

CHARTER TOWNSHIP OF CHOCOLAY

JOB DESCRIPTION

POSITION _____	Township Manager	DEPARTMENT _____	Supervisor
EFF. DATE _____	7/1/2010	REVISED DATE _____	11/13/2017
SUPERVISED BY _____	Township Board	SUPERVISES _____	Township Staff
APPROVED BY _____	Steve Lawry	TITLE _____	Township Manager
APPROVAL SIGNATURE _____		DATE _____	11/14/2017
FLSA STATUS _____	Exempt	PAY GRADE _____	TBD

POSITION SUMMARY:

At the direction of the Township Board, the Township Manager provides management of the overall function of Township operations. Coordinates activities and information flow and makes recommendations to the Township Board regarding the various concerns of the Township. Administers the annual budget and prepares contracts. The Township Manager may be delegated the responsibility of Personnel Administrator, administering and maintaining the Policies and Procedures Manual. Exercises broad discretion and judgment regarding day to day business operations. Exercises general supervision over all departments and direct supervision over support staff, except as required by the statutory responsibilities of the executive officers such as the Deputy Clerk and Deputy Treasurer positions where only administrative supervision is expected. The employee is an at will employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this position is expected to perform the following essential functions and job duties with or without reasonable accommodation. This is not intended as an exhaustive list of duties, rather a description of the general nature and level of work performed in this classification.

1. Follows established Charter Township of Chocolay (Township) policies and procedures, objectives, safety standards, and sensitivity to confidential information.
2. Is delegated all responsibilities to act as Personnel Administrator, administering the Township Policies and Procedures Manual, hiring and handling of all personnel matters.
3. Acts as the purchasing agent for the Township, responsible to the Township Board.
4. Assists the Township Board ensuring that all laws and Township Ordinances are enforced.
5. Assists the Township Board in the management and supervision of all public works improvements, and undertakings of the township.
6. Assists the Township Supervisor in responsibility for the construction, repair, maintenance, lighting and cleaning of streets, walks, bridges, pavements, sewers, and all the public buildings or other property belonging to the Township.

7. Ensures that all terms and conditions imposed in favor of the Township or its inhabitants in any public utility franchise or contract are faithfully complied with and performed.
Administers all contracts, ensuring conditions are faithfully kept and performed
Assists the Township Supervisor in the management and supervision of the operation of all Township utilities.
8. Attends all meetings of the Township Board.
9. Responsible to the Township Supervisor and Township Board for the efficient administration, coordination, and communication of all departmental activities of all departments of the Township.
10. Acts as a voting or non-voting member of such boards, commissions, or committees as may be directed by the Township Board; and / or Township Supervisor;
11. Assists the Township Supervisor with the preparation and administration of the annual budget and in keeping the Board fully advised at all times of the financial condition and needs of the Township.
12. Recommends to the Township Supervisor, such measures as he/she may deem necessary or expedient, for the Board's consideration.
13. Assists the Township Supervisor in the sale of real and personal property which the Township Board may authorize to be sold.
14. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues pertinent to municipal management. Attends conferences, workshops and seminars as appropriate and remains informed and effective through continuing education and professional growth.
15. Provides administrative support and budget preparation for the Department of Public Works, and may provide direct supervision to the DPW Supervisor.
16. Performs such other duties as may be prescribed by ordinance or by direction of the Township Supervisor or the Township Board.
17. The Township Manager may be required to respond to trouble calls or other critical situations and advise the Township Board as needed. Trouble calls may occur at anytime during a 24 hour period, seven days a week.
18. Assists the Township Board with the preparation of the Board agendas, packets and other support information deemed necessary by the Board.

POSITION QUALIFICATIONS:

Education:

Minimum: Bachelors degree in public administration, engineering or equivalent.

Preferred: Masters Degree in public administration, degree in community planning, or Professional Engineer's license is preferred.

Experience:

Minimum: Three (3) years experience in public sector management or a related field.
Preferred: Five (5) years experience in municipal management with extensive supervisory experience.

Other Skills:

Possession of a valid operator's license as issued by the State of Michigan
Good driving record
Computer and/or keyboarding skills required
Excellent human relation and oral/written communication
Excellent organizational abilities
Ability to develop and manage a budget
Ability to perform research and analysis
Ability to become bonded
Ability to gain knowledge of the laws, ordinances and policies governing Charter Township services and operations
Skills in compiling and evaluating complex data to effectively formulate policy and service recommendations
Skill in resolving challenging issues with tact and diplomacy, and in negotiating difficult situations.
Ability to work constructively and interact professionally with employees, elected officials, leaders of other organizations, and the general public.
Ability to attend meetings and respond to emergencies outside of normal business hours.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in the description. These include, but are not limited to, the following requirements. Reasonable accommodations may be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access files.
Ability to enter and access information from a computer.
Ability to access all areas of the Township offices.
Required physical effort including:
Lifting of up to 25 lbs
Prolonged periods of sitting
Occasional prolonged periods standing
Manual dexterity and mobility sufficient to operate office equipment

Working Conditions:

Works in office conditions
Some travel may be required
Job may be complex requiring periods of intense concentration
Subject to many interruptions
Occasionally subjected to irregular hours
Attendance at meetings outside of regular operating hours may be required