

**SCIO TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RES #2022-05**

**RESOLUTION UPDATING THE TOWNSHIP ADMINISTRATOR JOB DESCRIPTION AND
AUTHORITY AND DESIGNATING FOIA COORDINATOR**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held on the February 22, 2022 at 7:00 p.m.

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

Members Absent: None

The following preamble and resolution were offered by Hathaway 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 Township Administrator; 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

WHEREAS, the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq., provides for public access to certain public records of public bodies and prescribes the powers and duties of certain public officers and public bodies; and

WHEREAS, section 6 of the Act requires that a township shall designate an individual as the public body's Freedom of Information Act Coordinator, who shall be responsible for accepting and processing requests for the township's public records, and for approving a denial under section 5 of the Act;

NOW, THEREFORE, BE IT RESOLVED that on February 22, 2022, the Scio Township Board designates the Township Administrator to serve as the Township FOIA Coordinator, and that he may designate other Township staff to act on his behalf to accept and process written requests for the Township's public records and approve denials

BE IT FURTHER RESOLVED that the Public Summary of FOIA Procedures and Guidelines and related documents shall be updated to reflect the redesignation of Township FOIA Coordinator

BE IT FURTHER RESOLVED THAT, the Scio Township Board of Trustees adopts the attached job description for the position of Township Administrator and affirms the responsibilities and authorities assigned in that job description

BE IT FURTHER RESOLVED THAT this resolution updates the Township Administrator's job description and authority from Resolution #2021-31 adopted August 17, 2021, and supersedes Resolution #2021-19 adopted June 8, 2021, by appointing the Township Administrator as FOIA Coordinator and modifies #2021-18 adopted June 8, 2021, to reflect that change

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.

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: February 22, 2022

CERTIFICATE

I, Jessica M. 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 Regular Meeting held on February 22, 2022, 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: 2/23/22

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:

Consulting contracts (including Public Safety, Engineering, Planning, Information Technology). All Township employees other than the deputy clerk, deputy treasurer, and deputy supervisor report upward to the Township Administrator.

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 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)
- **Organize and chair Budget & Finance Committee meetings (currently monthly)**
- **Serve as Township FOIA Coordinator**
- 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
- **Oversee and prioritize the allocation of Finance staff work time to accomplish tasks**
- **Hold ultimate authority over BS&A administration and accessibility**
- 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

- **Hold ultimate authority over administration of all software including assignment of access**
- 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