**Oceana County**

**JOB DESCRIPTION**

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

**Job Title:** Chief Deputy Drain Commissioner **Salary Class:** PALSS

**Department:** Drain Office **Hours:** 35 hours/week

1,820 hours/year

 Perm, Full time

**General Summary**

Under the direction of the Drain Commissioner, manages the daily operations of the Drain Commission Office, oversees and participates in all aspects of drain maintenance activities which includes various tasks to set up drainage projects and apportion the costs among affected property owners. Performs drain inspections. Answers questions from the public concerning drainage districts and assessment procedures. Assists in maintaining the accounting and financial records for the drain office. Assists developers, residents and others on issues related to County drains, lake levels and lake boards. Oversees the soil erosion permit and inspection process. Represents the Drain Commissioner in that official’s absence. Typical work week is 7 hours a day; 35 hours per week.

**Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

1. Represents the Drain Commissioner in that Officials absence pursuant to the provisions of Sec. 280.24 of the Michigan Compiled Laws. As Chief Deputy Drain Commissioner, approves work orders, accounts payable vouchers, journal entries, permits and other legal documents as necessary.
2. In conjunction with the Drain Commissioner, responsible for the annual review of the proposed office budget and makes recommendations regarding funding and shortfalls. Monitors the office budget throughout the year and makes arrangements for line item transfer requests.
3. Performs on-site drain inspections, and drain maintenance as required. Ability to respond to storm-water runoff emergencies.
4. Receives and responds to requests for information, assistance, and complaints with respect to flood control and water quality management issues from individual property owners, developers, engineers, municipalities, state and federal agencies, community groups and other interested parties.
5. Updates Policies and standard operating procedures to reflect changes in legislative mandates, administrative rules and regulations and other factors affecting flood control and water quality management. Keeps abreast of laws and new legislation pertaining to the Drain Commission (Michigan Drain Code, Act 40 of 1956), Soil Erosion Control (Part 91 of PA 451), Board of Public Works (PA 185), lake boards (Part 309 of PA 451), lake levels (Part 307 and Part 315 of PA 451), Shorelands Protection and Management (Part 323 of PA 451), Sand Dunes Protection and Management (Part 353 of PA 451), and various other parts specific to PA 451 of 1994, Natural Resources and Environmental Protection Act (NREPA).
6. Prepares legal documents related to County drains, lake levels, and Lake Improvement Boards, including but not limited to Release of Right of Ways, property easements, contracts with maintenance vendors and landowner agreements. Schedules public hearings, publishes notices, and maintains legal files. Ensures that all meetings, legal proceedings and documentation meet the requirements of the Michigan Drain Code and other applicable statutes and laws.
7. Establishes amortization schedules on multiple year assessments. Responds to inquiries from banks, mortgage companies, title insurance companies, and individuals about drain assessments on parcels.
8. Oversees the application process for Soil Erosion Permits. Assists applicants with more complex inquiries, calculates fees, issues permits and inspects soil erosion permit sites to ensure compliance including writing and distributing inspection reports to landowners and contractors. Determine if a permit extension is necessary or if revisions are warranted. Issues violation notices and Cease and Desist Orders.
9. Responsible for utilizing and accurately entering vital information into various computer programs including, but not limited to, drain assessing and drain ledger software.
10. Responsible for the accounting functions for all drainage districts, lake levels, lake boards, soil erosion, and other accounts related to the Drain Commission office, including debt projects. Maintains separate accounts and charges the proper accounts for maintenance work, equipment usage, supplies, etc. Works with the Treasurer’s Office and the County Administration Office to ensure proper transfer, adjustment and recording of funds. Balances all accounts on a monthly basis.
11. Responsible for the preparation of assessment rolls for drains, lake levels, and lake boards following the spread of assessments by the Drain Commissioner. Ensures property descriptions of all land in the district are included. For existing districts, reviews property records for changes in ownership since last assessment and ensures that the proper amounts are assessed. Processes data to determine benefit factor, benefit percent, and dollars to be assessed. Copies and distributes assessment rolls to County Clerk, Equalization Department and respective townships for inclusion on tax rolls. Invoices the Michigan Department of Transportation, Michigan Department of Natural Resources, County, and municipalities for drain assessments at large.
12. At the discretion of the Drain Commissioner, may attend various meetings such as, but not limited to the Board of Commissioner meetings, Department Head Meetings, Michigan Association of County Drain Commissioners (MACDC) meetings, Northwest District Drain Commission meetings, Board of Determination for drain projects, Hearings of Apportionment for lake boards, bid openings, preconstruction meetings for road projects, and the Parks and Recreation Commission meetings.
13. Performs other functions and responsibilities as directed by the Drain Commissioner.

**Required Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education: Bachelor’s Degree or equivalent with coursework in office administration, accounting, civil engineering, or related field.

Experience: Preferred three or more years of progressive responsibility and familiarity with the drain code and financial and accounting systems similar to that of the drain office.

**Other requirements:**

Must attain or maintain a current Notary Certification

Ability to obtain state certifications from the Michigan Department of Environment, Great Lakes, and Energy for soil erosion and sedimentation control and construction storm water management within 6 months of employment.

Valid State of Michigan Driver’s license is required.

Must be proficient in Microsoft Office.

Work cooperatively with County employees, component units, and local units of government.

Work independently within established procedures and policies

Demonstrate strong leadership skills

Ability to organize and manage multiple priorities

Make decisions in accordance with laws, regulations, and established policies

Work under pressure to meet deadlines

Work safely without presenting a direct threat to self or others

Maintain professional composure during stressful situations occurring as a result of workloads, deadlines, and challenging individuals.

Maintain drain files, soil erosion files, and all other files within the office

Demonstrate good interpersonal skills to relate well to persons at all levels of mental competency

**Physical Requirements and Work Environment**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Approximately 60% of this work will be indoors in an office setting with a controlled climate; remaining 40% works outdoors in possible inclement weather

Travel to outdoor drain sites, some with treacherous terrain

Walks over uneven terrain

Walking on slippery surfaces

Ability to climb stairs on a regular basis

Ability to kneel, crouch, and crawl in order to perform inspections

Ability to reach, push, and pull in order to open and close large valves

Ability to walk for prolonged periods of time

Must have strength, stamina and physical coordination needed to gain access to drain sites

Ability to use a chain saw or other equipment to remove drain obstructions

**Language Ability and Interpersonal Communication**

Must be able to effectively communicate with small and large audiences of varied socio/economic backgrounds and working relationships.

 Ability to read and understand property legal descriptions

Must accurately record, report, and deliver information, meet deadlines and maintain confidentiality of restricted information

Must be able to write reports, summaries, memorandums, letters, and notes