

Notice of Special Meeting
Scio Township Board of Trustees
Tuesday, August 17, 2021
4:00pm

Pursuant to the MCL 15.263a Sec. 3(a)(1)(b) the Scio Township Board of Trustees will meet remotely, and the public may participate by joining via <https://us02web.zoom.us/j/86970652024>, , or <http://zoom.us> and entering Meeting ID: 869 7065 2024 or by calling +1 312 626 6799 and entering Meeting ID: 869 7065 2024. Members of the public may contact members of the Scio Township Board of Trustees by emailing TownshipBoard@sciotownship.org to provide input or ask questions on any business that will come before the Scio Township Board of Trustees at the meeting. Persons with disabilities requiring any accommodation for participation in this meeting should contact the Township Clerk at (734) 369-9400 or clerk@sciotownship.org.

The Township Board shall hold a Special Meeting upon the request of the Township Supervisor.

Purpose of Special Meeting as requested by Township Supervisor

The purpose of the Special Meeting is discussion and possible action on several administrative structure related items that were referenced in the 5/11/21 motion that approved the “Township Administrator Model.”

These administrative structure items, which were deferred or tabled at the May 11 meeting, include the supervisor’s and township administrator’s job descriptions and related authority, the supervisor’s compensation, a new position for project management, and an updated version of the organizational chart.

The meeting agenda will provide additional information. There will be an opportunity for public comment on possible action items on the agenda at the beginning of the meeting. Members of the public may choose instead to comment on agenda action items immediately prior to a Board of Trustees vote. There will be time for general public comment at the conclusion of the meeting.

Two Motions of May 11, 2021 Referenced (excerpted by Township Clerk from Approved Minutes)

J.4 Discussion of Scio Township Administrative Structure

Diane Benson described the work of the Township Administration Committee to date, and the progress toward completing proposals as directed by the Board of Trustees. She described two proposals: *Township Administrator Model* and *Shared Governance Model*. Supervisor Hathaway facilitated the discussion.

Motion by Palmer, support by Vogel, to adopt the Township Administrator Model for the administration of Scio Township along with the Board of Trustees. The materials that were prepared for this meeting are accepted as fulfillment and in appreciation from the

Administration Committee. The various new positions to be authorized and the related delegations of authority are to be refined further, and are hereby sent to the Township's new human resources consultant to be prepared for a future Special Board of Trustees meeting as would be scheduled by the Supervisor. Furthermore, the \$22,000 contained in a March 9th motion is hereby authorized for use in an executive search for a Township Administrator. The Supervisor is hereby directed to arrange the services of the Michigan Municipal League or a comparable search firm for this purpose.

Michelle Cody expressed concerns about development and concentration of power.

David Read spoke against the township manager model.

Darrel DePestel expressed desire for more discussion.

Jeff Jackson expressed concern about hiring a new manager due to prior experience.

Janet and Paul Haynes spoke against the manager model.

Pat Stein said that the previous manager was an obstacle in the past.

Paula G spoke against the manager model and on other matter.

Rob Pattinson spoke against a rush to vote on the administrative models.

Alice Owings spoke in support of a non-partisan manager.

Jonathan Greenberg stated he was livid.

YES: Hathaway, Palmer, Courteau, Jerome, Vogel.

NO: Flintoft, Knol.

ABSENT: None.

MOTION PASSED 5-2.

J.7 Resolution to Set Supervisor Salary

Motion by Hathaway, support by Palmer, to table the item.

YES: Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol, Vogel.

NO: None.

ABSENT: None.

MOTION PASSED 7-0.

Notice Posted: August 13, 2021

Jessica M. Flintoft
Scio Township Clerk

SCIO TOWNSHIP BOARD OF TRUSTEES
Special Meeting
August 17, 2021
4:00 PM
Township Hall with Remote Participation

Pursuant to the MCL 15.263a Sec. 3(a)(1)(b) the Scio Township Board of Trustees will meet remotely, and the public may participate by joining via <https://us02web.zoom.us/j/86970652024>, or <http://zoom.us> and entering Meeting ID: 869 7065 2024 or by calling +1 312 626 6799 and entering Meeting ID: 869 7065 2024. Members of the public may contact members of the Scio Township Board of Trustees by emailing TownshipBoard@sciotownship.org to provide input or ask questions on any business that will come before the Scio Township Board of Trustees at the meeting. Persons with disabilities requiring any accommodation for participation in this meeting should contact the Township Clerk at (734) 369-9400 or clerk@sciotownship.org.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

Supervisor Hathaway, Treasurer Palmer, Clerk Flintoft, Trustee Courteau, Trustee Jerome, Trustee Knol, Trustee Vogel.

C. ADOPTION OF AGENDA

D. PUBLIC COMMENT

This is the time for members of the public to speak for up to 3 minutes on possible action items on this Agenda. Later, throughout the meeting, the Supervisor will ask for public comment on each item on this Agenda for possible action. Members of the public may speak only once on each possible action item, either during initial public comment or later, when the item comes up on the agenda. There is time for general public comment at the conclusion of the meeting.

E. CONSENT AGENDA

F. NEW BUSINESS

F.1 Possible Action Supervisor and Township Administrator Authority, Supervisor Compensation

F.2 Discussion Only Scio Township Organizational Chart with Township Administrator

F.3 Discussion Only Project Manager Job Description

G. PUBLIC COMMENT

This is the time for members of the public to speak for up to 3 minutes on any matter under the purview of the Board of Trustees.

H. ADJOURNMENT

AGENDA # F.1
Scio Township Board of Trustees
Supervisor and Township Administrator Authority, Supervisor Compensation

FOR MEETING DATE OF: August 17, 2021

PREPARED ON: 8/13/21

PREPARED BY: Will Hathaway

SUBMITTED BY: Supervisor

ITEM TYPE: Possible Action

SUGGESTED ACTION: Approval of resolution establishing supervisor and township administrator job descriptions and authority, and approval of resolution setting supervisor compensation in relation to job description.

BACKGROUND: Scio Township has had a vacancy at the top of its administration for almost two years. The current Board of Trustees has been debating how best to fill that vacancy since we took office in November 2020.

The Board of Trustees considered this question for many months. We held multiple public meetings on administrative structure. Officers have done research and shared memoranda and given presentations. We conducted a survey to gather input from Township employees and appointees. In March 2021, the BOT formed a committee to study the Township's administrative structure. Two different proposals emerged from the committee. In May 2021, the BOT voted to approve the "Township Administrator Model." Some aspects of this model were either deferred for further refinement by the Township's Human Resources Consultant or tabled for future BOT consideration.

Since that time, some elements of the Township Administrator Model have been refined and are moving forward. For example, the Township Administrator position has been authorized and a search is underway. Likewise the Township has authorized the position of Human Resources Generalist and the position of Deputy Treasurer. The Township also conducted a selection process and contracted for information technology support services.

Both of the administrative models considered last May included a full-time Supervisor and the funds to increase the compensation for the Supervisor were included in the budget that commenced on April 1, 2021, however, the BOT has not yet taken the necessary action to put the budgeted salary into effect.

The reality is that the position of Supervisor is not part-time. The current Supervisor is consistently working 50-60 hours per week or more on Township business. While the addition of a Township Administrator will provide some relief, the Supervisor will still be working full-time.

The two, attached job descriptions give an indication of the breadth of responsibilities encompassed by the Supervisor and Township Administrator. The resolution adopting these two job descriptions also provides the necessary authority from the BOT for the Supervisor and Township Administrator to

successfully carry out their responsibilities.

FISCAL IMPACT: Proposed supervisor compensation is included in current fiscal year budget

MODEL MOTION: Model Motion 1: Moved by _____ support by _____ that the Scio Township Board of Trustees approves the resolution adopting job descriptions for supervisor and township administrator.

Model Motion 2: Moved by _____ support by _____ that the Scio Township Board of Trustees adopts the resolution establishing salary of the supervisor.

ATTACHMENTS:

[Supervisor Job Description 081221.docx](#)

[Township Administrator Job Description 081221.docx](#)

[Res to adopt JOB DESCRIPTIONS 081221.doc](#)

[Resolution to Set Supervisor Salary 081321.doc](#)

QUESTION: Shall this Resolution be ADOPTED?

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

SCIO TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RES #20-XX

RESOLUTION ADOPTING JOB DESCRIPTIONS FOR SUPERVISOR, TOWNSHIP ADMINISTRATOR

AUGUST 17, 2021

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held via Zoom, on the AUGUST 17, 2021 at 7:00 p.m.

Members Present:

Members Absent:

The following preamble and resolution were offered by _____ and supported by _____.

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:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Jessica Flintoft, Clerk
Scio Township

DATED:

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 Regular 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 Flintoft, Clerk
Scio Township

DATED:

TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION ESTABLISHING SALARY OF THE
SUPERVISOR

Resolution #21-XX

At a Meeting of the Scio Township Board of Trustees, Washtenaw County, Michigan, held on the 17th day of August 2021, at 4:00 p.m.

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, MCL 41.95 provides that the salary for officers composing the township board shall be determined by the township board; and

WHEREAS, the Board previously established the Supervisor's salary to be \$36,000 per year; and

WHEREAS, the current salary was set with the expectation that the office of Supervisor was a part-time job supported by full time staff, including a Township Manager; and

WHEREAS, the Board of Trustee recognizes that the duties of Supervisor require more than part-time attention; and

WHEREAS, the Board recognizes that Supervisors (and all township officials and staff) should be fairly compensated for their work; and

WHEREAS, the Board is considering several organizational changes which may affect the amount of time required of the Supervisor; and

WHEREAS, the salary of an elected township official may not be decreased during the official's term of office;

NOW, THEREFORE, BE IT RESOLVED THAT, the Scio Township Board of Trustees establishes the salary of the Supervisor to be \$72,000 per year, payable in accordance with the Township's current payroll practices, retroactive to April 1, 2021 and through the end of the current term of office, and

BE IT FURTHER RESOLVED THAT in the event the Scio Township Compensation Commission determines a higher Supervisor salary to be effective with the next fiscal year that is not rejected by the Board of Trustees, then the Supervisor salary shall be adjusted to reflect that determination.

**TOWNSHIP OF SCIO,
WASHTENAW COUNTY, MICHIGAN**

Will Hathaway, Supervisor

Jessica Flintoft, Clerk

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

ABSTAIN:

MOTION CARRIED/FAILED.

CERTIFICATION:

I, Jessica Flintoft, Clerk of the Township of Scio, County of Washtenaw, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution approved by the Board of Trustees on the ____ day of _____, 2021. The following members of the Scio Township Board of Trustees voted as follows in connection with this resolution.

AYES:

NAYS:

ABSENT:

In witness hereof, I have hereunto affixed my official seal this ____ day of _____, 2021.

Jessica Flintoft, Clerk,
Township of Scio

AGENDA # F.2
Scio Township Board of Trustees
Scio Township Organizational Chart with Township Administrator

FOR MEETING DATE OF: August 17, 2021

PREPARED ON: 8/13/21

PREPARED BY: Will Hathaway

SUBMITTED BY: Supervisor

ITEM TYPE: Discussion Only

SUGGESTED ACTION: Discuss Updated Organizational Chart

BACKGROUND: The BOT action on May 11, 2021, approved the *Township Administrator Model* for Scio Township's administration but deferred for further refinement of several details. This updated organizational chart reflects recommendations from the Supervisor and Treasurer.

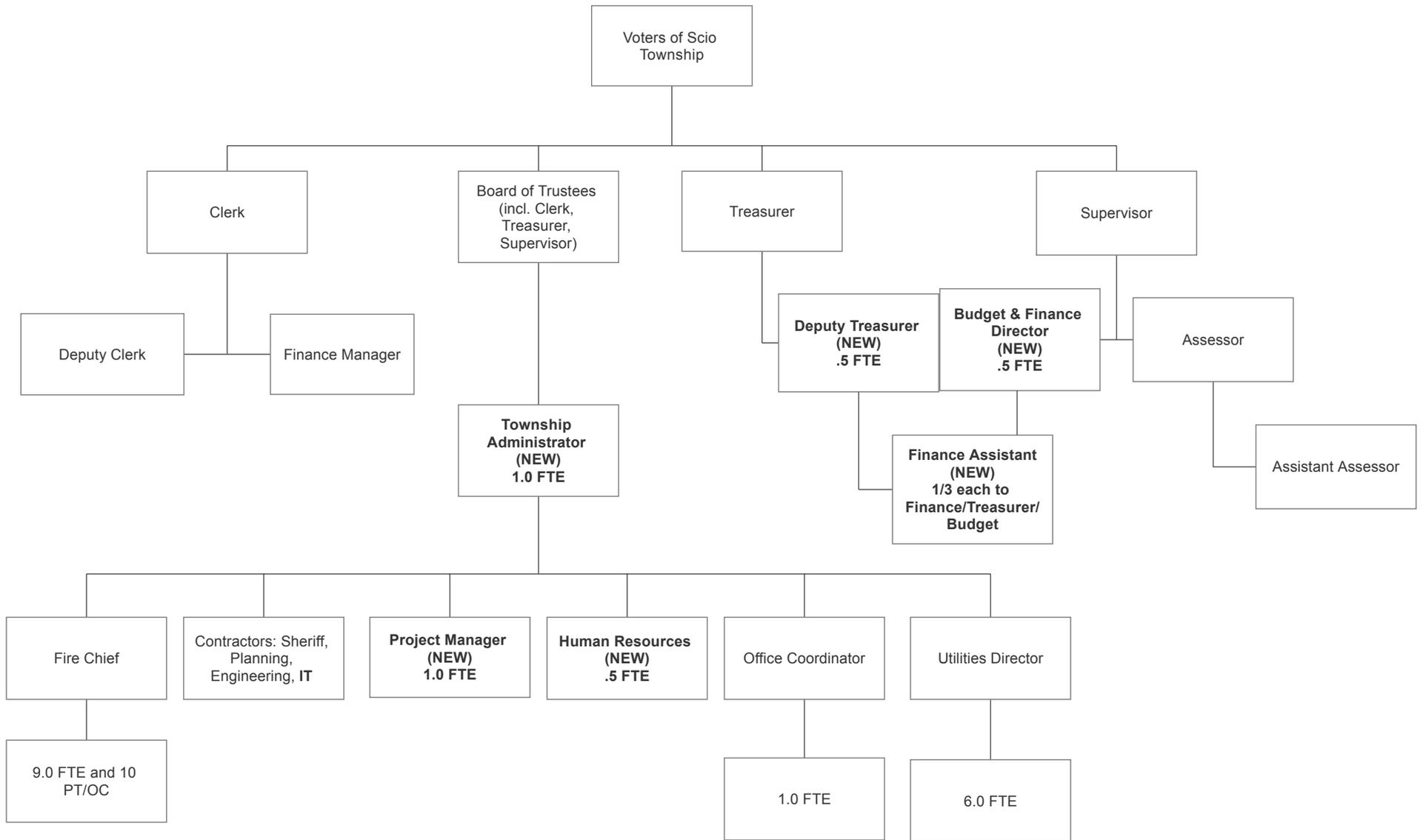
Specifically, the Supervisor recommends that the newly created position of Human Resources Generalist, and the proposed position of Project Manager (specific title to be determined) report to the Township Administrator. The position of Budget & Finance Director would report to the Supervisor and the recently authorized position of Deputy Treasurer would, of course, report to the Treasurer.

The organizational chart is placed on the agenda for discussion only. It is intended to provide context for a proposal from the Treasurer for a resorting of functional areas in conjunction with the new Deputy Treasurer position. The Treasurer's proposal will be an action item at an upcoming BOT regular meeting.

FISCAL IMPACT: none

ATTACHMENTS:

[Scio TownshipAdmin Model w Dep Treas 080221.pdf](#)



AGENDA # F.3
Scio Township Board of Trustees
Project Manager Job Description

FOR MEETING DATE OF: August 17, 2021

PREPARED ON: 8/13/21

PREPARED BY: Will Hathaway

SUBMITTED BY: Human Resources

ITEM TYPE: Discussion Only

SUGGESTED ACTION: Discussion

BACKGROUND: The Township has identified a need for staff support to guide multiple projects from initial visioning to construction and maintenance.

Both of the administrative models considered by the BOT in May 2021 included a new, project manager position. The title varied, but the concept was similar: a new, full-time position that would oversee projects such as pathway construction, improvements to parks and nature preserves, road and sidewalk special assessment districts and projects generated by the newly created sustainability task force.

The draft job description is for discussion only at the 8/17/21 special meeting. It is intended to be a possible action item at the future BOT meeting.

FISCAL IMPACT: \$65K -\$72K salary from Parks and Paths (50%), Roads SAD, Bus, 101-701 Planning (25%)

ATTACHMENTS:

[Project Manager 8.13.21.pdf](#)

Project Manager

Funding:	Parks and Paths (50%), Roads SAD, Bus, 101-701 Planning (25%)
Salary:	Full time, permanent, non-exempt \$65,000-\$72,000 plus benefits
Reports to:	Township Administrator
Supervises:	May supervise subordinate personnel. None currently assigned.
Work Location:	Scio Township Hall
Working title:	Director of Infrastructure and Community Development

Definition and Job Summary

Under general direction the incumbent performs difficult and complex program planning, development, implementation, monitoring and evaluation of assigned projects. Coordinates the development of plans and programs in the areas of Transportation Alternative Planning (TAP), Parks and Pathways, Special Assessment Districts (SADs), and the Environmental Sustainability Task Force. The Project Manager reviews more difficult projects to ensure compliance with applicable federal, state, and local laws, regulations and procedures and provides technical assistance to staff, volunteers, and the members of the Board of Trustees. In addition, the Project Manager will serve as a grants manager with responsibilities of drafting proposals and pre and post award activities for funding associated with the initiatives above.

With each committee/commission, the Project Manager may provide different levels of support and expertise depending on current or emerging needs.

Responsibilities

Coordinates the development of the Township's parks, paths, preserves, transportation alternatives programs, access to public transit, road maintenance, and other recreational and community development project including staffing community meetings for road SADs, Parks and Pathways, or other potential projects in a neighborhood

Provide regular technical guidance and content support, including staying abreast of current research and practice, to assigned committees: Parks and Recreation Advisory Board, Transportation Alternatives Planning Committee, any regular or ad hoc Roads Advisory committees, any Sustainability Task Force or similar committee. As requested, provide support to Land Preservation Commission, Downtown Development Authority, and Gelman remediation working groups

Serves as Township's Climate Change Officer to develop and implement Township initiatives related to resilience, sustainability, and environmental initiatives, e.g., staffing the Sustainability Task Force

Implements project activities with other governmental agencies, concerned private entities, community organizations, and residents; develop effective program design and operating procedures; provide directions to implementing contractors or other agencies

Monitor activities for contract compliance; direct the establishment of methods for project analysis and preparation of performance reports; direct studies and make recommendations on program modification and adjustments to assure contract adherence and responsiveness of programs to Township needs: reviews, presents and discusses program operational or policy programs with Board of Trustees

Develops and coordinates preparation of annual work program and operating budgets of Parks and Pathways Fund, Open Space Fund, Roads SAD Funds, Public Transit Fund, and any other revenue dedicated for the development and operation of the Township's efforts to develop sustainable public infrastructure

Prepares, reviews, and executes contracts and subcontracts for authorized disbursements for services rendered; prepares and processes all necessary documents for fiscal payments to vendors, and provides appropriate fiscal budgetary control

Provides Township oversight, assessment, and management of current contracts with Township Planner and Township Engineer to manage costs

Seek and apply for funds from various governmental agencies, private foundations, and other private contributors to augment established Township funding sources and submit timely and accurate reports for all existing grant funded projects associated with community initiatives

Reviews and recommends physical improvements and construction plans and budgets; meets with agencies, architects, engineers, and contractors to outline program requirements and procedures and resolve problems; monitors progress of construction and process payments

Gives technical advice to staff, volunteers, and others at the Township in evaluating potential projects

Develop and implement procedures for assuring the Township's compliance with applicable federal, state, and local laws and regulations in the administration of parks, recreation, pathways, and related activities

As assigned, attend programs or project related meetings and represent the Township in explaining and interpreting projects and objectives and their applicability to the Township and its various committees and commissions

Serve as primary liaison for Township partnerships with the AAATA, WCRC, and WATS

Guide development of Township's legislative agenda, and monitor areas related to Township's interest in sustainability, transportation, land preservation, etc.

Partner with Committee Chair to develop and guide the work agenda of assigned committees, scheduling items for Board consideration, and implementing and managing projects approved by the Board

Collaborate with the Committee Chair to manage committee meeting logistics and administrative support for meetings

Other related duties may be assigned

Required Qualifications

At least 7 years of administrative/professional experience in community development, parks and recreation management, transportation planning, related area

Preferred Possession of master's level or higher in Urban and Regional Planning, Public Administration, Public Policy, Civil and Environmental Engineering, Environmental Sciences, Ecology, Environment and Sustainability, Public Health, Recreation and Parks Management, Climate Science and Solutions, or related field

Thorough knowledge of principles, practices, purpose and scope of community development programs, parks and recreation initiatives, equity initiatives, and sustainability programs with knowledge of federal, state, and local rules and regulations applicable to such programs

Experience and demonstrated skill in working within a municipal governmental structure and external partners to plan, organized, initiate, direct and review work of consultants

Ability to apply analytical skills to define problems, collect data, establish facts and draw valid conclusions

Write clear and concise reports, recommendations and correspondence

Deal effectively with representatives of governmental organizations and residents

Communicate effectively with individuals and groups

Computer and software expertise with BS&A, MS Office Suite, Tableau, GIS or other data visualization or statistical analysis software

Licenses and Accreditations Preferred: Professional Engineer (PE)