

# MANISTEE COUNTY ROAD COMMISSION ORGANIZATIONAL CHART

## 5 MEMBER BOARD

EXECUTIVE  
POLICIES  
MONETARY

## MANAGER

PLANNING, BUDGET, PURCHASING.  
COMPLAINTS, SPECIAL PERMITS,  
ACT 51 REPORTS, SPECIFICATIONS  
GRANT WRITING, PUBLIC  
RELATIONS ESTIMATOR, DESIGN  
REVIEW, SAFETY ADMINISTRATOR,  
FACILITY SUPERVISOR

## OFFICE MANAGER

BOARD SECRETARY  
ACCOUNTS PAYABLE  
PERMITS, HEALTH INSURANCE,  
PENSION, STATE BILLING & STORES,  
HUMAN RESOURCES

## STOCKROOM CLERK

SMALL TOOL AND PARTS  
PURCHASING, MECHANIC SHOP,  
STOCK ROOM INVENTORY, WRITE  
EQUIPMENT SPECIFICATIONS,  
ORDER FUEL AND BULK OILS  
FACILITY MAINTENANCE

## MAINT. SUPERVISORS

CREW ASSIGNMENTS, MISS DIGS  
STATE MAINTENANCE REVIEW, ROAD  
MAINTENANCE REVIEWS, PROJECT  
MANAGER, YARD INVENTORIES

## OFFICE ASSISTANT

PAYROLL, AFLAC, BILLING  
ACCOUNTS RECEIVABLE, INVENTORY

## CREW

VEHICLE REPAIR  
ROAD CONSTRUCTION  
ROAD MAINTENANCE