

Sumpter Township Administrator

Job Description

The Township Manager is a Township contract employee and in a position pursuant to MCL 41.75a. The Township Administrator serves at the pleasure of the Township Board and works directly with the Township Board and various departments of the Township, as set forth in MCL 41.75a and shall perform all duties lawfully directed by the Township Board, except for those duties that are delegated by law to another Township official. It is the policy of Sumpter Township that the Board of Trustees enacts policies of the Township, and the Manager carries out such directives. In general, it is the Administrator's role to oversee the day-to-day administration of Sumpter Township Government. The Administrator is responsible for overseeing the administrative departments that are not under statutory authority of an elected official. The most important duty of the Manager is to facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens. This position is exempt from requirements contained within the Fair Labor Standards Act.

Communications Manager

The Administrator will act as a relationship manager in all aspects, best representing the Township Board's directives with an excellence of service. Act on behalf of the Board, as contact person for the Township in projects, as directed, working with engineers, planners, attorneys and any developers. Keep the board up to date on projects. Examples: sewers, drains, roads, industrial development or inquiries and etc.

The Administrator oversees relationship with third parties integral to the township; such as, but not limited to, the township attorney, auditor, information technology, engineers, planner, financial advisors, payroll and human resources partners. Assists with contracts on specific projects in which the administrator is involved, always pursuing cost effectiveness and efficiencies.

Special Projects

Direct special projects with detailed research, using all resources available, in order to be able to make the best decision on the Townships behalf. The Administrator should have collected enough information from experts in the field to recommend or the present facts for the board to make an informed decision.

Strategic Plan

Assist the Board in preparing a mission, vision, and strategic plan to ensure the Board's goals and objectives are being met. This includes being responsible for producing Township marketing to attract development of new homes, as well as industry. Keep the capital improvement plan and master up-to-date.

Promote country atmosphere, recreation, horse trails, fishing, hiking trails and etc. Promote the positive while giving valuable information to new residents. Be of service to residents as needs become aware and as directed by the Board. Be responsible for creating and publishing a Township newsletter.

Financially

The Administrator will work closely the Finance staff and personnel and assist with budget preparation annually to be presented to the Board. The Administrator will assist in preparation of audit and assists with preparing the Management Discussion and Analysis in the financial statements annually.

General

The Administrator administers human resource activities including compensation, contracted/employee relations, contract negotiations, staff recruitment and performance management.

Coordinate with the Supervisor's and Clerk's Office in the development of Township Board agenda and provide background information, and assist in establishing items for board consideration/discussion.

Assists in the implementation of those laws, Township ordinances, policies and directives related to public service administration operations.

Provide policy analysis and report on legislative changes and programs impacting the Township, responding to inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.

Facilitate intergovernmental relations, working with community partners, county, state and federal jurisdictions and agencies.

The Administrator serves the Board of Trustees of Sumpter Township. The Administrator does not have the right to vote on the Township Board. The Administrator need not be a qualified elector or taxpayer of the Township. The Township Supervisor may elect or not elect to have the Administrator perform the Deputy's statutory duties, at no extra compensation. The Board has ultimate decision-making and authority to direct the projects and efforts of the Administrator. The Administrator serves at the pleasure of the Board and may perform other duties as assigned.