



## CHARTER TOWNSHIP OF TEXAS

7227 West Q Avenue; Kalamazoo MI 49009

(269) 375-1591

[www.texastownship.org](http://www.texastownship.org)

[info@texastownship.org](mailto:info@texastownship.org)

# LEAD | INNOVATE | IMPACT

## Join Texas Township as our next Deputy Superintendent.

 *Kalamazoo County, Michigan | \$80,000–\$95,000 | Full-Time, Exempt*

Are you a strategic leader with a passion for public service, human resources, and community engagement? Do you thrive in a collaborative environment where your work shapes the future of local government? Texas Township is searching for an experienced and visionary **Deputy Superintendent** to serve as a key executive partner to the Township Superintendent and lead initiatives that matter.

### About the Role

As Deputy Superintendent, you will serve on the Township's executive leadership team, helping drive the day-to-day operations of a fast-growing and dynamic community. Your primary focus will be leading our **Human Resources** functions, managing **organizational communications**, and championing **cross-departmental projects** that enhance transparency, service delivery, and community trust.

This is a rare opportunity to blend leadership, innovation, and public impact—ideal for a rising or seasoned executive who wants to make a difference in local government.

### Key Responsibilities

- Serve as the Township's HR lead, overseeing recruitment, employee relations, compliance, benefits, performance, and policy development.
- Lead internal and external communications, including oversight of the website, social media, and township publications.
- Manage complex cross-functional projects that improve township operations and public engagement.
- Represent the Township at meetings and events, building strong relationships with residents, partners, and stakeholders.
- Support the Superintendent with executive-level planning, reporting, and operational coordination.



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### What You Bring

- A bachelor's degree is required; an advanced degree or certification in public administration, HR, or related fields is preferred.
- At least **five (5) years** of progressive experience in public sector HR or administration, with **two (2) years** in leadership.
- Knowledge of employment law, HR best practices, and public governance.
- Excellent interpersonal and written communication skills—confident presenting in public forums.
- Tech-savvy and data-minded—comfortable using HRIS and Microsoft Office tools to drive results.
- A commitment to equity, accountability, and continuous improvement in government services.

### Why Texas Township?

Texas Township is one of Southwest Michigan's most desirable communities, known for its vibrant growth, high-quality services, and strong connection with residents. When you join our team, you will be part of a culture that values:

- Strategic thinking and innovation
- Community engagement and transparency
- Professional development and work-life balance
- Hybrid work flexibility and a mobile device stipend
- A supportive team that shares your passion for public service

### Schedule & Benefits

- **40 hours/week**, with occasional evenings and weekends for meetings or events
- **Hybrid work opportunities** available to support work-life balance
- Comprehensive **health benefits, retirement contributions, and paid time off**
- Stipend for **mobile phone**



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### Application Instructions

In lieu of a traditional cover letter, applicants are asked to submit a **brief video (no more than 5 minutes)** introducing themselves and explaining why they are the ideal candidate for the Deputy Superintendent role. Your video should highlight your leadership experience, passion for public service, and what makes you uniquely suited to serve the Texas Township community.

#### **Application Deadline: Friday May 30 at Noon**

Submit your **résumé and video** to: [superintendent@texastownship.org](mailto:superintendent@texastownship.org)

Videos may be submitted as a file attachment or shared via a private video link (e.g., YouTube or Vimeo).