



Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Joseph W. Colaianne, Trustee
Matthew J. Germane, Trustee
Glenn E. Harper, Trustee
Joseph M. Petrucci, Trustee

November 13, 2017

EMPLOYMENT NOTICE

Project Coordinator

Want to contribute to the strategic vision of a growing community? You'll be responsible for assisting the Township Manager in pursuit of organizational goals. You'll have the opportunity to manage projects, analyze data and create reports. You'll have experience and/or education in local government, project management or a related field. Send your résumé **by November 29, 2017**, to Hartland Township Manager, 2655 Clark Road, Hartland, MI 48353 or go to our website for more information: www.hartlandtwp.com
EOE/ADA

Hiring Range: \$16.95/hour – \$19.94/hour DOQ (Pay Grade Maximum: \$22.94/hour)

Hartland Township
JOB DESCRIPTION

Title:	Project Coordinator	Effective:	04/01/2015
Employment:	Regular, Full-Time	Reports To:	Township Manager
FLSA Status:	Non-Exempt	Pay Grade:	5

Responsibilities

- Assists the Township Manager in a variety of administrative, analytical and project management work in support of daily and strategic activities of the Township.
- Assists partner organizations with the planning and hosting of community events.
- Compiles and communicates project status reports, meeting agenda's, meeting summaries, and other documents needed to in support of Township Manager, Departments Heads and Board of Trustees.
- Keeps records of departmental activities and prepares professional documents using best practices for desktop publishing, for submission to a variety of agencies and Township administration.
- Ensures records, reports, correspondence and other documents are timely prepared and properly maintained.
- Assists in the preparation of budget and purchase requests as well as overseeing the purchase of supplies and equipment in the Managers' office.
- Support the Township with its public and formal meeting process, from agenda preparation through approval and decision workflow and public information dissemination.
- Directs, schedules and coordinates activities for the cable operators and cable channel broadcast.
- Performs any other reasonable activities as required by the Township Manager.

Requirements

- Knowledge of project management principles and techniques.
- Knowledge of general office operations and clerical and secretarial procedures and practices.
- Knowledge, skill and manual dexterity for using a computer and job-related software.
- Knowledge and skill in the use of common office equipment.
- Knowledge of human relation techniques, using tact, patience and courtesy.
- Ability to prioritize multiple tasks, maintain attention to detail and work efficiently with deadlines and changing priorities.
- Ability to design, develop, edit, and disseminate communication and professional documents.
- Ability to establish and maintain effective working and communicative relationships.
- Associates Degree in related field.
- Three years of project management experience.