

ST JAMES TOWNSHIP

TOWNSHIP SUPERVISOR VACANCY POSTING

St James Township is seeking a candidate for the board position of Township Supervisor. The selected candidate will be appointed by the township board to fill the position until the November 2022 General Election. The candidate appointed shall be a St James Township registered voter and have lived in the township for at least 30 days. The appointed candidate shall take office on November 10, 2021. This is a paid position, paying \$19,500.00 per year.

To apply for this position, please submit a letter of interest **specifically explaining your strengths** in the following areas which represent the Core Competencies Township Supervisor as defined by the Michigan Townships Association:

- (1) Township Government Operations:** Demonstrates knowledge about government responsibilities, functions and powers; Understands the statutory duties and responsibilities of the office of township supervisor; Aware of the roles and responsibilities of other elected and appointed offices in the township; Demonstrates knowledge of the various committees, boards and commissions serving the township; Understands how township policies and procedures are set.
- (2) Interpersonal Skills:** Communicates effectively; Listens attentively; Works effectively with individuals, departments and committees to achieve desired outcomes; Possesses knowledge of what constitutes ethical behavior; Manages adversity and hostility effectively.
- (3) Leadership Abilities:** Possesses vision, especially relative to the township's needs or potential; Leads effective board meetings and is knowledgeable about parliamentary procedure; Possesses effective policy-making skills and decision-making skills; Utilizes consensus-building technique; Possesses persuasive/influential abilities; Motivates others to achieve desired outcomes; Utilizes public relations skills to position the township positively
- (4) Management Skills:** Makes decisions consistent with desired outcomes; Utilizes strategic planning to attain objectives; Develops and oversees the budget; Understands purchasing policies and the bid process; Negotiates issues and contracts effectively
- (5) Township Issues:** Possesses knowledge about current issues affecting townships; Aware of legal matters that could impact the township; Aware of financial matters affecting the township, including revenue sources; Possesses knowledge about land use Understands the planning and zoning process; Possesses knowledge of township services and their policy implications

Any interested applicants must submit a letter of interest by noon Friday October 29th, 2021 explaining how they can carry out the responsibilities listed above. Letters must be submitted by email:

Township Clerk Julie Gillespie, clerk.stjamestwp.bi@gmail.com

Supervisor: Kathleen McNamara
Treasurer: Diane McDonough
Clerk: Julie Gillespie
Trustee: Paul Cole
Trustee: Joe Moore

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