



**ST JAMES TOWNSHIP, CHARLEVOIX COUNTY, BEAVER ISLAND
JOB POSTING FOR A TOWNSHIP ASSISTANT
PARTTIME POSITION
TWO-WEEK POSTING: APRIL 12 THROUGH APRIL 26 2024**

**POSTING FOR A PARTTIME POSITION WITH ST JAMES TOWNSHIP FOR A
TOWNSHIP ASSISTANT
TO PERFORM AMINISTRATIVE, PLANNING, AND ZONING ASSISTANCE**

Who we are: St James Township is a community located on the northern portion of Charlevoix County's Beaver Island Archipelago. The township's jurisdiction includes the northern portion of Beaver Island and the area's outer islands. The main outer islands are Garden and High Islands. Township government activities focus on our unique sense of place, being a walkable community and protecting unusual natural features and open spaces that attracts people to St James Township that makes us a special place to visit and reside.

This unique place was formed by our history of Anishinabek, Native Americans, a Mormon kingdom, and Irish immigrants, followed by other early residents. Year-round, seasonal residents, and island visitors now make up our community. The township includes the unincorporated community of St James which is located around Beaver Harbor. We operate two marinas on the harbor, a modern campground, a sewer, and several parks and trails, some on Lake Michigan and others inland.

As a township government, we collaborate with many federal, state, tribal, county, and local agencies, island organizations, consultants and contractors, plus our residents and visitors. The township board uses a strategic plan to focus our vision based on multiple guiding plans. Two key guiding plans are the township's master plan, which guides short and long-term growth and our capital improvement plan which guides our township projects over a six-year period. This work is developed through two internal committees, the Public Works, Health & Safety Committee and the Finance & Administration Committee.

The board works with the St James Township Planning Commission, an appointed advisory body that is responsible for the development of the township's master plan and zoning ordinances, as well as the review of development proposals. We administer the zoning ordinances through the position of Zoning Administrator, who issues and enforces permits which are required for projects involving land use in the township. Some permits require planning commission or zoning board of appeal approval.

Through property taxes, and in partnership with Peaine Township, we provide funding to and therefore, support/serve on commissions, committees, and boards involving the Beaver Island Rural Health Center, the Emergency Services Administration (BIEMS and BIFD), the Beaver Island Airport Commission, the Transfer Station/Recycling Center (Waste Management Committee). The Joint Telecommunications Advisory Committee reports to both boards. The Beaver Island Transportation Authority, established to form a transit system, consists of five board members appointed by the township.

What this job is about: The township is looking for a parttime employee who is skilled in assisting the township supervisor in performing the following:

- **Community Engagement:** Assist the supervisor in developing and communicating important messages and presentations prepared for forums, public hearings, and other meetings. Use broadband and other communication resources (e.g., WVBI, Northern Islander) to share the story of the township with our public and township collaborators through our website (stjamestwp.org), social media sites, local postings including with the local radio station and newspaper.

- **Community Funding:** Develop grant applications, and if/when awarded, manage the grant documentation.
- **Planning:** Assist the township supervisor with the research, development, and operations of township plans (township strategic plan, hazard mitigation plan, emergency operations plan, and the lighthouse plan and operations) and assist the planning commission with research and development of commission products and available training (master plan and zoning ordinances). Assist the Natural Resources and Recreation Coordinator (a new under-development position) with the development and operations of the Harbor, Parks, and Recreation Plan and related grants.
- **Zoning:** Assist the zoning administrator, and when applicable, the planning commission and/or the zoning board of appeals, with zoning applications – their development, approval, and enforcement.

Where this job is located: The position is based on Beaver Island year-round. We are a small but engaged community with important stories that need personal interaction to develop and deliver our message within our government team and throughout our community regarding general township government operations, grant writing, and planning and zoning administration.

Expected essential skills: The parttime employee is to demonstrate their work in:

- the communication industry, use of PowerPoints, social media, websites, and other communication formats.
- any grant writing experience, if there is limited experience in this area, there will be training and experience to develop this expertise.
- planning and zoning, if there is limited experience in this area, there will be training and experience to develop this expertise.

How this position is funded: This parttime position is for 16 hours of work a week – an average amount based on our fiscal year (April 1 through March 31), likely with more hours in the summer than in the winter. The salary is \$18,304/year (or \$22/hour) and is paid monthly at a 1/12th rate. Benefits are not included. The position will continue in future fiscal years subject to available funding, continuing communication and grant needs, and continuing need for assistance with township planning and zoning, as well as acceptable performance. A three-month performance plan and evaluation will be implemented at the start of employment. Annual performance reviews will be completed in the last quarter of the fiscal year.

Contact and application information: Interested candidates are encouraged to complete the attached application form and submit the completed form with a cover letter and a resume to: Bobbi Welke, Supervisor of St James Township at: supervisor.stjamestwp.bi@gmail.com.

It is the policy of St James Township to grant equal employment opportunity to all qualified person without regard to race and traits historically associate with race, color, sex, sexual orientation, gender identity or expression, pregnancy and childbirth and related medical conditions, religion, national origin, age, marital status, veteran status, height, weight, disability, genetic information, and any other characteristic protected by applicable law. It is the intent and desire of the Township that equal employment opportunities are provided in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.