

## HOLLAND CHARTER TOWNSHIP SUPERINTENDENT (MANAGER)

### Position Description

Basic Function: Under the direction of the Township Board of Trustees, plan, develop and administer public services and programs to meet township needs. Organize and direct the operation of township departments and the implementation of township policy. Perform related work as required.

Supervision Received: The budget, goals and policies are set by the Township Board of Trustees. This employee is responsible for organizing and supervising township operations to attain required objectives and is held accountable for results through an annual goal setting and evaluation process conducted by the Personnel Committee.

Supervision Exercised: This employee supervises, directly and indirectly through departmental supervisors, the township operations, functions and employees as authorized and directed by the Board.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Plan, develop and administer public services and programs to meet township needs congruent with the Board's philosophy and strategic direction.
  - a. Develop short and long-term strategies and plans to meet the township's needs for facilities, infrastructure and services.
  - b. Develop appropriate operating and capital budgetary and financial plans and objectives and manage to achieve these goals.
  - c. Advise and assist the Board in its deliberations. Recommend policy and action plans. Research information and data. Schedule hearings and meetings with committees, individuals, etc. Compile background information as needed.
  - d. Represent the township in the negotiation and oversight of contracts and agreements, and in the presentation of the official township position on significant issues.
  - e. Investigate or follow up on complaints related to basic township policy and services. Recommend or initiate remedial action as appropriate or requested.
2. Organize and administer township departments and operations and implement township policies.
  - a. Administer the organization and staffing of township departments and operations. Evaluate overall staffing and operations for effectiveness and efficiency of services.
  - b. Manage the selection, training and evaluation of staff. Supervise administration of employee compensation and benefit programs. Administer personnel policy.
  - c. Administer the budget as approved by the Board, manage the overall financial plan and recommend corrective actions to resolve budget imbalances.
  - d. Advise/assist staff and department heads in resolving difficult operational problems.
  - e. Direct and assist finance staff with audit, budget and major projects.
  - f. Coordinate township operations with those of other governmental agencies. Participate in the negotiations and administration of mutual assistance agreements and intergovernmental contracts for the delivery of municipal services.

3. Assist with and facilitate economic development activities, including working with Lakeshore Advantage and other collaborative economic development agencies and accessing and administering available grants.
4. Serve as the primary agent for the township in legal transactions, contracts, agreements, etc. when so directed by the Board of Trustees.
5. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

1. The job requires knowledge normally acquired through the completion of a Bachelor's Degree (Master's Degree desirable) in public or business administration, management, finance or related field.
2. Five to seven years of experience in local government leadership and management responsibilities.
3. Thorough knowledge of the laws, ordinances, policies and procedures of township management needed to effectively plan, organize and manage the delivery of township services.
4. Knowledge of financial management; fiscally resourceful; proven budgetary skills.
5. Interpersonal skills necessary to effectively communicate with other employees, public officials and the general public. Ability to communicate and present ideas effectively, both orally and in writing. Skill in compiling data and evaluating complex issues to effectively formulate and implement policies and programs.
6. Supervisory skills necessary to effectively manage the daily operations and administration of assigned functions, including hiring, training, directing and evaluating employees.
7. Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, other employees, elected officials, other agencies and businesses.
8. Ability to work effectively under the pressure of meeting deadlines, working on multiple tasks and projects, giving high attention to detail, and setting work priorities.
9. Physical ability to frequently sit in one position and use computer keyboard, phone and perform related desktop work activities for extended periods of time; talk, hear, see, walk, stand.

Working Conditions:

1. Normal office environment with little discomfort due to dirt, dust, noise and the like.
2. Extended working hours may be periodically needed to attend meetings at other than regular business hours and to meet deadlines and workload requirements.