting and financial management activities. Identifies and ensures correction of problem areas.
3. Prepares agenda for and attends all road commission meetings to submit reports, provide advice, and present pertinent data and information. Recommends policy, programs, and services to the Board, assists the Board in making policy decisions, and informs the Board of pending issues to aid them in their policy determination and decision making process.
4. Implements board decisions including policies, procedures, provision of services, and programmatic and financial objectives.
5. Collaborates and cooperates with various local, state, and federal agencies concerning road commission matters. Regularly confers with other road commission representatives to resolve problems of mutual concern.
6. Responds to telephone contacts and attends meetings with public, contractors, news media and government officials and prepares letters, memoranda, and other written communications regarding road commission operations.
7. Represents the interests of the road commission at the state and national levels. Represents the department to the public, speaking to community groups, explaining road commission activities, and encouraging support for programs.
8. Negotiates and administers labor contracts, contracts for provision of services, procurement contracts, and state and federal contracts.

The above statements 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 job duties performed by personnel so classified.

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Employment Qualifications

Education: Bachelor's Degree in Engineering, Business Administration or related discipline, and/or experience in lieu of degree.

Experience: 8 + year's experience in construction or engineering management in public works, road commission or similar organization.

Other Requirements: Possession of a valid Michigan driver's license.

FLSA Status: Exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Walking over uneven terrain to road commission work sites.
Ability to access office files.
Ability to enter and retrieve information from a computer.
Ability to access maps and other records and documents of the commission.

Working Conditions:

Works in office conditions and travels throughout the County to road commission work sites and to other locations to attend meetings.

Resumes and cover letters will be accepted until the position is filled.

The Cass County Road Commission is an Equal Opportunity Employer.

Mailed materials should be addressed as follows:
Cass County Road Commission
Managing Director Position - CONFIDENTIAL
340 N O'Keefe Street
P.O. Box 68
Cassopolis, MI 49031

Electronic materials may be emailed to twyman@casscoroad.com with the subject line "Managing Director Position – CONFIDENTIAL"