

MANAGING DIRECTOR

The Monroe County Road Commission (MCRC) has a full-time job opening for a Managing Director.

Responsibilities include:

- Administers the policies, plans and programs of the Board in an expeditious and economical manner.
- Reports to the Board regularly on the status of road construction, road maintenance, preventative maintenance of equipment, snow and ice removal, equipment procurement, personnel administration, employee relations programs, and others deemed appropriate by the Board.
- Seeks to enhance and improve the preventative maintenance program for equipment.
- Formulates recommendation for policy development to the Board.
- Formulates and provides appropriate justification for all work plans and programs submitted to the Board for adoption.
- Acts as Fiscal Officer of the Board as defined in Section 141.422c of the Uniform Budgeting and Accounting Act.
- Sworn in and acts as Clerk for the Board subject to the approval of the Monroe County Board of Commissioners.
- Makes recommendation to the Board regarding the appointment or discharge of the county highway engineer and the Superintendent of Maintenance and other non-union staff having an individual employment contract with the Board.
- Supervises, disciplines, and administers annually formal written evaluations of non-union staff having individual employment contracts with the Board.
- Hires, promotes, disciplines and terminates temporary employees or union employees in accordance with existing union contracts and policies of the Board. Salaries, wages, benefits, and working conditions of all employees are subject to the approval of the Board.
- Recommends and obtains the approval of the Board for employment of outside consultants when appropriate and reasonable necessary.
- Informs promptly the Board of all public announcements made by the Managing Director.
- Administers all union labor negotiations and contracts.
- Develops and implements a continuing communications program with township, village, city, county and state officials and the public at large to explain and promote the plans, programs and needs of the Board.
- Develops and carries out a program to enhance teamwork and build employee involvement in the operations of the agency.
- Develops and administers a program to respond to complaints regarding the operations and responsibilities that are under the jurisdiction of the Board.
- Carries out such other duties as directed by the Board.

REQUIREMENTS:

- Bachelor Degree in Public or Business Administration, Community Development, Engineering, Management or a closely related field, or equivalent combination of experience and education.
- Five years' experience preferred as an administrator in a county or local government or private business, working directly with an elected or appointed public board involved in public policy formation and program development.
- Experience in administration, preferably 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
- Valid driver's license

This position may work forty (40) + hours per week. The rate of pay will be dependent upon educational background and experience.

Applicants may apply in person or receive an application at www.mcrc-mi.org. Send cover letter, resume and application to Human Resources Director, Monroe County Road Commission, 840 S. Telegraph Rd., Monroe, Michigan 48161 or e-mail to: cregis@mcrc-mi.org

The Monroe County Road Commission is an Equal Opportunity Employer. The MCRC is committed to providing employees with a work environment free of discrimination and harassment and equal employment opportunities for all employees. All employment decisions are based on job requirements and individual qualifications without regard to race, color, religion, sexual orientation, gender identity, veteran, disability or family status, or any other status protected by laws or regulations. The MCRC will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants of all ages.