

## Road Director Position Open

This position is responsible for planning and directing the operation of the road department, including the work of road and bridge construction and maintenance and shop personnel. The position also develops short and long -range plans and goals for the department; determines project priorities in conjunction with the County Administrator and Board of Commissioners; organizes daily work flow of road construction and maintenance crews to meet department objectives, schedules personnel and assigns duties; interview, hires, trains, disciplines and terminates personnel; prepares and administers the annual department budget, maintains records of all equipment and department purchases; prepares schedules maintains time sheets and leave records; acts as right-of-way acquisition agent for the county; meets with individual property owners to arrange for rights-way-of needed for road construction and maintenance projects; approves driveway permit applications; inspects driveways to ensure compliance with county codes and ordinances; responds to citizen requests and complaints, responds to emergency service calls as needed. Performs other related duties as assigned.

### Knowledge Required By For The Position

Knowledge of the techniques, equipment and supplies used in engineering and road and bridge construction and maintenance, knowledge federal, state and local specifications relevant to department operations, safety policies and procedures; knowledge of county policies and procedures including purchasing and budgeting procedures, knowledge of erosion control ordinances, skill in budgeting and management, skill in reading and interpreting plans and specifications, skill in oral and written communication and use of a computer.

The successful candidate will be a strong and confident leader and manager with professional presence. The candidate will have effective interpersonal skills, and be able to communicate orally and in writing and present complex information to elected officials, the County Administrator, department directors, and the general public. The candidate will carry out a continuous effort to improve operations, work processes, and work cooperatively and jointly to provide continuous improvement and customer-driven service.

The starting salary will be market competitive, depending on the experience and qualifications. In addition, the County provides an excellent fringe benefit package.

Your resume' may be emailed to [jbleckley@rabuncounty.ga.gov](mailto:jbleckley@rabuncounty.ga.gov) or mailed to Attention: Jim Bleckley, County Administrator; Rabun County Board of Commissioners, 25 Courthouse Square Suite 201; Clayton, GA 30525. Applications and resumes' will be accepted until February 27, 2015. An Equal Opportunity Employer.