

DRAFT
APPLICATION FOR MERIDIAN TOWNSHIP TREASURER
CANDIDATE QUESTIONNAIRE

Please return this application along with your resume, cover letter and three (3) references to:

JOYCE MARX, HUMAN RESOURCES DIRECTOR
MERIDIAN TOWNSHIP MUNICIPAL BUILDING
5151 MARSH ROAD
OKEMOS, MICHIGAN, 48864

Completed applications must be received by 4:00 P.M. Wednesday, November 14, 2018. We prefer applications to be emailed to marx@meridian.mi.us . **Incomplete applications will be disqualified.**

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 10:00 AM, on November 17, 2018, and to begin training with Treasurer Brixie, starting on November 26, 2018. Please confirm that you are available to assume the position of Treasurer of The Charter Township of Meridian on a full-time basis, 8:00 AM to 5:00 PM, Monday through Friday, in addition to participating in after and/or before work hours meetings and responsibilities, beginning on December 10, 2018.
2. Please share your experience and/or training in municipal finance, including your knowledge of the duties of the position of township treasurer.
3. Please share your community activities and volunteerism in the community over the past 5-10 years.
4. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review. Please share with us your experience with, and understanding of, the aforementioned responsibilities.

5. The position of township treasurer is an elected position, and the holder of the office must reside within the township. How long have resided in Meridian Township?

6. Have you ever served on a Board or Commission for Meridian Township? Please be specific.

7. Have you ever served as an elected official? Please be specific.

8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Treasurer's position.

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Process for Appointing a New Township Treasurer

November 8 Board meeting:

Board accepts Treasurer resignation, with an effective date.

Board adopts Supervisor's proposed process for appointment of replacement.

Board schedules a special meeting for Saturday, November 17, at 10:00 AM.

Process for naming the new Treasurer:

On November 8 the Board announces the vacancy and requests that interested individuals submit a letter of interest, with a resume and 3 professional references by Wednesday, November 14 at 4:00 PM. Applications must be physically on file with the office of Joyce Marx, HR Director, by that time to be considered.

On November 8 the Supervisor appoints a three member review committee, consisting of the Supervisor and Trustees Opsommer and Jackson to review the applications.

On November 9 the vacancy and the application process and deadlines are noticed to the public by staff.

On November 14 each committee member is provided with copies of the filed candidate applications.

On November 15 the committee meets to reduce the number of applicants to no more than 3. The applications of the finalists are included in the Board Meeting packet for the November 17 special meeting of the Board.

At its November 17 special meeting the Board interviews the finalists and makes a final decision. Staff offers the position to the selected individual.

On November 26 the newly chosen treasurer begins to train with Treasurer Brixie.

The new treasurer is sworn in on the effective date of Treasurer Brixie's resignation.