



913 Fifth Street, Michigan Center, MI 49254

The Township of Leoni, Michigan is currently seeking applicants for the position of Township Administrator. Located in beautiful southeast Michigan, Leoni Township is home to 13,487 residents (2020 census) and borders the Waterloo Recreation Area. We operate a wastewater treatment plant that serves 12,000+ users across 12 communities. Leoni Township also provides municipal water to approximately 750 residential and commercial users.

**Requirements:**

- Bachelor's Degree in Public Administration, Business Administration, or related field. Master's Degree Preferred.
- Minimum five years management experience in an executive or supervisory capacity.
- Minimum of two years of governmental experience as an elected official, employee, or board member.
- Experience with Township Planning.

**Salary Range:** \$60,000-80,000

The ideal candidate will exemplify the following:

### **Communications Skills**

- Communicate effectively with people of varied backgrounds, cultures and experiences.
- Read, analyze and interpret written information.
- Strong ability to listen empathically and facilitate resolution of conflicts.
- Verbally present information effectively to diverse audiences and respond to questions.
- Write correspondence, prepare reports and develop Request for Proposals.

### **Leadership Skills**

- Ability to adjust to changing conditions and situations quickly.
- Build effective working relationships with others.
- Capacity to engage in constructive debate regarding competing ideas, positions, etc.
- Create vision, set goals and develop action plans.
- Delegate responsibility and facilitate meetings.

### **Management Skills**

- Make decisions and solve problems.
- Operate a personal computer, utilize Microsoft Office Applications and use the Internet.
- Plan and manage multiple projects simultaneously.
- Prioritize responsibilities, organize tasks and follow tasks through to completions.
- Research alternatives, conduct a cost-benefit analysis, and prepare recommendations.

Please submit cover letter and resume to: [clerk@leontownship.com](mailto:clerk@leontownship.com)

Leoni Township is an equal opportunity employer.