

**Montcalm County Road Commission
Assistant Finance Director/Safety Coordinator**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payroll

- Checks accuracy of employee and Foremen entered payroll hours. Ensures that hours are entered appropriately before processing payroll files.
- Inputs material usage and equipment usage into computer to help maintain effective inventory controls.
- Maintains employee payroll deductions, vacation, PTO and comp bank balances.
- Generates payroll checks on a bi-weekly basis, reviews wages computed and corrects any errors to ensure accuracy of payroll.

Safety Coordinator

- Collects, distributes and tracks training certifications.
- Provides administrative support by initiating Workers Compensation injury reports, logging occupational injuries and illnesses, and prepares MIOSHA reports.
- Maintains accident reports, logs illnesses and accidents in accident log.
- Safety meeting administration; collects data/topics for Manager to present to staff.
- Formal safety program; creates, updates and insures accuracy of plans and data.
- Maintains MSDS logs for all three garages.

Human Resources

- Maintains all employee files.
- Workers comp and short term disability administration.
- Benefits administration; coordinates enrollment for employee benefits and insurance plans.
- Advertises and posts new job openings in local newspapers and on MCRC website.
- Post equipment and job openings internally as well as assignments of the equipment and job.
- Maintains and updates job descriptions to ensure accuracy for hiring and evaluation.
- Schedules and assists with interviews of potential candidates.
- Performs employee orientation with all new employees.
- Maintains vacation schedule and vacation requests slips for all employees.
- Updates and posts Holiday schedule.
- Maintains CDL physical cards for DOT employees.
- Policy administration; maintains policy binder and distributes necessary policies to personnel.

Public/Employee Relations

- Plans, develops and implements marketing campaigns and communication strategies to promote awareness of the Road Commission's role to the general public, community organizations, employees and other target audiences.
- Develops, maintains and updates the MCRC website and social media channels.
- Plan and execute a quarterly employee newsletter.
- Maintain the Employee Communication Stations. (Marlin system)
- Oversees the Adopt-A-Road Program by assisting customers with application forms, distributes bags and vests, forwards information to the sign shop and advises all Adopt-A-Road groups of trash pick-up dates as provided by MDOT.

Administrative Assistant

- Generates invoices and tracks accounts receivables from townships or other outside entities.
- Prepares billings to insurance companies for MDOT and Road Commission guard rail and sign replacement resulting from traffic accidents.
- Balances accounts payable and payroll bank statements on a monthly basis.
- Assists with preparing county driveway, utility, moving and annual permits.
- Answers telephone, greets visitors, answers questions and distributes messages to foreman.
- Receives, opens and distributes incoming mail.
- Performs special projects and assignments as requested by the Managing Director and Finance Director/Clerk.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

This is a salaried position. The employee is expected to work the hours necessary to assure proper performance of this assignment. This is a non-exempt employee and will receive overtime pay at a rate of one and one-half hours for each hour worked overtime.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical requirements and work environment described herein are representative of those an employee encounters while performing the essential functions of the job. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation.

Ability to sit at desk for 8-10 hours with a fifteen minute break after the first four hours while typing, answering the phone, or operating computer/word processing equipment.

Ability to speak and hear clearly and audibly via telephone.

Ability to lift 20-pound journals and ledgers not more than 4 feet high to a desk or table.

Ability to lift and move boxes of approximately 40 pounds maximum on a semi-monthly basis approximately 3 feet high.

DESIRABLE QUALIFICATIONS:

Minimum, a high school diploma or equivalent with an Associate's Degree in Accounting/Finance/Human Resources. Three to five years progressively responsible experience in human resource duties. Experience in website maintenance and technology is desired. Ability to deal with the public and employees tactfully and courteously. The required education, experience, and qualifications listed above are guidelines. Other combinations of education, experience, and qualifications which could provide the necessary knowledge, skills, and abilities to perform the job will be considered.

This job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise the job description at any time.