



## Benton County Job Description

### JOB TITLE: County Engineer

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Exempt (Y/N): Yes

DEPARTMENT: Road Department

DATE REVISED: July, 2016

SUPERVISOR: County Judge

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#### **SUMMARY:**

The County Engineer is the leader of the Benton County Road Department and is responsible for supervising the design, construction, planning, maintenance and other engineering functions of the Benton County Road Department under the direction of the County Judge. Responsibilities also include leading teams within the Road Department, estimating costs for projects, preparing proposals, establishing completion dates and representing Benton County to various external agencies. In addition, the County Engineer will assist the County Judge in developing a comprehensive road plan and monitor the plan's performance.

#### **Essential Duties and Responsibilities:**

The following duties are normal for the position. There are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

1. The County Engineer will serve as the leader of the Benton County Road Department.
2. Prepare a long-range countywide program of road and bridge construction and improvements.
3. Optimize outside funding sources for road and bridge construction through researching and preparing applications for grants.
4. Assist in preparing and monitoring the county's road department budget.
5. Direct the planning and implementation of applicable traffic studies.
6. Purchases or directs acquisition of right-of-way or obtaining permits, licenses, and/or agreements.
7. Perform project inspections, and maintain accountability of staff and/or contractors work to specified standards.

8. Develop and maintain standards of road maintenance and then be responsible for on-site inspection and quality control of adherence to those standards.
9. Maintain roads by adapting to current construction technologies, address road safety, and drainage, base, and surface issues to obtain the highest road quality and durability without the benefit of any specific road designs.
10. Provide technical information and cost estimates to the County Judge during budgeting process and bidding/purchasing processes.
11. Prepare and present project information to outside agencies and the Benton County Quorum Court.

### SUPERVISORY RESPONSIBILITIES

This position requires the abilities to supervise 80 employees, plus sub-contractor labor all engaged in diverse project-based functions.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Civil Engineer with valid Arkansas PE license required, plus 5 years' experience, two of which were in a project lead position.

### OTHER SKILLS and ABILITIES **This position requires:**

1. Ability to comprehend and correctly use a variety of informational documents including daily work orders, time cards, road conditions complaints, and other reports and records.
2. Ability to comprehend a variety of reference books and manuals including computer print outs, maps, etc.
3. Ability to prepare equipment maintenance reports, billing records, budget, work orders, schedules, memos, correspondence, and other related documents using prescribed formats and conforming to all rules of punctuation, grammar, diction and style.
4. Ability to accurately record and deliver information, meet deadlines and maintain confidentiality of restricted information.
5. Ability to use and interpret engineering, counseling, accounting, mechanical, and personnel terminology and language.

6. Ability to use independent judgement, common sense, and principles of influence in the performance of tasks.
7. Ability to counsel and mediate, ability to persuade, convince, and influence and train others, and ability to advise and interpret on the application of policies, procedures, and standards to specific situations.
8. Ability to communicate effectively with employees, Quorum Court members, and other County personnel and general Public, verbally and in writing.

#### **WORKING RELATIONSHIPS:**

The County Engineer must be able to establish strong working relationships with the Road Department management team and employees. The incumbent must also be able to establish a professional relationship built on competency and trust with the members of the Quorum Court, vendors, and the public.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

#### **WORK ENVIRONMENT:**

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

While performing the duties of the job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

## Salary Analysis

### **INTERNAL COMPARISONS:**

Comptroller and Director of Information Technology

Minimum: \$78,532.40

Midpoint: \$99,826.99

Maximum: \$121,121.57

Maximum Hire-in Rate: \$89,844.29

**EXTERNAL MARKET (ZIP CODE 72712)** (Increased by 5% due to administrative responsibilities of the Road Department)

Minimum: \$79,741.20

Midpoint: \$99,676.50

Maximum: \$119,611.80

Maximum Hire-in Rate: \$89,708.85



## Benton County

Job Description

### Job Title: Director of Communications

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**Exempt (Y/N):** Y

**Department:** Office of the County Judge

**Date Prepared:** 07/28/2016

**Supervisor:** County Judge

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#### Summary:

Assists the various elected officials and department heads in developing and implementing a communication strategy. The objective of the strategy will be to maximize the information flow to the Benton County citizens concerning County initiatives, recognition/successes, and resources. The Director of Communications will utilize print, social, and broadcast media formats to accomplish this objective.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Develops an overall constituent communication strategy for Benton County to inform residents of various programs, initiatives, projects and events.
2. Develops platforms and systems for receiving input from Benton County residents.
3. Directs and executes the strategy across all communications platforms including on-line, print, video, and social media.
4. Develops and produces content across all platforms that effectively executes the strategy.
5. Coordinates communications programs across all county departments and elected officials' offices.
6. Primary point person for coordinating and executing public events including workshops, forums, and other outreach opportunities.
7. Assists in developing presentations, talking points, and other communications tools for use by elected officials and county departments.
8. Assists in maintaining brand consistency throughout county publications and communications.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:**

TBD

**Education and/or Experience:**

A minimum of a bachelor's degree in journalism, marketing, communications or a related field is required. In addition, at least 5 years of experience with at least one of those years in a leadership role. Experience with communications via social media is desired. This position requires excellent writing and editing skills. Must be a self-starter and able to accomplish tasks with little or no supervision other than the final approval the internal customer.

**Working Relationships:**

This is a highly collaborative position so it is essential that the Director of Communications is able to build and maintain strong working relationships with the elected officials, justices of the peace, and department heads.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to enter and format information into a computer, the ability to speak and hear. Minimal lifting is required but occasionally lifting up to 20 pounds may be necessary.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

This position functions in a normal office environment.

**For ZIP Code 72712:**

Median: \$79,943.00 (Salary.Com)

Median: \$78,348.00 (Payscale)

Benton County Range: Min: \$63,316.40

90% of Mid: \$71,230.95

Midpoint: \$79,145.50

Max: \$94,974.60