

Executive Recruitment for

OAKLAND TOWNSHIP, MICHIGAN TOWNSHIP MANAGER

GovHR USA is pleased to announce the recruitment and selection process for a Township Manager for the Charter Township of Oakland, Michigan. This brochure provides background information about the Township, as well as the requirements and expected qualifications for the position. Candidates should apply by February 15, 2019 with resume, cover letter and contact information for three (3) professional references to www.GovHRjobs.com to the attention of Jaymes Vettrainso, Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062, Email: jvettrainso@govhrusa.com, Tel: (o) 847-380-3240, (c) 248-379-892. **Oakland Township is an Equal Opportunity Employer.**

Jaymes Vettrainso, Vice President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
847-380-3240
Formal Applications should be submitted to:
www.GovHRjobs.com



PROFESSIONAL ANNOUNCEMENT

Oakland Township, MI (19,132 residents) – The Charter Township of Oakland is located in the northeastern Oakland County, Michigan. The population was 16,779 at the 2010 census and is currently estimated to be 19,132. Oakland Township is less densely populated than neighboring municipalities in southeast Michigan and retains many elements of a rural, wooded residential bedroom community. Local ordinances and zoning laws are aimed at limiting commercial and industrial development while maintaining a cap on population density by way of a master plan.

Oakland Township is governed by a seven-member Board, which includes an elected Supervisor, Treasurer, Clerk and four Trustees. The Board hires the positions of Manager/Superintendent to facilitate the day-to-day business of the Township. Charter Township of Oakland Ordinance Number 97 (“Township Superintendent Ordinance”) provides the powers and duties of the Township Manager position; these duties include: manage departments and personnel, enforcement of laws, prepare and administer the Township budget and act as its purchasing agent. The Township is financially stable and seeks an experienced municipal manager to oversee a total general fund budget of \$8.6 million and enterprise budgets of \$4.4 million. The Township has 25 full-time, 14 part-time, 4 seasonal and 26 paid-on-call (fire/EMS) employees. The Township has one union (fire department staff). The administrative staff is very stable and supportive of the Board and Manager.

The Township is most interested in individuals who have a proven track record in budget/finance, fire department management, water distribution and local zoning. Candidates must have the ability to communicate with elected officials, staff and public in a trustworthy and ethical manner.

Candidates are required to have:

- Bachelor’s degree in Public Administration, Business Administration or closely related field; Master’s Degree is preferred.
- Seven or more years of progressively more responsible municipal management experience, preferably as a Manager and/or Director; or other professional experience comparable to this requirement.

Starting salary is \$90,000 - \$105,000, dependent on qualification and experience (DOQE).

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COMMUNITY BACKGROUND

Charter Township of Oakland is predominantly residential, with only 1% of its properties identified as commercial, industrial or agricultural for property tax purposes. Oakland Township is a low-density community, with two unincorporated communities. The Township offers residents convenient access to Metro Detroit attractions (professional sports teams, international airport, arts and cultural activities) while living in semi-rural surroundings. Oakland University and nearby downtown Rochester provide advanced learning opportunities and cultural amenities.

Oakland Township has the distinction of being one of Michigan's oldest townships. It was one of the original 25 townships in the Territory of Michigan when counties were further divided into townships in 1827. The Township is a complete 36 square miles. The Detroit and Bay City Railroad was built through the township in 1872 and established a “flag” station at Goodison. A branch of the Detroit (electric) Urban Railway was built through Goodison in 1900 and went north to Orion, Oxford, and Flint. A grist mill and mill race were built on Paint Creek in 1835. Later named Goodison Mill, it operated for more than 100 years before being dismantled in the late 1940s. The former site of the mill is the current location of Paint Creek Cider Mill, which is home to the Oakland Township Parks and Recreation, among other offices and a year-round Cider Mill/Restaurant.

The Township is served by three excellent school districts: Rochester Community Schools, Lake Orion Community Schools, and Romeo Community Schools. There are also two private schools within its municipal boundaries: Eagle Creek Academy and Living Word Lutheran School.

Dedicated funding for Parks and a Land Preservation Program have provided for significant parkland, open spaces and nature trails; and portions of a Metro Park, County Park and State Park are also located in the Township. Oakland Township enjoys an abundance of natural beauty in its streams and wetlands, woodlands, and meadows. Since 1975, the Oakland Township Parks and Recreation Commission has been preserving, through acquisitions and donations, over 1,000 acres of natural beauty parklands and miles of trails. These special areas offer township residents walking, hiking, biking, horseback riding and nature viewing throughout the changing seasons.



A rural setting, with close proximity to the urban centers of southeast Michigan, Oakland Township is unique in both its natural beauty and quality of life opportunities.

OAKLAND TOWNSHIP AT A GLANCE

Population: 19,132

Land Area: 36 square miles

Households: 6,326

Median Home Value: \$383,400

Median Household Income: \$139,542

Bachelor's degree or higher: 61%



TOWNSHIP GOVERNMENT

Oakland Township is organized as a Charter Township under State Law, Public Act 359 of 1947. The Township is governed by a seven-member elected Board of Trustees which includes a Supervisor, Clerk, Treasurer and four Trustees. All elected positions are part-time, with the Clerk and Treasurer having deputies to oversee the day-to-day operations. The duties and responsibilities of the Township Manager are described in the Charter Township Act where the position is identified as "Superintendent," and Township Ordinance Number 97. The position functions similar to a city manager.

The Township provides the following services directly to its residents: fire, building inspection, tax collection, planning and zoning, parks and recreation programming, clerk and treasurer offices. Several municipal services are provided by contract or agreement with other governmental entities. Oakland County provides police and property assessment services along with water and sanitary sewer service to portions of the Township. The Oakland County Road Commission maintains the roads in the Township. Library services are provided by a multi-jurisdictional District Library and a world-class Senior Citizen Center is available to residents through an agreement with neighboring municipalities. Oakland Township has several community boards and commissions, including, a Planning Commission, Zoning Board of Appeals, Parks and Recreation, Historic District and Library.



CHALLENGES/OPPORTUNITIES FOR THE TOWNSHIP MANAGER

The Oakland Township Manager position offers a unique opportunity for an individual to work with a stable Board and dedicated employees to guide the Township in retaining its place as the premier, unique, rural residential community in Southeast Michigan.

The next Oakland Township Manager will be expected to work closely with the Township Board and staff on the following:

- Grow positive working relationships with staff, elected officials and the citizens of the community.
- Facilitation of a solution to the challenges of providing fire services consistent with the policy objectives of the Township.
- A deep understanding and carefully analyzing the Township's development history and rural character; with the goal of developing innovative zoning and development tools to maintain the unique character of the community.
- Consideration and development of best practice solutions to the Township's water storage and distribution needs.
- Build a culture of trust, and openness to create a collaborative, solutions-oriented organization.
- Research, prepare and present well-considered policy options to elected officials.

- Maintain and improve the Township's current services, while carefully avoiding expansion of local government scope and costs.

MANAGEMENT STYLE AND PERSONAL TRAITS

- Understand the policy-making role of the Board of Trustees and day-to-day policy implementation role of the Township Manager. Have a facilitative demeanor to successfully manage these appropriate roles and responsibilities.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of co-workers and elected officials, and other stakeholders.
- Have the maturity and professional stature to project a strong professional and personal presence that will quickly establish credibility and gain respect within the Township and the region.
- Have proven verbal communication and listening skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.



CANDIDATE QUALIFICATION CRITERIA

- Candidates are required to have:
- Bachelor's degree in Public Administration, Business Administration or closely related field; Master's Degree is preferred.
- Seven or more years of progressively more responsible municipal management experience, preferably as a Manager and/or Department Manager; or related non-municipal experience closely matching this requirement.
- Successful Candidates will have:
- Strong knowledge of a wide range of local government issues, including a proven track record in budget/

finance, fire department management, water distribution and local zoning.

- The ability to communicate with elected officials, staff and public in a trustworthy and ethical manner.
- Experience in leading similar organizations and a track record of effectively working with community partners.

Starting salary is \$90,000 - \$105,000, DOQE.

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