

BERRIEN COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: MANAGING DIRECTOR

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The Managing Director is the senior employee having responsibility for the day to day management of the Road Commission. In that position he/she is responsible for the short term maintenance and long term planning for the Berrien County road system. He/she is responsible for the generation and compliance to the annual operating budget. Reports to and takes direction from the Road Commission Board.

DUTIES AND RESPONSIBILITIES

1. The Managing Director is responsible for the, recommendation and coordination of the annual budget.
2. Shall oversee the formulation, recommendation and adoption of appropriate policies for the Road Commission.
3. Is responsible for the overall management of the Berrien County Road Commission including department head reviews and to ensure that each department head has completed employee reviews, hiring, firing, demotions and promotions provided he/she keeps the Road Commission Board informed.
4. The Managing Director shall be responsible for the economical and expeditious execution of the policies, plans and programs established by the Road Commission Board.
5. Serve as the spokesman for the Berrien County Road Commission in all matters outside of the direct control of the Road Commission Board.
6. Develops long term plans for the county road system within Berrien County.
7. Assures compliance to all federal, state and local laws and regulations in regards to the County Road system and grants received by the Berrien County Road Commission.
8. Performs other duties as assigned by the Road Commission Board

QUALIFICATIONS

1. Bachelor of Science and or Master's Degree in Engineering or Business and or five years' experience.
2. Direct executive supervisory responsibility.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

BENEFITS

1. Standard Road Commission nonunion benefits package.

EMPLOYMENT AT WILL

Your employment with the Berrien County Road Commission is a voluntary one and is subject to termination by you or the Berrien County Road Commission at will or without cause, and with or without notice, at any time.

Employee Signature

Employee Printed Name

Date

BOARD APPROVED: _____

The Berrien County Road Commission is an Equal Opportunity Employer.