

Hamburg Township Job Description

JOB TITLE: **Township Manager**
Full time exempt

REPORTS TO: Township Board of Trustees

JOB SUMMARY:

The Township Manager position is a full-time, at-will position that serves at the pleasure of the Township Board of Trustees pursuant to MCL 41.75a. The Township Manager reports directly to and works under the general direction of the Township Board of Trustees. However, to facilitate communications and operational stability the Township Manager will be overseen on a day-to-day basis and will meet weekly with the Township Administrative team of the Clerk, Supervisor and Treasurer.

The primary role of the Township Manager position is the overall management of Township business and personnel in the various Township departments, as assigned. This includes developing and implementing policies, promoting efficient operations throughout the Township by facilitating interdepartmental cooperation, undertaking special projects on behalf of the Township, assisting in developing and implementing the Township Budget, drafting memos and making presentations to the Township Board, and ensuring that performance objectives of the assigned departments are accomplished in accordance with the goals and objectives adopted by the Township Board.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Oversees the day-to-day operations of the Township, except those statutory duties required of the Supervisor, Clerk and Township Treasurer
2. Assists in developing and implementing Township administrative and personnel policies.
3. Assists in developing the Township Budget and in the annual budget process.
4. Drafts memos and makes presentations to the Township Board.
5. Provides guidance and support to department heads and other staff in accomplishing their administrative duties.
6. Facilitates interdepartmental cooperation in the carrying out of Township business.

7. Ensures compliance with local, state and federal laws in the execution of the duties and responsibilities of each assigned department and seeks legal advice from Township Attorney when appropriate.
8. Notifies Township Supervisor and Township Attorneys on all matters where the Township may be exposed to legal liability.
9. Works closely with Township Attorneys and provides necessary updates, analysis and documents as necessary.
10. Ensures compliance with Township work rules, policies and procedures of personnel in assigned departments.
11. Represents the Township at public meetings, conferences and events as directed by and coordinated with the Township Supervisor or Township Board.
12. Serves as a member of the Public Administration Team.
13. Functions as the Township Human Resources Director
14. Functions as the Director of Parks and Recreation.
15. Administers grant applications and related grant activities with the assistance of staff and contracted grant writing consultants.
16. Carries out additional administrative and managerial functions as directed by the Township Board.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree, or higher, in public administration, business administration, or other relevant field.
2. Minimum of 5 years of experience in a senior governmental management position (department head or higher).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Township organizational structure and statutory duties/responsibilities of the Township Board and various Township officials.
2. Knowledge of public-sector budgetary process.
3. Knowledge of process for enacting or amending municipal ordinances.
4. Knowledge of employment-related laws and regulations.
5. Excellent verbal and written communication skills.
6. Excellent organizational and time-management skills.
7. Excellent management and leadership skills with proven ability to foster positive working relationships and develop highly functioning teams.

8. Strong analytical and problem-solving skills.
9. Ability to prioritize tasks and to delegate them when appropriate.
10. Ability to work effectively under stress and within required time deadlines.
11. Ability to handle sensitive employee-related matters with integrity, professionalism and confidentiality.
12. Ability to read and interpret municipal ordinances, state and federal statutes, administrative and regulatory rules, with ability to identify potential legal issues requiring the involvement of the Township attorney.

WORKING CONDITIONS:

Normal office environment with occasional exposure to natural environmental conditions when engaged in oversight of field operations.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date