



12086 M-89
Richland, MI 49083
Phone: 269-731-4888 FAX: 269-731-5551

Ross Township Supervisor Position

(Posted December 23, 2020)

Candidates must be residents of Ross Township for full-time position of Ross Township Supervisor. Position calls for individual with interpersonal skills including ability to communicate effectively, listen attentively, and work efficiently with the public.

Detailed job description and required resume information for this full-time position is posted on door of Ross Township Office Building and is available online at: www.rosstownship.us.

The term for this Supervisor position extends until Mid-Term General Election in November 2022.

Ross Township is an Equal Opportunity and at will employer.

DUTIES OF ROSS TOWNSHIP SUPERVISOR

SUPERVISOR DUTIES: Including but not limited to the following:

1. Carry out all statutory duties listed in Michigan Township Association's "Authorities & Responsibilities of Michigan Township Officials, Boards and Commissions" by John H. Bauckham
2. Work with office employees and oversee scheduling to ensure staffing and completion of work with regards to Clerk, Treasurer and Office Manager
3. Work with Treasurer and Clerk to present an annual budget to the Board for approval
4. Monitor Township expenses & compare to annual budget
5. Prepare Agendas for all Regular and Special Board Meetings. Distribute Meeting Packets to Board Members the week prior to all Regular Scheduled Board Meetings. Agenda material should be turned in by the Tuesday the week prior to Regular Scheduled Board Meetings. Special Board Meetings have to be noticed at least 18 hours prior to Special Meeting with Meeting Packets distributed to Board as soon as possible
6. Chair Township Board meetings
7. Secretary for Board of Review
8. Consult with Associated Government Services (AGS) on ordinance enforcement
9. Consult with Gull Lake Sewer & Water Authority and attend monthly GLSWA Meetings as voting Board Member
10. Interact with and/or attend meetings with Township Attorney, Planning Commission, Zoning Board of Appeals, Ross-Augusta Fire Department, LifeCare Ambulance Service, Kalamazoo County Sheriff's Department, Kalamazoo County Road Commission, Kalamazoo County Drain Commission, Kalamazoo County Township Supervisors, Kalamazoo Area Transportation Study (KATS), Michigan

Department of Transportation, Michigan Department of Natural Resources, Consumers Energy, MSU Biological Station, Gull lake Ministries, etc.

11. Assist other Township officials and employees with office operations and concerns received daily from residents as walk-ins or via telephone
12. Assist residents with ordinance violations, property assessments, maps, zoning and property issues, etc.
13. Drive Township roads to assess conditions for repairs, damage due to storms, etc.
14. Consult with contractors for Township maintenance services such as building repairs, lawn care, snow removal, etc.
15. Oversee Ross Township Park operations; employees, supplies, daily and annual passes, etc.
16. Work with developers and local businesses as needed
17. Participate in preparation of Ross Township Newsletter
18. Solicit donations from entities regarding road work, sirens, etc.
19. Research and gather information on big ticket purchases
20. Ensure flag is raised and lowered as necessary for special times
21. All other duties as assigned by the Board

JOB REQUIREMENTS:

- Must live in Ross Township and be a US Citizen
- Must have a valid driver's license

JOB SKILL EXPECTATIONS:

- Team player with excellent leadership, supervisory and analytical skills
- Self-motivated, responsible, accountable and with conflict resolution skills
- Excellent verbal and written communication skills
- Computer skills required
- Experience demonstrating financial acumen

For consideration, a candidate must submit the following information in any resume format:

- Pertinent information such as name, address, phone, email, etc.
- Educational background
- Employment and brief job descriptions encompassing a complete job history
- Volunteer/community service experience
- Any additional information you would like to share
- Two (2) references

Candidates must submit a resume and cover letter to Ross Township Clerk, Linda Walters at 12086 M-89, Richland, MI 49083, or via email to clerk@rosstown.comcastbiz.net no later than noon Thursday, January 7, 2021, EDT.

Ross Township Supervisor salary and benefits:

- \$46,000 annual salary paid bi-weekly
- Health/Dental/Vision Insurance with up to \$2000 available for deductible yearly

- \$500 monthly stipend through April 1, 2021 if the Supervisor chooses to not take the medical benefit
- 401K with 10% of salary as a Township contribution (pension)
- Hours 9 am to 4:30 pm Monday through Thursday plus after-hours meetings