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**TO:** Hamburg Township Board of Trustees

**FROM:** Pat Hohl

**DATE:** October 30, 2024

**AGENDA ITEM TOPIC:** Township Manger discussion

Number of Supporting Documents: **1**

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### **Requested Action**

I request that the township board decide if it intends to move forward with advertising for, interviewing and hiring a Township Manager; and by board motion, memorialize in the township board minutes its decision on the matter.

Should the board decide to move forward and seek a Township Manager I ask the board to approve the attached Township Managers Job Description and establish a pay range for the position. I recommend the pay range mirror the current pay Grade 12.

### **Background**

In my 2024/2025 Goals and Objectives, during our April 16, 2024 Strategic Planning Meeting, and at subsequent board meetings the board of trustees has had general discussion regarding the hiring of a Township Manager. Should the board of trustees decide to move forward I suggest the following timeline:

- Advertise on all pertinent sites the position of Hamburg Township Manager as an exempt full-time position with all benefits provided to full-time exempt employees with an annual starting salary range of \$98,000 to \$110,000. Application period of November 8, 2024 to November 27, 2024.
- Direct the Supervisor, Clerk and Treasurer to vet all applications and forward resumes and cover letters of qualified candidates to the board of trustees at the December 3, 2024 township board meeting. With the board narrowing the candidate field to no more than 5 candidates to be interviewed at a Special Meeting of the board during the week of December 9, 2024 with the intent of offering the position of Hamburg Township Manager to the most qualified interviewee should a suitable candidate be identified.