

**JOB SUMMARY**

The Township Superintendent shall be directly responsible to the Township Board in collaboration with the Executive committee. The Superintendent shall be responsible for managing the day-to-day operations of the Township, working closely with the Township Supervisor, except as required by the statutory responsibilities of the Township Clerk and Township Treasurer.

**ESSENTIAL FUNCTIONS AS DELEGATED BY PUBLIC ACT 359 OF 1947**

The Benton Charter Township Board has delegated the following functions and duties to the Township Superintendent. The Superintendent may delegate these roles and responsibilities while maintaining oversight and responsibility.

- (a) To see that all laws and township ordinances are enforced, ensure policies and processes are in place to conduct Township business within legal and policy framework, working closely with Township Legal Counsel, internal or external;
- (b) To manage and supervise all public improvements, works, and undertakings of the township;
- (c) To have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers, and of all the public buildings or other property belonging to the township;
- (d) To manage and supervise the operation of all township utilities;
- (e) To be responsible for the preservation of property, tools, and appliances of the township;
- (f) To 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;
- (g) To attend all meetings of the township board, with the right to take part in discussions, but without the right to vote; brief board members on pending agenda items and Township issues; serve as liaison between Township staff and the Township Board;
- (h) To be a member, ex officio, of all committees of the township board;
- (i) To prepare and administer the annual budget under policies formulated by the township board and keep the said board fully advised at all times as to the financial condition and needs of the township;
- (j) To recommend to the township board for adoption such measures as he/she may deem necessary or expedient;
- (k) To be responsible to the township board for the efficient administration of all departments of the township government;
- (l) To act as the purchasing agent for the township or, under his/her responsibility, delegate such duties to some other officer or employee;
- (m) To act as the purchasing agent for the township or, under his/her responsibility, delegate such duties to some other officer or employee;
- (n) To conduct all sales of personal property which the township board may authorize to be sold;

**ESSENTIAL FUNCTIONS AS DELEGATED BY PUBLIC ACT 359 OF 1947 (CONT)**

- (o) To act as the purchasing agent for the township or, under his/her responsibility, delegate such duties to some other officer or employee;
- (p) To conduct all sales of personal property which the township board may authorize to be sold;
- (q) To respond to media requests and inquiries as well as requests for service from residents that he/she receives in a professional and customer service-oriented manner;
- (r) The Superintendent will oversee Township personnel, including but not limited to, maintaining the employee handbook, job descriptions and wage schedules, maintaining labor relations, conducting union negotiations, oversight of employee benefits. Hiring, promotions, disciplinary actions and terminations will be determined in consultation with the Supervisor or Executive Committee;
- (s) The Superintendent shall serve as the community and economic development director, including meeting with business, developers and other local leaders in cooperation with the Supervisor or Executive Committee;
- (t) To perform such other duties as may be prescribed by this act or required of him/her by ordinance or by direction of the township board, or which are not assigned to some other official in conformity with the provisions of this act;

*This is not intended as an exhaustive list of duties, rather a description of the general nature and level of work to be performed.*

**EDUCATION AND EXPERIENCE REQUIREMENTS**

At least five years of experience in local government.  
 A bachelor’s degree in political science, business administration, public administration, or any other related field. A Master’s Degree (MPA /MBA) is preferred.

**OTHER MINIMUM QUALIFICATIONS**

- Ability to delegate authority and responsibilities
- Perceptively engage the Elected Officials in a manner that is inclusive and respectful
- Understanding of local laws, codes and regulations
- Thorough understanding of public financing, legal issues and the intricacies of how bureaucracies’ function
- Understanding of municipal financial management
- Union and non-union negotiation experience to resolve complex and sensitive issues
- Understanding of HR management best practices, staff facilitation and strategic planning
- Possess knowledge of diversity, race and ethnicity and the ability to constructively work through any issues that may arise, as a result
- Good judgement and decision-making skills
- Complex Problem-Solving skills
- Critical Thinking skills
- Social Perceptiveness
- Possess forward thinking, long term vision and strong leadership skills