

BOARD OF COUNTY ROAD COMMISSIONERS

OF THE

COUNTY OF ST. JOSEPH

POLICY

Job Description for Road Commissioner Position

General Summary: St. Joseph County Road Commissioners are appointed by the Board of County Commissioners for six-year terms. Members of the Board of County Road Commissioners set policies 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 motoring public.

Typical Duties of Road Commissioners and the Board:

1. Reviews and approves policy as necessary to accomplish the statutory goals of the road commission.
 2. Attends meetings of the Board of County Road Commissioners and other agencies and governmental entities as necessary. May serve as a liaison to other organizations.
 3. Hires a manager to oversee the functions of all departments within the road commission. Reviews and evaluates the manager's performance annually.
 4. Reviews and adopts the budget for the road commission. Examines financial statements and ensures adequate audit procedures are followed.
 5. Adopts annual goals for the road commission and reviews them annually.
 6. Meets with the public, news media, and governmental officials of all levels to advocate for and work toward a strong road system as well as educate the public in the safe and convenient use of the road system.
 7. Must be available to deal with questions and concerns of constituents and work with affected parties to achieve resolution/understanding.
 8. Approves the priority of primary and local road improvement projects allocations.
 9. Holds special public hearings in compliance with statutes.
 10. Approves plats to be accepted into the county road system.
 11. Annually reports to the Board of County Commissioners on the status of the road commission operations.
 12. Participates in state and national conferences for educational and networking opportunities.
- 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.

Adopted: May 1, 2024