

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