**Township Administrator**

**Meetings:** Attend all meetings of the township board, with the right to take part in discussions, but without the right to vote, assist the supervisor in creation of BOT agenda and meeting packet, track implementation of BOT decisions

**Budget:** Assist in preparing and administering the annual budget under policies formulated by the township board and state law and work with the supervisor and clerk to keep the board fully advised at all times as to the Township’s financial conditions

**Administration:** Be responsible to the township board for the efficient administration of all departments of the township, track implementation of BOT approved actions to implementation, organize and chair the biweekly management meetings

**Human Resources:** Assume all duties and responsibilities as personnel director of all township employees, including overseeing human resources functions such as hiring, training, performance review, etc.

**Facility Management:** Responsible for the preservation and maintenance of township property, tools and equipment

**Contracts:** Coordinate and administer township contract negotiations, applications to the township such as zoning applications, industrial facility tax, farmland agreements, and all others as may come to the township, see 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 to make wise use of Township resources

**Business Transactions:** Act as the purchasing agent for the township, work with others to guide compliance with bidding procedures, conduct all sales of personal property which the township board may authorize to be sold

**Direct reports:**

* Fire Chief (existing)
* Director of Utilities (existing)
* Human Resources Coordinator (new position)
* Office Coordinator (existing)
* Oversee contract with Washtenaw Sheriff (existing)
* Oversee contract with CWA Planning (existing)
* Oversee contract with OHM Engineering (existing)
* Oversee contract for IT (new)