

DRAFT

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.

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	Management and oversight on union and non-union contract administration and execution as assigned by the Township Board.		
Oversee all contract administration			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 compliants	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 acitivites 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