

## Jennifer Carlisle

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**From:** Jacqueline Otto  
**Sent:** Monday, April 10, 2017 7:49 AM  
**To:** Marlene Chockley; Janet Chick; Lenore Zelenock; Wayne Dockett; Kathy Manley; Tawn Beliger  
**Cc:** Jennifer Carlisle  
**Subject:** Fw: Township Manager Job Description  
**Attachments:** Township Manager Job Description - OttoDraft3-12-17Chockley4-4-17.xlsx; Northfield Township - Township Manager Job Description - Draft - 04062017.docx

The Excel spreadsheet is the working document, in which we discussed the actual job description language versus the proposed job description language showing the changes. Those areas that are highlighted were the language that legal requested a revision.

The Word document is the draft of the proposed job description for your review.

Thank you, Jacki

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CHOOSE ONE

Options	Summary Descriptions	Comments
1	<p>The Township Manager is an appointed executive and works directly with the Township Board and various departments of the Township. It is the policy of Northfield Township that the Board of Trustees enacts policies of the Township, and the Manager carries out such directive. In general, it is the Manager's role to oversee the day to day administration of Northfield Township Government. The Manager's Office 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.</p>	<p>Chief Wagner oversees the Fire and Police.</p>
2	<p>The Manager is responsible for preparing and administering the Township budget, preparing Board of Trustees agendas and supporting materials, administering the Township's personnel and administrative policies, overseeing public services, including planning and development initiatives, and providing customer service and facilitating positive community relations. The Township Manager is also responsible for implementing Township Board policies and directives.</p>	

Current Responsibility Language	Proposed Responsibility Language	Recommend Removal	Comments
Under the Uniform Budget and Accounting Act, maintain responsibility and oversight of the preparation of the annual budget	Prepares, presents, and administers the annual operating and capital improvement township budgets in consultation with the supervisor and keeps the board fully advised at all times of the township's financial condition and needs.		It is the supervisor in the absence of a manager who has been specifically assigned this duty. Prefer B, but add after "In consultation with the supervisor,"
Serve as Personnel Manager	Manages and administers human resource activities including compensation, contracted/employee relations, contract negotiations, staff recruitment and performance management.		Prefer B
Act as Personnel Officer for the Township. Responsible for performance reviews of all department heads and non-union personnel			
Serve as Chief Administrative Officer	As Chief Administrative Officer, develop and implement operational efficiencies and cost effectiveness by establishing and monitoring department goals and objectives; assigns work and delegates appropriate authority and responsibility to staff.		
Manage departmental and enterprise managers			Prefer B
Direct section administrators			
Develop and implement operational administrative procedures and programs designed to increase efficiency and reduce costs.			
Coordinate with the Clerk's Office, development of Township Board agenda and background information, and assist in establishing Board agendas following their recommendations	Coordinate with the Supervisor's and Clerk's Office in the development of Township Board agenda and provide background information, and assist in establishing Board agendas as recommended.		
Manage Township projects and initiatives	Manages township initiatives, works, and related projects as assigned by the Township Board.		Prefer B
Recommend administrative policies, projects, procedure, ordinance, and planning objectives to the Township Board	Ensures the implementation and enforcement of all laws, Township ordinances, policies and directives related to public service administration operations.		
Ensure implementation of Township policy and procedure			
Ensure all departments, enterprises, and administrative functions operate consistent with State and Federal Laws			

Administer Union and Non-Union Contracts			
Oversee all contract administration	Management and oversight on union and non-union contract administration and execution as assigned by the Township Board.		Prefer B
Oversee Freedom of Information Act coordinator, maintain responsibility for F.O.I.A. denials		Recommend to remove - this is a statutory duty of the Supervisor and the Supervisor can delegate the management and coordination of F.O.I.A requests.	MAC Note: This is not a statutory duty of the supervisor anymore. The BOT appoints a staff member or a board member and can compensate them.
Investigate citizen complaints	Provides for customer service excellence and proper public relations to ensure the efficient delivery of township administration services and effective handling of citizen inquires, concerns and complaints.		Prefer B
Provide policy analysis to Township Board on proposed legislation and programs	Provide policy analysis and report on legislative changes and programs impacting Northfield Township, responding to inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.		
Review and report on legislative changes affecting Northfield Township, responding to citizen inquiries as well as inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.			Prefer B
Facilitate intergovernmental coordination	Facilitate intergovernmental relations, working with community partners, county, state and federal jurisdictions and agencies.		Prefer B
Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion.	Attend all meetings of the Township Board of Trustees and provide key information related to the financial and operational agenda topics for discussion.		Prefer A
Develop and implement operational administrative procedures and programs designed to increase efficiency and reduce costs.	Sets the organizational culture; continuously develops the organization's effectiveness and recommends changes in the organizational structure as appropriate;		Prefer B
Coordinate and provide support for the activities of the Township's Commissions and Committees	Represents the Township at meetings with various Boards, Committees, Community Meetings, including interacting with County and State Agencies as needed.		Prefer B, but add "as directed by the Board."

Provide general oversight of all functions of the Township and the Township Board's behalf; conduct research and perform administrative duties as delegated by the board of Trustees	Provide general oversight of all functions of the Township and the Township Board's behalf; conduct research and perform administrative duties as delegated by the board of Trustees		"on" the Township Board's behalf
Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines	Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines		
Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board.	Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board.		
Perform other duties as required	Perform other duties as assigned by the Township Board.		Prefer B

Identified on the Attorney's letter needing revision.

Key Experience	Description	Comments
Communication	Possess excellent oral and written communication skills and the ability to communicate openly and transparently with the Township Board, employees, and community.	
Government Experience	Minimum of five years of progressively responsible administrative experience in municipal government involving planning and policy development. Prior experience as Township Manager is beneficial.	
Executive Management	Proven and demonstrative executive level management experience. Proven ability to organize and manage competing priorities.	
Financial Management	Possess strong financial management abilities involving budget development and controls, financial forecasting and capital improvement, and excellent analytical skills.	
Personnel Administration	Ability to work in a team oriented setting and maintain collaborative working relationships with staff, public officials, and the public. Promoting and fostering a customer service orientation administrative team. Ability to work in a fast pace environment.	
Planning/Economic Development	Experience in developing and executing strategic planning initiatives, visioning, and goal-setting to anticipate future opportunities. Experience in economic development, revitalization, business retention, and assist in developing long-range priorities of the township.	
Education	Bachelor's Degree in Public Administration, or related field, with significant experience. Master's Degree level preferred.	

# **Northfield Township**

## **Township Manager Job Description**

### **SUMMARY**

The Township Manager is an appointed executive and works directly with the Township Board and various departments of the Township. It is the policy of Northfield Township that the Board of Trustees enacts policies of the Township, and the Manager carries out such directive. In general, it is the Manager's role to oversee the day to day administration of Northfield Township Government. The Manager's Office 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.

### **RESPONSIBILITIES**

- Prepares, presents, and administers the annual operating and capital improvement township budgets in consultation with the supervisor and keeps the board fully advised at all times of the township's financial condition and needs;
- Manages and administers human resource activities including compensation, contracted/employee relations, contract negotiations, staff recruitment and performance management;
- As Chief Administrative Officer, develop and implement operational efficiencies and cost effectiveness by establishing and monitoring department goals and objectives; assigns work and delegates appropriate authority and responsibility to staff;
- Coordinate with the Supervisor's and Clerk's Office in the development of Township Board agenda and provide background information, and assist in establishing Board agendas as recommended;
- Manages township initiatives, works, and related projects as assigned by the Township Board;
- Ensures the implementation and enforcement of all laws, Township ordinances, policies and directives related to public service administration operations;
- Management and oversight on union and non-union contract administration and execution as assigned by the Township Board;
- Provides for customer service excellence and proper public relations to ensure the efficient delivery of township administration services and effective handling of citizen inquires, concerns and complaints;

- Provide policy analysis and report on legislative changes and programs impacting Northfield 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;
- Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion;
- Sets the organizational culture; continuously develops the organization's effectiveness and recommends changes in the organizational structure as appropriate;
- Represents the Township at meetings with various Boards, Committees, Community Meetings, including interacting with County and State Agencies as needed as directed by the board;
- Provide general oversight of all functions of the Township and on the Township Board's behalf; conduct research and perform administrative duties as delegated by the board of Trustees;
- Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines;
- Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board;
- Perform other duties as assigned by the Township Board.