

**SCIO TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RES #2021-31**

RESOLUTION ADOPTING JOB DESCRIPTIONS FOR SUPERVISOR, TOWNSHIP ADMINISTRATOR

AUGUST 17, 2021

At a Special Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at the Scio Township Hall, 827 N Zeeb Road in said Township, on August 17, 2021 at 4:00 p.m.

Members Present: Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol, Vogel

Members Absent: None

The following preamble and resolution were offered by Vogel and supported by Palmer.

WHEREAS MCL 41.69 requires that the township clerk appoint a deputy clerk who shall serve at the pleasure of the Clerk; MCL 168.29 allows the township clerk to appoint a number of assistants as may be necessary to carry out the general provisions of the election law; MCL 41.77 requires that the township treasurer appoint a deputy treasurer who shall serve at the pleasure of the Treasurer; and MCL 41.61(2) allows the township supervisor to appoint a deputy supervisor who serves at the pleasure of the Supervisor; and

WHEREAS, other than the appointments noted directly above, MCL 41.75a prescribes that township employees shall serve at the pleasure of the township board and shall perform duties lawfully directed by the township board, except those duties that are delegated by law to another township official, unless consent has been granted; and

WHEREAS, the Scio Township Board of Trustees desires to retain responsibility for continuing and creating positions and authorizing appointments or continuation of appointments to positions and specifying and fixing the compensation for positions; and

WHEREAS, the Scio Township Board of Trustees desires to retain responsibility for the hiring and firing of township employees, upon the recommendation of and carried out by direct supervisor, and in accordance with all governing statutes, ordinances, administrative rules, and collective bargaining agreements; and

WHEREAS, MCL 41.2(b) prescribes that a township board may make contracts necessary and convenient to exercising corporate powers, that the Scio Township Board of Trustees desires to retain responsibility for approving all contracts for services, but desires to delegate the coordination and management of major contracts to the Supervisor or the Clerk; and

WHEREAS, MCL 141.424 requires the Supervisor, as Chief Administrative Officer, to make an annual financial report of the Township and deliver it to the Treasurer of the State of Michigan in the form and pursuant to the schedule provided by the Uniform Budgeting and Accounting Act; and

WHEREAS MCL 41.65 requires that the Clerk prepare and maintain the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund of the township; and

WHEREAS, MCL 41.78 requires the Treasurer keep an accurate account of the receipts and expenditures of township money in a book or by electronic means; and

WHEREAS, the Scio Township Board of Trustees does desire to delegate and assign certain administrative duties to represent and carry out employer management rights to the Supervisor, Clerk, Treasurer; and Township Administrator; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Scio Township Board of Trustees adopts the attached job descriptions for the positions of Supervisor and Township Administrator and affirms the responsibilities and authorities assigned in those job descriptions

BE IT FURTHER RESOLVED THAT this resolution shall be effective on the date of adoption; all provisions shall sunset at the conclusion of the first meeting following November 20, 2024; and its implementation shall be formally reviewed by the Board of Trustees at the First Regular Meeting in April of each year, at which time the Supervisor, Clerk, Treasurer, and Township Administrator shall present reports on this resolution's implementation, its benefits, and recommendations for any changes.

ROLL CALL VOTE:

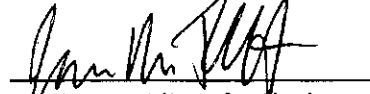
AYES: Hathaway, Palmer, Courteau, Jerome, Vogel

NAYS: Flintoft, Knol

ABSENT: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.



Jessica M. Flintoft, Clerk
Scio Township

DATED: August 17, 2021

TOWNSHIP SUPERVISOR

Working Title: Supervisor
Funding: To be determined by the Board of Trustees (BOT)
Salary: Full time, permanent, exempt, \$72,000 plus benefits
Reports to: Voters

Supervises:

- Township Administrator (shared authority with BOT)
- Assessor
- Budget & Finance Director (pending authorization of this position)

Work Location: Scio Township Hall

Supervisor Duties Based on Statutory Authority

Meetings: Serve as moderator of any township meeting, deciding questions of order, granting authority to persons to speak at the meeting and making conduct-based interventions. The supervisor should vote on all issues upon which a vote is required unless there is some proper legal reason, approved by the BOT, for abstaining. Set a date and time for special meetings.

Appointments: Nominate individuals to serve on Township boards, commissions and committees and as representatives of the Township to outside boards/committees.

Enforcement: Work with enforcement officer to enforce township ordinances.

Representation: ex officio member of all BOT advisory committees and represent the Township on various outside organizations. Serve on board of elections commission.

Budget: Prepare the annual budget under policies formulated by the township board and state law and work with the clerk and others to keep the BOT advised on financial conditions of the township.

Direct Reports:

Supervise the assessing function including determination of special assessments. Assessor reports to supervisor. Supervisor oversees hiring of assessor and recommends hire for BOT approval.

Supervise the budget function including preparation of the annual budget and any such budget amendments as may be necessary or appropriate throughout the year for BOT approval. Budget & Finance Director reports to supervisor. Supervisor oversees hiring of Budget and Finance Director and recommends hire for BOT approval.

With BOT approval, supervisor may oversee other staff.

Supervisor Duties Based on Authority From BOT/other

Administration: Chief Administrative Officer for Township participating in regular management meetings. Chief Executive Officer (CEO) and a voting member of the Downtown Development Authority (DDA) Board, Chair of the Township's BOT's Budget and Finance Committee serve on the board and operating committee of Loch Alpine Sanitary Authority (LASA), facilitate communication with and between the various Township advisory boards and commissions.... Participate in contract negotiation/oversight: GFL, Fire, Ann Arbor Water & Sewer, consultants.... Supervise the Township Administrator (together with the BOT) in carrying out such functions as are delegated to them.

Financial Reporting and Audit Function: As *Chief Administrative Officer* per the Uniform Budget and Accounting Act, the supervisor is responsible for preparation of the Township's annual financial report to the state which, by statute, must be audited. Supervisor will oversee the audit and selection of the auditor and make recommendations for hiring the same for BOT approval.

Human Resources: Help guide hiring processes including recruiting, interviewing, and assessment of candidates for senior staff and other positions at the discretion of the supervisor. Help formulate policy for performance review and other human resource programs, serve on HR committee if such committee exists.

Township Growth: Supervise planning and development processes such as Land Use Master Plan, PUD negotiations, facilitate communications between various parties in development projects, supervise public improvements of the township, including capital improvements, Township-led SAD projects, sustainability initiatives, and collaboration with partner organizations

Legal: Serve as the Township's designated point of contact for transacting legal business, implement administrative actions such as land divisions, help represent BOT in the Gelman effort.

Meeting Agenda: Collect and create agenda items in collaboration with the BOT and citizens, and approve a proposed agenda for incorporation with the meeting packets so that the Clerk may distribute to the BOT and public in a manner consistent with any Rules of Order that may be adopted by the BOT.

Legislation: Act as chief legislator, bringing recommendations for consideration by the BOT, seeking legislative actions by other bodies on behalf of the Township.

Conflict Resolution: Receive and respond to complaints to the Township and/or requests for action by the Township. Mediate disagreement between interests.

Communications: Serve as the primary spokesperson for the Township, write communications on behalf of Township, review and approve for publication general communications, such as newsletter.

TOWNSHIP ADMINISTRATOR

Working Title: Director of Operations
Funding: To be determined by the Board of Trustees
Salary: Full time, permanent, exempt, \$80,000-110,000 plus benefits
Reports to: The Board of Trustees (including Clerk, Treasurer and Supervisor)

Supervises:

- Office Coordinator
- **Human Resources Generalist**
- Director of Utilities
- Fire Chief
- **Project Manager**
- Consulting Contracts (Public Safety, Engineering, Planning, Information Technology)
- Other positions as assigned

Work Location: Scio Township Hall

Position Summary

The Township Administrator is responsible for the day to day running of the Township's operations including providing effective methods in its business operations. The incumbent will develop, interpret, and implement Township policies and procedures and ensure compliance with these policies, as well as statutes and ordinances. Decisions made by the Township Administrator will directly impact the effective functioning of the Township's services. The incumbent will work to improve the operational systems and processes to support the Township's mission by developing reports, communication strategies and organizational planning. The Township Administrator is responsible for the various areas of operations but may not necessarily be performing individual tasks and may delegate as needed.

Responsibilities

Administration

- Plan, monitor, evaluate and supervise the Township's administrative services and information management across all areas of the Township including but not limited to

Fire, Utilities, General Government, Planning and Zoning, Parks and Pathways, Open Space, and all other initiatives of the Township

- Effectively administer all reporting departments and associated personnel including the ability to recruit, provide professional development and manage performance
- Track implementation of all Board of Trustees approved actions
- Organize and chair management meetings (currently bi-weekly)
- Research and develop best practices of business processes, work flows and cross-functional work teams to meet the needs of the various areas of the Township

Finance

- Assist the Supervisor in preparing and administering the annual budget **and related financial reports** under policies formulated by the Board and state law
- Act as the purchasing agent for the township
- Collaborate with others in the township to guide compliance with bidding procedures and conduct all sales of personal property which the township board may authorize to be sold

Contract Management

- Coordinate and administer township contract negotiations, applications to the township such as zoning applications, industrial tax, farmland agreements, and all others that may come to the township
- Continually study and provide input to the Board of Trustees as to the best way to leverage in-house staff vs the use of outside consulting resources
- Ascertain that all terms and conditions imposed in favor of the Township or its inhabitants in any public utility franchise or in any contract are faithfully kept and performed
- Monitor relationships with outside consultants to ensure effective communication and best practices to make judicious use of the Township's resources
- Prepare, review, and execute contracts and subcontracts for authorized disbursements for services rendered; prepare and process all necessary documents for fiscal payments to vendors and provide fiscal budgetary controls

Information Technology and Data Management

- Serve as the Township's Chief Information Officer to develop and manage the ability to collect and share usable information to increase efficiency and extend open data to the public

- Manage and/or administer the design and development of data structures and data extracts to support comprehensive data collection, loading, and extraction for complex analyses
- Collaborate with others to develop the Township's use of Geographic Information Systems (GIS) across Utilities, Parks and Pathways, Assessing, Open Space and Protected Natural Areas

Management of Projects

- Serve as the overall Project Manager for the Township including development of project management best practices and processes to ensure alignment with the priorities and outcomes
- Participate in strategy development with Township officials
- Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources such as additional support staff as needed
- Create a budget, if needed, for approval
- Develop a schedule to ensure timely completion of the project
- Produce reports on status updates including goals met and actions deferred
- Following completion of project and implementation provide a final report including reflecting on what worked and what did not work to ensure success in future endeavors

Human Resources

- Serve as the personnel director for all township employees, included bargained-for employees
- Direct all human resource functions such as recruitment, hiring, performance review, professional development, compensation best practices and employee relations
- Participate in contract negotiations for bargained-for staff and maintain relationships with union representatives
- Serve as the Township Training Officer to provide access to required and recommended training

Facilities Management

- Responsible for the preservation and maintenance of township property, tools, and equipment
- Manage assignment of office and workspace
- Participates in construction and renovation projects as needed
- Administer requests for phone, cell, internet, and access to buildings
- Coordinate disposition of property

Township Meetings Coordination

- Attend all meetings of the Township Board of Trustees with the right to take part in discussions but without the right to vote
- Assist the Supervisor with agenda preparation including assembling components, tracking the queue of potential agenda items and inclusion of status updates
- Partner with Clerk and Supervisor to manage Board of Trustees meetings logistics including room preparation, technical needs, and taking minutes or assigning the responsibility to others

Responsibilities and reporting relationships may be modified based on the needs of the Township of Scio

Qualifications

A bachelor's degree in public administration, business administration/operations or associated area or equivalent is required

A master's degree or graduate studies in Data Sciences, Urban or Regional Planning, Public Administration, Public Policy, Public Health or related field is preferred

Five to seven years of administrative/professional work with preference for experience in government/public administration

Understanding of the principles finance, budgeting, and purchasing

Demonstrated effective verbal and written communication skills including public presentations

Ability to lead an organization and interact with tact and diplomacy

Proven capacity to manage various aspects of a complex organization

Five to seven years' experience supervising, mentoring and professionally developing a variety of staff

Ability to work proactively in an organization both independently and interactively as part of a team

Strong organizational skills with competency and experience using technical and administrative tools including Microsoft Office Suite and project management software to effectively manage an operation's business practices

Desired software expertise includes Geographic Information Systems (GIS) and BS&A

CERTIFICATE

I, Jessica Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Special Meeting held on AUGUST 17, 2021 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Jessica M. Flintoft, Clerk
Scio Township

DATED: September 15, 2021