



# Saginaw Charter Township

*Established 1831*

## SAGINAW CHARTER TOWNSHIP

### Job Announcement

#### Project Manager

Salary Range: \$71,593.60 - \$79,019.20

(W/Excellent Fringe Benefits)

Saginaw Charter Township, a municipality of approximately 42,000, is seeking a full-time employee to fill the position of Project Manager. Saginaw Charter Township is the hub of Saginaw County, and an integral member of the Great Lakes Bay Region. Located in the heart of the Lower Peninsula, Saginaw Township is only a 30-minute drive from Lake Huron.

The Project Manager will perform essential duties while assisting the Township Manager. This position will be asked to focus on long-term planning initiatives, grant writing, policy writing, and various other functions. A key ability will be to demonstrate the upkeep of confidential records while performing various duties.

Required knowledge, skills and abilities for this position include: a Bachelor's degree in public administration, business, business administration or a related field; five years of progressively responsible experience in either a managerial or departmental municipal setting; personnel experience; and technical / professional writing skills.

Please submit job application, and résumé to the Township Manager's Office located at 4980 Shattuck Road, Saginaw, MI 48603 or [brombalski@saginawtownship.net](mailto:brombalski@saginawtownship.net). Application materials may be found online at [www.Saginawtownship.org](http://www.Saginawtownship.org) and then selecting the "I want to..." section on the top ribbon of the homepage. The job will be posted under the "Apply for a Job" section. Full job description will also be listed at that location.

Please have all materials submitted by 5:00pm, Friday, November 10<sup>th</sup>.