



Road Commission of Kalamazoo County

Road Commissioner

General Summary:

The Board of County Road Commissioners of the County of Kalamazoo (Board) are appointed by the Board of County Commissioners for six-year terms. The compensation of the Board is set by the Board of County Commissioners and shall be reviewed regularly. Health, dental, and life insurance benefits may be purchased through the Road Commission at levels offered to Road Commission employees.

The Board sets policy to ensure a fully engaged team of staff to ensure; fiscal responsibility; encourage innovation and new technology; build trust with public communication; to ensure safe, and quality road infrastructure for all. The Board sets policy and standards to remain in compliance with all regulations governing the activities of road commissions in meeting their primary function as established by statute of maintaining a safe and convenient network of roads for the public. The attendance of Board members at Road Commission meetings, designated events, and as liaisons to Townships, unless excused in advance, is very important in the role of Road Commissioner.

Duties include, but not limited to:

1. The Board hires and works with the Managing Director based on the goals and policies set for the organization.
2. The Board hires and evaluates the Managing Director-Superintendent/Chief Operating Officer. The manager is responsible for all other positions at the road commission and supervising all its operations.
3. The Board adopts an annual budget consistent with the goals and policies set. Approves the priority of primary and local road improvement project allocations.
4. The Board reviews financial statements and ensures adequate annual audit procedures are followed.
5. The Board communicates and advocates with the County Board, the public, the Townships, the State, and the Federal Government regarding road infrastructure issues and uses of the public right-of-way.
6. Reviews and approves policy as necessary to accomplish the statutory goals of the road commission.
7. The Board adopts policies consistent with the organizational goals for long-term viability and success including;
 - its county-wide transportation infrastructure capital improvement plan.
 - its county-wide asset transportation infrastructure asset management plan.
 - its county-wide non-motorized master plan routes.

8. The Chair performs the following, but not limited to:
 - Chair serves as liaison to the Kalamazoo County Board, Kalamazoo County Township Supervisors group, and others as deemed necessary.
 - Annually reports to the Board of County Commissioners on the status of the road commission operations.
 - Works collaboratively with the Managing Director on Board meeting agendas and policies.
 - Serves as the communication link between the Board and Managing Director.
 - Serves as the primary spokesperson for the Board with news media and the public.
 - Acts as Chairperson of Board meetings.
9. The Vice-chair performs the following, but not limited to, in the absence of the Chair:
 - The Vice-Chair serves in the absence of the Chair for Board meeting leadership and works closely with the Chair and the Managing Director.
10. Board members can expect to do the following in addition to regular meetings of the Board of Road Commissioners, but not limited to:
 - Meet with the public, and officials and enter service requests for follow-up to communicate interactions.
 - Meet with Township officials and attend Township meetings, as necessary.
 - Meet with county residents.
 - Attend conferences and meetings to remain informed of road and right-of-way related issues.
 - Advocate for adequate and improved road funding at the state and local levels.
11. Attends meetings of the Board and other agencies and governmental entities, as necessary. May serve as a liaison to other organizations.
12. Participates in state and national conferences for educational and networking opportunities.
 - Continues education by attending County Road Association (CRA) of Michigan, Michigan County Road Commission Self Insurance Pool (MCRCSIP), County Road Association Self Insurance Fund (CRASIF) programs, and potential committee membership.
13. Follows best practices in safety, engineering design/construction, asset management, and applicable laws to avoid or minimize litigation and achieve a safe and convenient road system for all users.
14. Approves plats to be accepted into the county road system.

15. Cultivates a culture of transparency, respect, integrity, honesty, and avoiding conflicts of interest promotes teamwork.
16. Considers what is best for the road commission countywide as well as the community at large.
17. Acts in the best interest of the Board in public service and following the Board Code of Conduct.
18. Seeks to balance the needs of non-motorized transportation with motorized transportation this includes implementation of a county-wide non-motorized route master plan.

The above statements are intended to describe the general nature and level of work being performed by road commissioners. This is not to be construed as an exhaustive list of all duties. A [Michigan County Road Commissioners Handbook](#) is available for additional information.

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