



Job Posting

Position:	Assistant Township Manager
Employment Type:	Full-Time, Exempt
Department:	Administration
Reports To:	Township Manager
Compensation:	\$73,685 - \$95,217 annually plus benefits

Position Summary

The Assistant Township Manager supports and reports solely to the Township Manager in the administration, planning, and coordination of municipal operations serving a community of approximately 20,000 residents. The position assists with implementation of policies and ordinances adopted by the Township Board and provides leadership across departments. This role advances strategic initiatives, ensures high-quality service delivery, and serves as a key liaison with elected officials, residents, and community partners. The position focuses on operations, policy implementation, budgeting, capital planning, intergovernmental relations, and statutory compliance.

Essential Duties

- Assist the Township Manager in directing, coordinating, and evaluating daily operations across all -departments in accordance with Michigan law, Township ordinances, and Board policies.
- Support assigned departments and special projects to ensure efficient, effective, and responsive service delivery.
- Support development and implementation of Township goals, strategic plans, and performance measures as adopted by the Township Board.
- Prepare, analyze, and present reports, data, and recommendations to the Township Manager.
- Primary CDBG liaison, applying for future funding, coordinating with the County to ensure funding is directed appropriately.
- Oversee and coordinate capital improvement projects, including planning, scheduling, budgeting, interdepartmental collaboration, and compliance with public bidding and procurement requirements.
- Serve as project manager for complex, cross-departmental initiatives as assigned by the Township Manager.

- Assist in public policy analysis, development, and implementation; research best practices and legislative changes affecting municipal operations, including amendments to the Michigan Charter Township Act, Open Meetings Act, Freedom of Information Act, and other applicable statutes.
- Represent the Township Manager at meetings, public hearings, and community events as assigned.
- Serve as a liaison with residents, business owners, community organizations, and other governmental entities; respond to inquiries and resolve service concerns in a manner consistent with Township policies and Township Manager direction.
- Support contract administration, interlocal agreements, and vendor relationships in coordination with the Township Manager and legal counsel.
- Manage liability insurance claims, keeping the Township Manager informed as they occur.
- Participate in emergency management planning and incident response as part of the Township's leadership team, including coordination with county and state agencies.
- Promote a culture of collaboration, accountability, and continuous improvement.
- Assist in preparing agenda materials, resolutions, and supporting documentation for Township Board meetings.
- Ensure departmental activities align with Township ordinances, resolutions, and adopted policies.
- Coordinate with the Township Clerk/Deputy Clerk on records, elections-related operational support (non-HR), and statutory notices.
- Track Board/Commission terms, notifying Township Manager and Deputy Clerk of upcoming vacancies and manage applications for appointments.
- Coordinate with the Township Treasurer/Deputy Treasurer on financial reporting, special assessments, and tax-related operational impacts.
- Assist with administration of special assessment districts, utility districts, and other statutory programs as applicable.
- Ensure adherence to Township safety guidelines and employee handbook policies.
- Other duties as assigned by the Township Manager.

Qualifications

- Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field required; Master's degree preferred.
- Minimum of five (5) years of progressively responsible experience in municipal or public sector management, preferably in a Michigan city, village, or township or similar local government.
- Experience working with elected officials, boards and commissions, budgets, ordinances, and capital improvement projects strongly preferred.

Knowledge, Skills, and Abilities

- Working knowledge of the Michigan Charter Township Act, Open Meetings Act, Freedom of Information Act, and other applicable state and local laws.
- Thorough knowledge of municipal government operations, public administration principles, and local government law.
- Strong leadership, organizational, and problem-solving skills.
- Ability to analyze complex issues, develop practical solutions, and make sound recommendations.
- Excellent written and verbal communication skills, including public speaking and presentation abilities.
- Ability to build effective working relationships with elected officials, staff, residents, and external partners.
- Strong project management and budgeting skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- High level of professionalism, integrity, and discretion.

Special Requirements, Licenses, and Certifications:

- Valid Michigan driver's license with good driving record; subject to background checks.
- ICMA Credentialed Manager (CM) designation or ability to obtain preferred.

Physical Requirements:

This position primarily involves work in an office environment. While performing the duties of this job, the employee is regularly required to:

- Remain in a stationary position for extended periods of time, operate a computer and other standard office equipment, and communicate effectively with staff and the public.
- Move about the office to access files, supplies, and attend meetings.
- Occasionally bend, reach, kneel, or climb a step stool to retrieve or store materials.
- Lift, carry, and move items weighing up to 50 pounds.
- Travel to other locations for training and meetings as needed.
- Requires the ability to attend meetings, events, and emergency situations outside of normal business hours as needed.
- Ability to perform the essential functions of this position with or without reasonable accommodation.

To Apply: Please submit resume and cover letter to jschoenherr@oaklandtwpmi.gov
with

"Assistant Township Manager" in the subject line.

The Charter Township of Oakland is an Equal Opportunity Employer.