



Township Manager

Northfield Township

Northfield Township, Michigan
Population 8,245

Our township lies at the northernmost edge of Washtenaw County and is home to a charming downtown, two beautiful all-seasons lakes, plenty of farms and woodlands, an exceptional school district, and plenty of friendly people.

Come and explore what Northfield has to offer!

About Northfield Township

Northfield Township is located halfway between Ann Arbor and Brighton off of US-23, encompassing 36 square miles and home to the area known as Whitmore Lake. Our township boasts extreme beauty, with a charming downtown, rolling countryside, nature preserves, centennial farms, and a rural character that feels miles away, but is only minutes from the city. Whitmore Lake, one of the premier lakes in Southeast Michigan with 750 acres of open water, accommodates all sports including fishing, boating, kayaking, and water skiing.



About Our Government

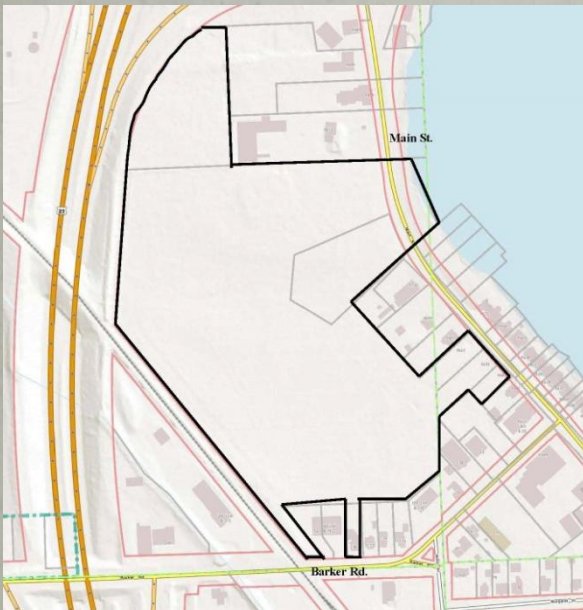
The township is governed by a seven member Board of Trustees: Supervisor, Treasurer, Clerk, and four Trustees. In 2013, the Board of Trustees elected to transition the government structure from full-time elected leadership to a Council - Manager form of Government. The Treasurer, Supervisor and Clerk were voted in as part-time positions at that time. The Township Manager's function and role is to carry out the day-to-day administrative activities of Northfield Township and advise the board on key policy decisions.

The township office staff consists of three full-time, and two part-time employees. Our Assessment office, Controller and Code Enforcement Officer are contracted positions, and are also in the office on a part-time basis. Our Senior Center was transitioned into a Community Center three years ago to provide a wider variety of classes and services to our community. The Township Wastewater Treatment Plant provides wastewater services to the northern portion of our township as well as part of our neighboring township, Green Oak (located in Livingston County). We also have our own Police Department, and a paid on-call Fire Department.



Key Issues and Challenges

- ❖ North Village – In 2016, the Township purchased 23 acres in downtown Whitmore Lake including a small lakefront area with the hopes of developing it into a mixed use area with a park and lake access for residents who do not live on the lake.
- ❖ Downtown Master Plan – Aid in developing a Master Plan for the entire downtown including the North Village to rejuvenate the hamlet area.
- ❖ Sewer Service/Capacity Expansion – Improvement and expansion of the Township's sewer system.
- ❖ Improvement of Commercial & Residential Development – Foster growth of the Township in accordance with our Master Plan while still providing a high level of services and a sense of community. Help to bring more businesses into the township.



About The Position

Requirements:

- ❖ Bachelor's Degree in Public Administration or related field
 - Master's degree preferred.
- ❖ Minimum of five years of progressively more responsible administrative experience in municipal government.

Candidate Must Have Knowledge of:

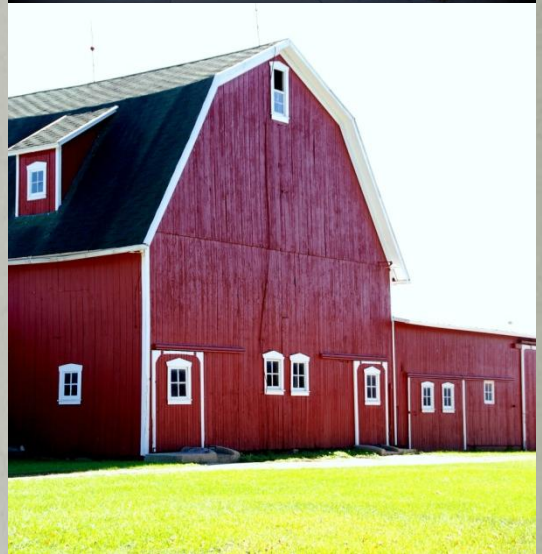
- ❖ Budget Preparation
- ❖ Personnel Administration
- ❖ Finance
- ❖ Policy Development
- ❖ Planning/Economic Development

Salary: \$60,000 - \$75,000 annually, plus benefits

Application & Selection Process:

Those interested in this opportunity should submit a cover letter, detailed resume, salary history and five references to:

Northfield Township
Attn: Personnel Committee
8350 Main St.
Whitmore Lake, MI 48189



The deadline for resumes is April 21, 2017. Resumes will be screened and the most qualified candidates will be invited to interview. Once mutual interest has been established, references and backgrounds will be checked. All candidates will be notified of their status once the finalists have been selected.

In accordance with Michigan Law, resumes not requested to be confidential and marked as such may be subject to public disclosure. Requests for confidentiality will be honored to the extent possible under Michigan Law.