



CHARTER TOWNSHIP OF TEXAS

7227 WEST Q AVENUE

KALAMAZOO, MI 49009

269.375.1591

www.texastownship.org

POSITION DESCRIPTION

Position Title:	Deputy Superintendent		Position Creation Date:		
Department:	Administration		Last Revision Date:	04/28/2025	
Union or Non-Union:	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Non-Union		POSITION CLASSIFICATION		
Supervisor's Title:	Superintendent		Regular FT	<input checked="" type="checkbox"/>	
Direct Reports (position titles only):			Regular PT	<input type="checkbox"/>	
• Administrative Assistant • Passport Agent • Buildings & Grounds Manager			Temporary/Seasonal (6 mos. or less)	<input type="checkbox"/>	
• Farmers Market Coordinator			Contract	<input type="checkbox"/>	
			FLSA STATUS	<input type="checkbox"/>	
			Exempt	<input checked="" type="checkbox"/>	
			Non-Exempt	<input type="checkbox"/>	
If exempt, what is the annual salary range?		If non-exempt, what is the hourly rate range?			
\$80,000	to	\$95,000		to	

SCHEDULE

How many hours per week?	<input type="checkbox"/> 20	<input type="checkbox"/> 24	<input type="checkbox"/> 32	<input checked="" type="checkbox"/> 40	<input checked="" type="checkbox"/> Other (please explain) Occasional evening and weekend work may be required to attend meetings and events.
Expected days to work regularly:	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday				

POSITION SUMMARY

This section helps readers quickly understand the role's significance and its place within the organization's structure. The summary should be 3-4 sentences. What is the primary function of the job? Importance to the organization? Key area(s) of focus?

The Deputy Superintendent serves as a key member of the Township's executive leadership team, assisting the Superintendent with day-to-day operations, primarily focusing on human resources management, communications, and project oversight. This position ensures efficient and compliant administration of personnel policies, serves as the key communicator for Township Administration, and manages cross-departmental projects that align with Township goals.

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ESSENTIAL DUTIES

List the primary responsibilities of this position in order of importance and estimate the percentage of time spent on each responsibility.

	Human Resources Coordination <ul style="list-style-type: none">• Serve as the Township's lead HR officer, overseeing essential human resources functions including recruitment, onboarding, employee relations, performance management, and offboarding.• Maintain personnel policies and employee handbooks in compliance with applicable local, state, and federal laws and in consultation with the HR Consultant and Labor Attorney.• Coordinate the completion of performance evaluations for Administration staff.• Coordinate FML, ADA, and other HR-related requests for leave and/or accommodation.• Manage benefits administration and consult with providers as needed.• Maintain accurate and confidential employee records in compliance with the record retention schedule.• Ensure workplace safety compliance, including support for workers' compensation administration, incident reporting, and coordination with the Township's safety committee or risk management partners.• Stay current on HR trends, legal developments, and best practices, and make recommendations for continuous improvement of HR functions and policies.• Serve as the primary point of contact for all HR-related inquiries.		
1		50	%
2	Communication and Public Engagement <ul style="list-style-type: none">• Provides oversight of the Township Website and Social Media Accounts. Serves as editor-in-chief, authors articles, approves format and layout, and directs the distribution of all newsletters and reports.• Prepares written reports, presentations, talking points, and briefing materials for use by the Superintendent or for public meetings.• Drafts and reviews internal communications, public notices, and informational materials to ensure clarity, consistency, and alignment with Township goals and policies.	15	

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	<ul style="list-style-type: none">Assists in developing public engagement, transparency, and communication strategies through various platforms, including print materials, website content, and social media.Facilitate interdepartmental communication to support collaboration, consistent policy implementation, and effective project execution.		
3	Project & Program Management <ul style="list-style-type: none">Manage or support cross-departmental projects and initiatives, including policy implementation, technology upgrades, or organizational change efforts.Develop project plans, timelines, and reporting tools to ensure successful execution.	15	%
4	Township Administration <ul style="list-style-type: none">Represent the Township in meetings with residents, stakeholders, external agencies, and partner organizations, as delegated by the Superintendent.Occasionally serves as liaison between the Township Superintendent, other departments, the media, community groups, and the general public. Responds to inquiries and information requests and resolves routine and complex issues.Keeps abreast of current issues, changing legislation and policies, new administrative techniques, and developments in the public administration field through continued education and professional growth.	15	%
5.	Other duties as assigned by the Superintendent.	5	%

MINIMUM QUALIFICATIONS

Required Minimum Education:	<input type="checkbox"/> High School Diploma/GED	<input type="checkbox"/> Associate's degree or 2 years of college
	<input checked="" type="checkbox"/> Bachelor's degree	<input type="checkbox"/> Master's degree
Required Experience:	<ul style="list-style-type: none">Minimum of five (5) years of progressively responsible experience in public sector HR or administration, including at least two (2) years in a leadership or supervisory role.Thorough knowledge of laws, ordinances, and related legislation about municipal operations and authority, labor relations, and public information.	

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Required Licenses or Certifications:	A Michigan Driver's License and reliable transportation.
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Preferred Skills, Knowledge and Abilities:	<ul style="list-style-type: none">• Experience in municipal budgeting or financial analysis.• Strong knowledge of employment laws, HR best practices, and public sector employment structures.• Ability to interpret and apply Township policies and collective bargaining agreements, if applicable.• Strong analytical and organizational skills with a commitment to continuous improvement.• Ability to handle confidential information with discretion and professionalism.• Proficient in Microsoft Office Suite and HRIS systems.• Demonstrated ability to collect, analyze, and interpret complex data to support sound policy development and service delivery recommendations.• Proficiency in synthesizing diverse information and preparing clear, detailed, and accurate reports for both internal and public audiences.• Excellent written and verbal communication skills, including presenting ideas clearly and confidently in meetings, workshops, and public forums.
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WORK ENVIRONMENT/CONDITIONS			
Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street environment (near moving traffic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shop environment (maintenance/repairs take place)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the community (resident homes, businesses)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions	Seldom or Never	Sometimes or Occasionally	Frequently or Often

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Individuals who are hostile or irate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individuals with known violent backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, substances, or waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noises (85+ decibels)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL DEMANDS

Physical Demands	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
What weight is the employee expected to lift or carry, with or without accommodation?	Seldom or Never	Sometimes or Occasionally	Frequently or Often
10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100+ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What height is the employee expected to work, with or without accommodation?	Seldom or Never	Sometimes or Occasionally	Frequently or Often
4 feet (general industry standard)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 feet (requires fall protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 feet (scaffold work requiring fall protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-30 feet (some specialized work environments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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TRAVEL & MOBILITY			
	Seldom or Never	Sometimes or Occasionally	Frequently or Often
How frequently does this position require employees to drive a vehicle for work-related duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION, HEARING & COMMUNICATION		
	Yes	No
Does this position require specific visual abilities, such as close vision, distance vision, color vision, or depth perception?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is hearing acuity required for tasks such as communicating in noisy environments or detecting alarms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require clear verbal communication in person, over the phone, or via radio?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BENEFIT ELIGIBILITY		
	Yes	No
Elected Official's Deputy (e.g., Deputy Clerk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health benefits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Device Stipend?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automobile Stipend?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flex Scheduling (regular or seasonal)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hybrid Work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remote Work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed Workweek?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FOR COMPLETION BY HUMAN RESOURCES

REQUIRED PRE-EMPLOYMENT CHECKS

Criminal History

Credit History

Drug Test

Driving Record

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