

**MONROE COUNTY  
ROAD COMMISSIONER**

Reports to: Monroe County Board of Commissioners  
Prepared Date: September 16, 1998  
Approved By: Monroe County Board of Commissioners  
Approved Date: October 13, 1998  
Revised Date: November 1, 2016

**GENERAL SUMMARY:**

Appointed by the Monroe County Board of Commissioners, the Road Commissioners serve rotating six-year terms. Term of office begins on January 1 of each odd-numbered year. This position is responsible in setting policy and standards in compliance with all regulations governing the activities of road commissioners in meeting their primary functions as established by statute of maintaining a safe and convenient network of roads for the motoring public.

**ESSENTIAL FUNCTIONS:** *[These examples do not include all of the duties that an individual may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]*

- Responsible for the development of new policies, procedures and regulations that are applicable to the Road Commission.
- Responsible for the hiring of the Executive Director to oversee the day-to-day operations of the agency. Reviews and evaluates the performance of Executive Director.
- Establishes goals and objectives for the road commission and reviews them annually.
- Attends all meetings of the County Road Commission and represents the road commission before various community, business and professional organizations, as well as local, state and federal government regulatory agencies.
- Responsible for the adoption of the annual budget for the Road Commission. Examines financial statements and insures adequate audit procedures are followed.
- Responsible for the approval of primary and local road improvement allocations.
- Reviews its analysis of the relative percentages of construction and maintenance.
- Holds special public hearings in compliance with statutes.

- Responsible for the approval of plats to be accepted into the county road system.
- Provides policy guidance to the Executive Director on county road system operations, maintenance, planning, construction, transportation and improvements.
- Responsible for all labor agreements with various bargaining groups in the agency.
- Annually reports to the Monroe County Board of Commissioners on the status of the road commission operations.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **QUALIFICATIONS:**

**Education:** Bachelor's Degree in public or business administration, human resources or related field or an equivalent combination of education, training and experience.

**Experience:** Seven to ten years of progressively responsible in supervision, public relations, development and administration of policies and procedures.

### **Other Requirements:**

- Possession of a valid Michigan Driver's License.
- Monroe County Resident
- Registered Voter

### **Knowledge of:**

- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Local, state and federal laws, ordinances, policies and procedures that guide the provision of local government services.

### **Skills in:**

- Critical Thinking and Problem Solving. Use of logic and reasoning to identify alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Considering the relative cost and benefits of potential actions to choose the most appropriate one.
- Determining how money will be spent to get the work done, and accounting for these expenditures.

Ability to:

- Attend Commission meetings
- Analyze complex data and exercise sound judgment.
- Establish long-range objectives and specifying the strategies and actions to achieve them.
- Communicate effectively both orally and in writing.
- Comprehend information both orally and in writing.
- Establish and maintain effective relationships with County Officials, employees and the general public.

**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]:*

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.