

**CHARTER TOWNSHIP OF OXFORD
BOARD OF TRUSTEES SPECIAL MEETING**

NOTICE AND AGENDA

Date: Tuesday, May 20, 2025

Time: 6:30 p.m.

Place: Oxford Township Meeting Room
300 Dunlap Road, Oxford, MI 48371

1. Call to Order
2. Respects to the flag
3. Noting of roll
4. Approval of the agenda
5. Public comment on items not on the agenda
6. Board of Trustees Comments
7. Unfinished Business
 - a. Trustee Candidates Interviews and Appointment – Supervisor Curtis
 - i. Emily C. Busch
 - ii. Patti Durr
 - iii. Allison Gorman
 - iv. James N. Lopiccolo
 - v. Paul Schapira
 - vi. James Sommers
 - b. Committee Appointments for New Trustee – Supervisor Curtis
 - c. Job Descriptions – Clerk Wright
8. New Business
9. Public Comment
10. Board of Trustees Comments
11. Adjournment

The Charter Township of Oxford will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing. Individuals with disabilities requiring auxiliary aids or services shall contact the Charter Township of Oxford, by writing or calling Curtis W. Wright, Township Clerk at 248-628-9787 as soon as possible to allow the Township sufficient time to have available the aids and services.

Charter Township of Oxford Clerk, Curtis W. Wright
300 Dunlap Road, Oxford, MI 48371 (248)628-9787

Oxford Cable Commission re-broadcasts of Oxford Township Board Regular Meetings are on Wednesdays at 7:00 p.m.

Date: May 20, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Trustee Vacancy Interviews and Appointment

Dear Board Members:

With the resignation of Jeffrey Omtvedt, the vacant Trustee position must be filled by the Oxford Township Board within 45 days of acceptance of the resignation. *(The resignation was accepted at the April 9, 2025 Oxford Township Board Meeting.)*

A Notice was published in the Oxford Leader requesting interested Oxford residents to apply in person. *(A copy of the Notice is attached.)*

Seven (7) residents applied.

Ronald Meyer has submitted a withdrawal letter for consideration.

The remaining Trustee candidates will be interviewed in alphabetical order:

- **Emily C. Busch**
- **Patti Durr**
- **Allison Gorman**
- **James N. Lopiccolo**
- **Paul Schapira**
- **James Sommers**

A copy of each Trustee candidate's letter of interest and resumé is attached for your review.

Following the interviews, the Township Board **must** make an appointment to fill the Trustee position.

The following PROPOSED motion is for your consideration:

I move to appoint _____ to the Charter Township of Oxford Board of Trustees to serve as a Trustee for the term of office that expires upon the certification of the November 2026 mid-term election by the Board of Canvassers.

PUBLIC NOTICE
Because the People Want to Know
OXFORD TWP.

**OXFORD TWP.
CHARTER TOWNSHIP OF OXFORD
COUNTY OF OAKLAND, MICHIGAN
NOTICE**

**LETTER OF INTEREST
AND RESUMÉ FOR
TOWNSHIP TRUSTEE**

The Charter Township of Oxford is accepting Letters of Interest and Resumés from interested candidates for the appointed office of Township Trustee for the Charter Township of Oxford, County of Oakland, Michigan with the term of office expiring upon certification of the November 3, 2026 election by the Board of Canvassers.

The Letter of Interest and Resumé shall be submitted in person to the Oxford Township Office located at 300 Dunlap Road, Oxford, MI 48371 to the attention of the Clerk on or before 4:00 p.m. Wednesday, May, 7, 2025.

QUALIFICATIONS: Must be a resident of Oxford Township (including the Village of Oxford) and possess the qualifications of a qualified elector of Oxford Township.

Any inquiries can be directed to the Oxford Township Clerk at 248-628-9787, ext. 108.

Curtis W. Wright, Clerk
Charter Township of Oxford
Publish in Oxford Leader:
April 16, 2025 and April 23, 2025

Emily C. Busch

Emily C. Busch

Oxford Township Board — Township Trustee

Contact

Emily C. Busch
97 Dennison Street
Oxford, Michigan
48371

May 7, 2025

Oxford Township Board of Trustees
300 Dunlap Road
Oxford, Michigan 48371

Dear Members of the Oxford Township Board,

I'm writing to express my interest in the open Trustee position. I've lived in Oxford for nearly 20 years — first on West Street, now on Dennison — and while I've always loved this community, it wasn't until after the tragedy at Oxford High School that I was asked by members of our town to step up and serve. That call changed everything. Since then, I've run for office twice and devoted myself to public service rooted in truth, transparency, and compassion.

In all my years here, a Democrat has never been elected or appointed to the Township Board. Not once. And while local government should rise above partisanship, we also know the political reality in Oxford: a Democrat likely couldn't get elected to this board. That's what makes this appointment so important — it's a rare opportunity to ensure a more balanced perspective by appointing a qualified resident whose views and values reflect a broader swath of the community. We don't have to agree on everything, but we do have to be willing to sit at the same table, listen, and lead with respect for all of Oxford's residents.

I was raised in a conservative home, and many of those values shaped my early life. But life has taught me something bigger: it's not Democratic or Republican values that matter most — it's human values. I believe in decency, service, and fairness. I've also seen firsthand how both major parties in Washington can lose sight of the people they were elected to serve. That's why I believe local government is so critical. It remains one of the few places where people still have a fighting chance to be heard — and where we can most directly protect, uplift, and support those who need it most.

Professionally, I bring experience in business development, strategic leadership, negotiation, and public speaking. I hold a Master's in Management, Strategy, and Leadership from Michigan State University and have built my career around critical thinking and results. Personally, I bring the lived experience of a working mom who raised her son through the Oxford school system — and the grit of someone who stepped forward when it would've been easier to stay quiet.

It would be an honor to serve the community that shaped me and my son. I'm ready to lead with empathy, integrity, and the determination to put people before politics.

Sincerely,



Emily C. Busch

Emily C. Busch

Oxford, Michigan 48371 • 734-649-1689 • emilyclaire.busch@outlook.com



Political & Community Leadership | Sales & Business Strategy | Public Speaking & Advocacy

KEY STRENGTHS & COMPETENCIES

- **Leadership & Team Building** – Led high-performance teams in business and political settings; mentored emerging leaders and campaign volunteers.
- **Community-Centered Strategy** – Applied strategic planning in both business and civic campaigns to meet real-world community needs.
- **Public Service & Advocacy** – Ran for office twice; advocated for equitable policy, community safety, and accessible local resources.
- **Fact-Based Decision Making** – Leveraged data analytics and CRM systems to inform strategic choices and prioritize efficiency.
- **Strategic Communication & Public Speaking** – Engaged diverse audiences, from town halls and trustee forums to corporate boardrooms.

PROFESSIONAL EXPERIENCE

MICHIGAN RESISTANCE COALITION, Michigan

02/2024 to
04/2024

ORGANIZER

- Organized and mobilized 35+ nonprofit organizations and 2,200+ grassroots activists across the great state of Michigan to plan and attend resistance actions in protest of the current regime in DC
- Rapidly developed expertise in coordination, press communications, networking, protest planning, and organizing with minimal training, effectively executed advocacy efforts and ensured event safety

RED, WINE & BLUE, Cleveland, OH

08/2024 to
11/2024

ORGANIZER – SEASONAL GOTV

- Organized and led voter engagement efforts, built stakeholder relationships, and collaborated with coalitions to drive turnout
- Managed territory, planned events, utilized CRM tools, and successfully increased voter turnout in the 2024 election

NOBEL BIOCARE USA LLC, Yorba Linda, CA

01/2021 to
04/2023

SENIOR TERRITORY MANAGER

- Developed and executed sales plans, providing technical support for implant-based dental restoration products
- Managed a \$2.2M territory, achieving 10% annual sales growth and consistently exceeding sales goals
- Supported deal approvals, issue resolution, and team management while serving 200+ dental professionals in metro Detroit

02/2019 to
01/2021

NEW CUSTOMER DEVELOPMENT SPECIALIST

- Developed and executed a sales plan for new customer acquisition, driving growth across 13 states for 29 territory reps
- Mentored and led sales representatives in prospecting using social learning theory, strengthening sales strategies
- Established key relationships, closed deals, and drove 18% revenue growth, increasing sales from \$1.85M to \$2.18M

MIOTECH ORTHOPEDIC GROUP, Holt, MI05/2018 to
02/2019**SALES REPRESENTATIVE**

- Marketed and provided technical support for orthopedic bracing solutions, optimizing territory performance across central and northeast Michigan
- Analyzed sales data to identify key opportunities, driving success and ranking #3 out of 249 sales reps nationwide in 2018
- Trained and managed 2 associate sales reps and 3 orthotic fitters across major orthopedic practices in Mid-Michigan

ACE SURGICAL SUPPLY, A HENRY SCHEIN COMPANY, Brockton, MA06/2016 to
05/2018**TERRITORY MANAGER**

- Drove sales growth and account penetration in a new surgical territory, selling and supporting dental implants, bone grafting materials, and capital equipment
- Cultivated key client relationships, conducted capital equipment assessments, and consistently exceeded sales targets
- Ranked #3 nationwide in 2017 and earned multiple accolades, including Circle of Excellence, Pinnacle Club, and Road to Paradise

HENRY SCHEIN DENTAL, INC., Melville, NY02/2014 to
06/2016**SURGICAL SALES CONSULTANT**

- Led field sales activities and developed a new surgical territory to drive growth in dental implants and capital equipment
- Designed and implemented strategies to acquire new clients and consistently exceed sales targets
- Achieved 125% of quota in 2014 and 113% in 2015, earning promotion to Territory Manager for top performance

CAMPAIGN EXPERIENCE**EMILY BUSCH for CONGRESS, Rochester Hills, MI**04/2023 to
08/2024**CANDIDATE**

- Led a full-time, staffed campaign with 10 consultants, raising over \$500,000 across five FEC reporting quarters to support initiatives and outreach
- Secured endorsements from nine national PACs and social welfare organizations
- Delivered speeches and participated in forums to advocate for key platform issues, including gun violence prevention, reproductive freedoms, and workers' rights
- Partnered with national organizations to promote gun violence prevention and advance policy awareness and action

EMILY BUSCH for STATE REPRESENTATIVE, Oxford, MI03/2022 to
11/2022**CANDIDATE**

- Led a part-time grassroots campaign, engaging constituents and mobilizing volunteer support
- Successfully raised \$23,000 in campaign contributions and earned endorsements from diverse organizations
- Represented my platform and values by delivering speeches at campaign events and advocating for candidates statewide on the Michigan ballot

EDUCATION

Master of Science in Management, Strategy and Leadership, Michigan State University, East Lansing, MI 2022

- Member of the Phi Kappa Phi Honor Society



Bachelor of Arts in Biology, Minor in Psychology, Indiana University, Bloomington, IN

Patti Durr

To: Clerk of Oxford Township

From: Patti Durr, Candidate

957 Maloney Avenue

Oxford, MI. 48371

Date: April 10, 2025

Re: Letter of Interest in the Vacant Trustee Position

Resume (attached)

This is my formal "Letter of Interest" in taking the vacant Trustee position.

I served as a Trustee in Oxford Township for two (2) terms being elected by the voters. I am currently on the Planning Commission and Ordinance Review Boards.

I am a member of the Oxford Addison Youth Assistance along with assisting the Oxford Village Police Department in a Clerking capacity.

I know very well the tasks of being a Trustee. I very much enjoy serving my community.

Thank you, 

Patti Durr, Candidate

Pattidurr@sbcglobal.net

248-891-5896

TRUSTEE POSITION FOR OXFORD TOWNSHIP

I AM APPLYING FOR THE VACANT TRUSTEE POSITION. I HAVE SERVED TWO (2) PRIOR TERMS AS AN ELECTED TRUSTEE, 2012-2020.

AREAS OF EXPERTISE

- | | | |
|-------------------------|-------------------------------|-----------------------------|
| ✓ Office Administration | ✓ Documentation Adherence | ✓ Public Sector |
| ✓ Accounts Payable | ✓ Project Management | ✓ Regulatory Compliance |
| ✓ Accounts Receivables | ✓ Team Building & Development | ✓ Cost Analysis of Services |
| ✓ Process Improvements | ✓ Government Procurement | |
-

SELECT ACHIEVEMENTS & PROJECTS

- Restructured the Building Department and Planning/Zoning providing Reliability, Responsibility, and Resourceful Tools to meet a large development approval in less than 45 days.
 - Restructured the operations of the Building Permit Department, providing remote inspections and streamlining coordination.
 - Implemented the BS&A system for Building, connecting all cross-functional departments and bolstering greater communication between personnel.
 - Served an integral role in developing a dynamic, long-term parcel filing system to maintain appropriate records and statistics.
-

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

Office Management:

- Served in a highly multifaceted role, navigating a fast-paced, office position to provide management support in a multitude of cross-functional departments.
- Support the Pharmacist in stocking, assembling, and distributing medications.
- Liaison between health care providers and patients.
- Responsible for multiple departments bank deposits.

Departmental Administration:

- Served as the Purchasing Agent, purchasing all supplies, reserving continuing education, upgrading office hardware, and maintaining documentation and integrity of memberships.
- Partnered closely with a multitude of Oakland County, Lapeer County, City of Lapeer, Oxford Township, and the State of Michigan governmental entities.
- Enforced all Township ordinance and zoning regulations, investigating potential violations and subsequently explaining to offenders to nature of the offence, actions to be undertaken to maintain compliance, and work to obtain voluntary compliance.
- Managed and supervised the resources of the Building Department, reviewing or inspecting plans, enforcing and providing guidance on applicable codes, and administering the permitting function.
- Acted as the staff support to the Planning Commission, Township Board, and Zoning Board of Appeals; additionally, performed general administrative duties, developed proposed yearly budget for the department, and prepared necessary reports and information.
- Served as the Recording Secretary for the Oxford Addison Youth Assistance and committee meetings, documenting and reporting on meeting minutes and disseminating information to appropriate parties.
- Handled cash and balanced cash drawers to the receivable's ledger.
- Process loan applications, payments, and sales with multiple financial institutions.

Additional Administrative Support & Management:

- Provided assistance to the Township Building Official in composing, editing, and distributing written materials on behalf of the township, including, articles for publication, correspondence, and informational pamphlets.
- Supported the Clerk/Deputy Clerk in compiling documents, information, and additional requests in regard to the Freedom of Information Act (FOIA), including, outgoing requests to entities and agencies.
- Assistant in answering telephone and personal contacts as needed; additionally, performed supply management, correspondence, and meeting minutes.

Team Leadership:

- Promoted and led teamwork to complete a multitude of substantial projects, including large mail projects, events, volunteer initiatives, and the opening of a new building.
- Implemented and oversaw on-site tablets for inspectors, enabling accessibility of remote work and eliminating unnecessary travel.
- Maintained files on building construction of large major projects.

Community Engagement & Support:

- Operated as a primary point of contact for all related inquiries in regard to policies, services, and practices, responding to inquiries or complaints, acting as liaison between the company/Township, citizens, news media, and additional governmental agencies and municipal professionals.
- Attended community and governmental meetings, serving as the liaison to local service clubs, nonprofit organizations, charities, veterans' groups, senior citizens groups, churches, and other community organizations.
- Responded to changing regulations and policies in regard to municipal management through professional materials, educational seminars, information sharing, and meeting attendance.

EDUCATION

High School Diploma - Edwin Denby High School, Detroit, Michigan
Pharmacy Technicians University

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

How to Become a Better Communicator - *Skill Path Seminars*
Multiply Education Seminars - *Department of Education, Michigan Townships Association*
Integrated Office Skills and Various Bookkeeping classes - *Oakland University*
Access 97 - Level 1 - *New Horizons* | Outlook 2000 - Level 2 - *New Horizons*
BS&A Training
Notary Public - *Oakland County, Michigan*

AFFILIATIONS & VOLUNTEERISM

Oxford Addison Youth Assistance | Oxford Board of Trustee
Michigan Association of Planning | Michigan Township Association
Michigan Society of Planning | Fisher Theater - *Volunteer Usher*
International Code Council | No Haz Consortium - *Volunteer*
Work in the Oxford Village Police Department as a Clerk (part-time)

WORK HISTORY

RETIREED	MARCH 24, 2023
Wally Edgar Chevrolet - Lake Orion, MI <i>Accounts Receivable</i>	2016 - 2023
Kroger Pharmacy - Lake Orion, MI <i>Pharmacy Technician</i>	2015 - 2017
Oxford Township Board of Trustee Two (2) terms	2012-2020
City of Lapeer - Lapeer, MI <i>Office Manager/Building Department</i>	2008 - 2014
Charter Township of Oxford - Oxford, MI <i>Administrative Assistant - Building Department</i>	1995 - 2008

Allison Gorman

Allison Gorman
Oxford, MI
mrsallisongorman@gmail.com | 248-733-3541

Oxford Township
300 Dunlap, Oxford MI 48371
5/7/25

Dear Oxford Township Selection Committee,

I am writing to express my enthusiastic interest in serving as a Trustee for Oxford Township. As a proud graduate of nearby Lake Orion High School and a newly rooted resident of Oxford, I bring both hometown heart and professional expertise to the table.

My husband and I made the decision to move to Oxford to be close to our niece and nephew who live in Lake Orion and are both on the autism spectrum. Being nearby allows us to support our family, and in doing so, we've found ourselves deeply connected to and inspired by this community. We've fallen in love with Oxford's energy, its commitment to families, and its natural charm.

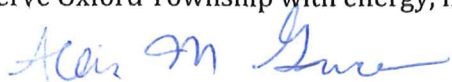
As a small business owner of nearly a decade and the broker/owner of Gorman Real Estate Collective, I've gained invaluable experience in operations, fiscal responsibility, and public-facing service. My career has always been rooted in helping people—from finding the right home to navigating life transitions—and I see civic service as a powerful extension of that mission.

Beyond business, I am committed to meaningful community involvement. I serve on the boards of both Leadership Oakland and the Troy Chamber of Commerce, where I help shape programs that strengthen local leadership and economic development. I also created the Paws and Share Haus Pet Box, a take-or-leave pet supply pantry modeled after little free libraries, to support local pet owners in need—one small way of encouraging neighborly connection and care.

I believe the role of Township Trustee requires more than governance—it requires a heart for service, a vision for the future, and a track record of action. My background in business, leadership, and education—paired with my love for this community—makes me confident I can contribute in a meaningful, collaborative way to Oxford's continued growth and vibrancy.

Thank you for considering my application. I would be honored to give back to a community that has already given my family so much. I welcome the opportunity to discuss how I can

serve Oxford Township with energy, integrity, and commitment.



Warm regards,
Allison Gorman

Allison Gorman

Oxford, Michigan | mrsallisongorman@gmail.com | 248-733-3541 | [LinkedIn:](https://www.linkedin.com/in/allison-gorman-328ba5b)
<https://www.linkedin.com/in/allison-gorman-328ba5b>

Professional Summary

Community-Focused Business Leader | Real Estate Broker | Board Member | Advocate for Inclusion & Local Engagement

Dedicated and experienced small business owner with a strong track record of community leadership and civic involvement. A proud Lake Orion High School alumna, now rooted in Oxford to be near family, I am passionate about supporting inclusive, thriving communities. Founder of the "Paws and Share Haus Pet Box," a community resource inspired by mutual aid principles. Serving on the boards of both Leadership Oakland and the Troy Chamber, I bring over 9 years of entrepreneurial experience, deep knowledge of local development, and a collaborative approach to problem-solving. I'm committed to helping Oxford shine—fiscally, socially, and sustainably.

Experience

Gorman Real Estate Collective – Clawson, MI

Broker/Owner/Realtor | Dec 2021 – Present

Lead broker of independent real estate collective specializing in residential home sales throughout Oakland County and beyond. Known for delivering concierge-level customer service and strategic guidance. Manage operations, marketing, and client experience. Helped buyers and sellers navigate over \$20 million in residential transactions.

Shain Park Realtors – Birmingham, MI

Licensed Realtor | Nov 2018 – Feb 2022

Specialized in mid-range to luxury residential real estate. Contributed to record-breaking sales performance, including representation of top luxury listings.

Re/Max Vision Realty Inc. – Huntington Woods, MI

Realtor | Nov 2015 – Nov 2018

Residential sales agent providing full-service support for both buyers and sellers.

Northwood University – Troy, MI

Associate Director of Admissions | Sept 2014 – Apr 2016

Led MBA admissions and community outreach for the Troy Campus. Managed networking and recruitment events.

Dorsey Schools – Multiple Locations, MI

Managing Director/Corporate Director/Admissions Rep | 2009 – 2014

Served in multiple leadership roles. Directed daily campus operations and corporate training across the admissions department.

Education

Cornell University

Women's Entrepreneurship Certificate | 2021

American Public University

MBA, Business Administration & Management | 2013 – 2015

Kaplan University

MBA, Marketing | 2009 – 2010

Michigan State University

BA, Theatre | 1999 – 2003

Lake Orion High School

High School Diploma

Leadership & Community Involvement

- Board Member, Leadership Oakland
- Board Member, Troy Chamber of Commerce
- Founder, Paws and Share Haus Pet Box (Oxford, MI)
- Leadership Oakland Class 26 President

Skills & Certifications

- Real Estate Broker (State of Michigan)
- Pricing Strategy Advisor (PSA) Certification
- Event Planning, Community Engagement, Customer Service

James N.
Lopiccolo

James N. Lopiccolo, CPA, CGMA

1305 Fountain View Court
Oxford, MI 48371
(586)212-5839

April 30, 2025

Jack Curtis, Supervisor
Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371

Subject: Letter of Interest - Township Trustee Position

Dear Supervisor Curtis

I am writing to express my strong interest in the open Township Trustee position. As a resident of this Township for over 20 years, I have a deep appreciation for our community and a strong desire to contribute to its continued well-being and progress.

Over the years, I have actively sought opportunities to serve and lead in various capacities. Notably, I dedicated the last 11 years as board member to the Michigan Association of Certified Public Accountants (MICPA), culminating in the privilege of serving on the Executive Committee for the past five years, including a term as Chairman of the Board. This experience has provided me with invaluable insights into strategic planning, financial oversight, collaborative decision-making, and effective governance all skills I believe would be directly beneficial to the Township Board.

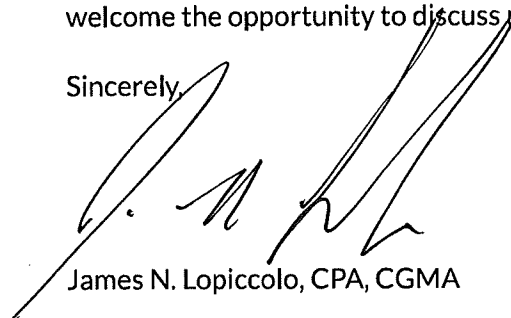
Furthermore, my 10 years of service on our local Homeowners Association has given me a firsthand understanding of the issues and opportunities that are important to our residents at the neighborhood level. This experience has honed my ability to listen to diverse perspectives, facilitate constructive dialogue, and work towards solutions that serve the best interests of the community.

I am confident that my long-standing commitment to this Township, coupled with my extensive leadership experience on both a professional and local level, makes me a well-qualified candidate for this role. I am eager to bring my skills, dedication, and passion for our community to the Township Board of Trustees and contribute to its important work.

I understand that you will be conducting interviews on May 14. I will be in Washington DC for business that day, but would make myself available virtually if so desired.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss my qualifications further.

Sincerely,



James N. Lopiccolo, CPA, CGMA

JAMES N. LOPICCOLO

CPA, CGMA

James N. Lopiccio, CPA, CGMA

Oxford, MI

C: 586.212.5839 / O: 248.564.1410

james@capocore.com

Professional Summary

Managing Member & Founder of Capocore Professional Advisors and Certified Public Accountant (CPA) with extensive experience in financial management, strategic planning, and community engagement. Proven ability to develop and implement long and short-term strategic plans, financial forecasts, tax planning, and cash requirements. Expertise in working with stakeholders to secure financing, conducting due diligence, preparing financial statements and cash flow projections, and managing budgets. Active in legislative discussions at the state and local levels, advocating for sound financial practices. Experienced in evaluating new trends, testing products, and providing feedback for increased effectiveness and efficiency.

Key Skills and Qualifications

- **Financial Management:** Expertise in preparing financial statements, budgeting, forecasting, capital planning, cost analysis, and cash management. Experienced in reducing accounts payable and implementing cost accounting systems.
 - **Strategic Planning:** Proven ability to develop and monitor long and short-term strategic business plans. Experience in working with stakeholders to achieve common goals.
 - **Community Engagement:** Active involvement in local organizations, including serving on Boards of Directors and Committees. Experience in legislative discussions and community outreach.
 - **Advocacy and Leadership:** Demonstrated ability to advocate for key issues and lead task forces to achieve organizational objectives. Experience in educating stakeholders and increasing awareness.
 - **Problem Solving and Analysis:** Skilled in identifying key performance indicators (KPIs), analyzing financial data, and developing customized solutions.
-

Education

Walsh College / Bachelor of Accountancy

April 1998 TROY, MI

Awards, Accreditations and Memberships

Certified Public Accountant (CPA) & Chartered Global Management Accountant (CGMA)

Member of American Institute of CPAs (AICPA)

Member of Michigan Association of CPAs (MICPA)

Director and Past Chair of the Board, MICPA

2021 MICPA Impact Award Winner

2020 Business Person of the Year Award (Lake Orion)

Past Director and Treasurer of the Orion Chamber of Commerce

Professional Experience

- Evaluated cost accounting for a business and created policies and procedures for increasing margins which reduced accounts payable from more than \$900k to less than \$200k over one year, demonstrating fiscal responsibility and efficient resource management.
- Developed a homeowner's association budget with the goal of maintaining the cost of dues by evaluating expenditures and determining project timelines, showcasing experience in managing budgets and planning projects within financial constraints.
- Advanced strategic initiatives by educating local legislators about the MICPA's overall mission and services, highlighting advocacy and engagement with local government processes.
- Increased member awareness and supported MICPA advocacy by leading and supporting the Small Practitioners Task Force, demonstrating leadership and community outreach skills.
- Identified the needs of small firms and channeled that information into developing an effective value proposition, illustrating the ability to understand community needs and translate them into actionable plans.
- Educated companies about sponsorship opportunities such as trade shows with over 1,500 attendees and supported social networking events, showing experience in community building and event management.
- Maintained a positive reputation by being responsive to customer needs and questions, delivering a good product at a fair price, giving back to the community by sponsoring events, and participating in chamber of commerce activities, emphasizing commitment to community service and accountability.
- Worked with partners and executives to develop a vision, mission, and values for several firms, indicating experience in collaborative leadership and strategic direction.

Employment

Capocore Professional Advisors / CPA and Owner
2017 to Present | LAKE ORION, MI

The Henry Group / CPA and Shareholder
2011 to 2017 | TROY, MI

Lopiccio & Associates PLLC / CPA and Owner
2010 to 2013 | TROY, MI

Kopchick & Company, PC / CPA and Shareholder
1992 to 2010 | TROY, MI

Kathy Clewend, CPA / Staff Accountant
1989 - 1992 | Shelby Township, MI

Ronald J. Meyer

(Withdrawal Letter)

Ronald J. Meyer
1700 Hummer Lake Rd.
Oxford, MI 48371
248-259-6500

14 May 2025

Oxford Township Board of Trustees,

Please remove my name to be appointed to fill the trustee vacancy on the Oxford Township Commission.

Current changes in my medical condition mean it would not be fair to the citizens of Oxford Township to be appointed only to not be able to fulfill the term of the appointment. At this point there is testing being done and we can only hope for the best, but must see what the tests reveal to the doctors. Should things improve, I look forward to serving my community in the future.

Thank you for your consideration,

Ronald J. Meyer

A handwritten signature in cursive script that reads "Ronald J. Meyer".

P. S.

The traffic congestion on Lapeer Rd (AKA 24 or Washington} needs to be addressed. Village Police and County Sheriffs have commented about how unsafe the conditions are. Even C. J. Camacchio has written about how he avoids the road when possible. The congestion is getting worse, and as I learned from Robert (Bob) DeCorte while working with the Traffic Improvement Association of Oakland County, just slowing traffic speed down or adding more traffic signals only creates more congestion.

Paul Schapira

April 24, 2025

Dear Mr. Curtis Wright, Oxford Township Clerk:

My name is Paul Schapira, and I have been an Oxford Township resident since 2020. I am married to Patricia Schapira, Executive Director of Love INC, a nonprofit based in Oxford Township. Township Supervisor Jack Curtis knows both of us and was kind enough to attend the Love INC annual gala a few weeks ago. I had a conversation with Mr. Curtis this morning and he encouraged me to submit my application to join the Township's Board of Trustees.

I have been a finance professional for almost 35 years and have served in various roles in the finance industry including as a commercial lender, private equity investor, and turnaround consultant. As a turnaround consultant, I help local businesses that are having some challenges and that need a financial advisor to help them improve their operations. I have my own business and have the flexibility to set my own hours and manage my schedule as I wish. I live across the street from the Township on John Paul Court.

I have served on non-profit and association boards before and currently still do. I have not held a role on a municipal board and work like the opportunity to do so. Having been an Oxford resident for 5+ years, I have grown to love and embrace this community and spend a lot of time in the area --- downtown, the library, and the Pollyann Trail, just to name a few. I would like to help to continue to advance Oxford Township's mission of being a safe and desirable community for those who live here or want to join. Prior to living in Oxford, I was a Bloomfield Hills resident and do not miss the "hustle and bustle" of that area and all the traffic. I enjoy the peace, nature, and culture that Oxford Township has. I find that our residents are more laid back and more caring and interested about our community.

I believe that my finance background and prior experience of serving on boards would enable me to be a valuable contributor to the Board of Trustees. I very much embrace the mission of Oxford Township and would like to be part of the team that supports its growth, safety, preservation, development, and maintenance. I am confident that I would add value to the Board and respectfully request to be considered to fill the vacant Trustee seat.

Thank you in advance for your consideration.

Paul Schapira



Paul V. Schapira, MBA, CTP

1604 John Paul Court
Oxford, Michigan 48371
(248) 760-7299

pschapira68@gmail.com

www.linkedin.com/in/paulschapira/

CURRICULUM VITAE

SUMMARY

Mr. Schapira has over 33 years of experience in senior lending, commercial banking, workout, turnaround management, corporate finance, and private equity.

RELEVANT EXPERIENCE

GENESIS CAPITAL ADVISORS October 2018 – Present

Owner & Founder
Oxford, Michigan

Genesis Capital Advisors is a financial services consultancy that provides financial solutions to lower middle market businesses, including services related to senior debt capital raising (C&I, CRE, and ABL structures), turnaround management, receivership, trustee, expert witness, and litigation support.

Primary responsibilities include:

- Providing workout/turnaround consulting services including financial/operational performance improvement work
- Offering turnaround management services:
 - Advising clients with their Bank or Alternative Lender credit facilities including senior debt, CRE, C&I, ABL, and other credit structures
 - Transaction assistance
 - Real estate workouts
- Sourcing and structuring senior debt (C&I, CRE, ABL, and bridge) and mezzanine debt by working with banks and alternative lenders
- Capital raising for companies either for expansion or for a refinance with another lender

NEWPOINT ADVISORS CORP. September 2019–December 2024

Senior Managing Director
Oxford, Michigan

Newpoint is a financial advisory firm dedicated to helping troubled and financially underperforming businesses, as well as assisting Debtors, Creditors, and Trustees in chapter 7 and 11 bankruptcies. Newpoint focuses on companies with revenues of \$5-50 million+ and/or credits of up to \$25 million, for a fixed fee and on a fixed timeline. Since 2013, Newpoint has recovered \$1,131,000,000 in debt and saved 13,080 jobs.

Primary responsibilities include:

- Providing workout/turnaround consulting services
- Performing financial/operational restructurings
- Offering turnaround management services including
 - Advising clients with their Bank or Alternative Lender credit facilities including senior debt, CRE, C&I, ABL, and other credit structures
 - Transaction assistance
 - Real estate workouts
 - Liquidations/Winddowns
 - Collections
 - Crisis management
 - Performance improvement
 - Interim management

INVICTUS EQUITY GROUP 2017 – 2018

Managing Director
Detroit, Michigan

Invictus is a Detroit partnership buying and investing in commercial real estate in the City of Detroit.

Primary responsibilities included:

- Preparing presentations and models for marketing the Firm
- Raising debt and equity financing
- Obtaining financing on specific projects
- Leading the Firm's foray and exploration into raising 2 different private equity funds.

SIMON GROUP HOLDINGS 2015 – 2017

Managing Partner and Chief Credit Officer
Birmingham, Michigan

Simon Group Holdings is a family office investing in lower middle market opportunities through debt and equity investment structures

Primary responsibilities included:

- Sourcing, monitoring, and managing debt and equity investments in operating companies including senior debt investments (senior debt, CRE, C&I, asset-based structures, and bridge capital structures), real estate and private equity totaling nearly \$100 million
- Led all underwriting and credit review activities
- Serving as a member of the Investment Committee for Simon Group Holdings' three funds which included debt and equity investments
- Reporting directly to the Senior Managing Partner
- Coordinating all investor communications, investor relations, and compliance management activities
- Leading and co-managing nearly every facet of the deal process from raising funds and sourcing deals, to underwriting and conducting due diligence, constructing financial models and performing sensitivity analyses, to orchestrating closings, and managing and monitoring debt and equity investments including the exit process.

CIG CAPITAL ADVISORS, INC. 2012 – 2015

Managing Director
Southfield, Michigan

CIG is a provider of wealth & asset management, debt/equity investments, and business advisory services.

Primary responsibilities included:

- Managing all the firm's investments in debt and equity structures, which included C&I, Investment Real Estate, and Owner-Occupied Real Estate
- Serving as the Firm's investor relations director
- Investing approximately \$10 million in venture capital opportunities and managing the firm's investments in healthcare

FLAGSTAR BANK 2008 – 2012

Flagstar Bancorp, Inc. (NYSE: FBC) is a \$31.0 billion savings and loan holding company headquartered in Troy, Michigan.

Senior Vice President/Head of Special Assets/Chief Workout Officer
Troy, Michigan

Primary responsibilities included:

- Overseeing a \$2.0 billion commercial loan portfolio with 25% classified assets which included commercial real estate, commercial & industrial, ABL, and equipment finance loans
- Having primary oversight for the bank's problem commercial loans
- Managing a 20-person team workout officer team
- Leading the reduction in classified assets from \$456 million to \$262 million.

TELEMUS CAPITAL PARTNERS, LLC 2006 – 2008

Managing Director
Southfield, Michigan

Telemus is a financial consultancy providing comprehensive wealth planning solutions to high-net worth clients.

Primary responsibilities included:

- Founding the firm's Private Investments Group and managed nine transactions representing \$50 million+ in both senior debt (including CRE and C&I) and equity investments

ALIXPARTNERS, LLC 2000 – 2005

Vice President
Southfield, Michigan

AlixPartners is a leading global business advisory firm focused on crisis management and restructurings.

Primary responsibilities included:

- Working as part of a team that created and developed the distressed debt initiative
- Reporting directly to Jay Alix, founder and chairman of AlixPartners and Questor
- Helping design/implement the reorganization of AlixPartners and Questor

LIBERTY BIDCO INVESTMENT CORPORATION 1997 – 2000

Vice President, Business Development
Southfield, MI

Liberty was a mezzanine fund that made multi-million-dollar subordinated investments in growing companies.

Primary responsibilities included:

- Leading and managing the growth of the portfolio from \$8 million to \$40 million in two years
- Sourcing, reviewing, underwriting, diligencing, and closing new transactions in multiple markets.
- Working on a portfolio of challenged mezzanine loans

NBD BANK (now JPMORGAN CHASE BANK) 1992 – 1997

Assistant Vice President
Detroit, Michigan

NBD Bank was a regional commercial bank acquired by Bank One in 1998.

Primary responsibilities included:

- Leading and managing the growth of the portfolio from \$25 million to \$60 million in only two years
- Maintaining and servicing a portfolio of commercial loans and real estate mortgages including C&I and Owner-Occupied and Investment Real Estate structures

CERTIFICATIONS

- Accredited by the Turnaround Management Association as a Certified Turnaround Professional (CTP)
- Formerly held FINRA licenses including Series 7, 66, and 79

EDUCATION

- University of Michigan, Ann Arbor, Michigan, Bachelor of Arts, 1990
- Carnegie Mellon University Tepper School of Business, Pittsburgh, Pennsylvania, Masters of Business Administration, 1992

MEMBERSHIPS

- President-Elect, Turnaround Management Association (TMA), Detroit Chapter
- Board of Directors, TMA Detroit Chapter
- Chair, Programming Committee, TMA Detroit Chapter
- TMA Detroit Chapter and TMA Northern Ohio Chapter
- American Bankruptcy Institute (ABI)
- SFNet, Detroit Chapter
- Association for Corporate Growth (ACG), Detroit Chapter
- Attend events/webinars with TMA Detroit, TMA West Michigan, TMA Northern Ohio, ACG Detroit, ACG Western Michigan, and ACG Cleveland

OTHER ITEMS

- Chair, TMA Detroit Chapter Awards Event Receptions, 2022, 2023, and 2024
- Moderated:
 - TMA Detroit webinar, June 2020, Beyond PPP...to Planning, Process, and Profitability
 - TMA Detroit webinar, October 2020, Workout from a Borrower's Perspective
 - TMA Detroit webinar, June 2021, Beyond PPP...to Planning, Process, and Profitability – Part II
 - TMA Detroit webinar, August 2021, Tales from the Front: Restructuring Case Studies
 - TMA MidAmerican Regional Conference (MARC), April 2022, Subchapter V of Chapter 11 Bankruptcy
 - TMA MidAmerican Regional Conference, April 2024, Workout Lender Panel
 - TMA Detroit event, November 2024, Private Credit: A Different Kind of Lending
- Panelist:
 - TMA MidAmerican Regional Conference (MARC), September 2021, Restructuring Post-Pandemic
 - Opus Connect Private Credit Conference, September 2024, State of the Private Credit Market

James Sommers

James Sommers
Oxford, Michigan, United States
jsommers@sommers.page | 248-421-8635

April 27, 2025

Oxford Township Board of Trustees
300 Dunlap Road
Oxford, MI 48371

Dear Members of the Oxford Township Board,

I am excited to submit my application for the position of Township Trustee. As a long-time resident of Oxford and a dedicated community servant with over 25 years of volunteer service, I am deeply committed to the well-being, safety, and continued prosperity of our township. I believe my extensive experience in public governance, technology leadership, and community safety initiatives uniquely positions me to contribute meaningfully as a trustee.

In my current role as Secretary for the Oxford Community Schools Board of Education, I have worked collaboratively with fellow board members, district leadership, and the public to help guide strategic policy decisions that prioritize transparency, fiscal responsibility, and student safety. My service on the District Safety and Security, Policy, Governance, and Superintendent Search Committees has provided firsthand experience balancing community needs with thoughtful governance.

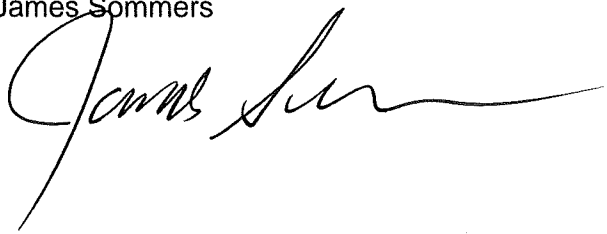
Beyond education leadership, my service as a Reserve Sergeant with the Oxford Village Police Department for more than two decades has instilled in me a deep understanding of public safety, community trust, and the importance of civic engagement. These roles, combined with my professional background at Microsoft leading technical and operational initiatives, reflect my ability to navigate complex challenges, drive results, and maintain a steadfast commitment to the public good.

I am passionate about continuing to serve the Oxford community with integrity, transparency, and collaboration. As a Township Trustee, I will work to ensure that every decision is made in the best interest of our residents, preserving the unique character of Oxford while fostering growth and opportunity for future generations.

Thank you for considering my application. I would be honored to further discuss how my experience and dedication align with the goals of the Oxford Township Board. I look forward to the opportunity to serve our community in an even greater capacity.

Sincerely,

James Sommers

A handwritten signature in black ink, appearing to read "James Sommers". The signature is fluid and cursive, with a long horizontal flourish extending to the right.



James Sommers

Driven and dynamic professional with a strong history of service, leadership, and dedication to community engagement. Proven success working across both public and private sectors, with exceptional communication skills and a passion for helping others. Adept at building relationships with individuals from diverse backgrounds, translating complex topics into understandable ideas, and delivering solutions that meet individual and organizational needs. Possesses deep experience in technology consulting, organizational leadership, and local governance, with a focus on public safety, education, and strategic community initiatives. Committed to fostering strong, transparent, and service-oriented communities through proactive governance and collaborative decision-making.



Personal Information

Address: Oxford, United States **Phone number:** 248-421-8635
Email address: jsommers@sommers.page



Work Experience

Senior Cloud Endpoint Technical Specialist Microsoft

07/2021 – present

- Serve as the primary technical liaison for customers, articulating cloud endpoint advantages.
- Exceeded sales quota for Windows 365 fiscal years 2021-2024.

Senior Program Manager Microsoft

03/2021 – 07/2021

- Led Modern Desktop Architects in Surface deployments for manufacturing clients.

Program Manager Microsoft

07/2019 – 03/2021

- Helped create and build the Modern Work Architect role within Manufacturing division.

Technical Solutions Professional - Modern Desktop Microsoft

01/2018 – 07/2019

- Guided enterprise customers through Windows 7 to Windows 10 transitions.

Technical Account Manager Microsoft

05/2017 – 01/2018

- Acted as relationship manager between Microsoft Premier Services and customer operational teams.



Volunteering

Reserve Sergeant Oxford Village Police Department

03/1998 – present

- Over 25 years of community safety service.

Secretary / Elected Trustee Oxford Community School Board

01/2023 – present



Volunteering

- Board Secretary, Safety, Policy, Governance, and Superintendent Search Committees.

Registrar
Oxford Recreational Baseball Association (ORBA)

03/2018 – 01/2021

- Managed community youth baseball registration.

Chairperson
Oxford Schools CETS Advisory Board

03/2014 – present

- Advise Oxford High School students on computer science careers.



Certifications

Certified Change Practitioner
Prosci

05/2021

Microsoft Certified Trainer
Microsoft

07/2021

Modern Desktop Administrator Associate
Microsoft

02/2019

MCITP - Lync Server 2010
Microsoft

08/2012

Global Challenger
Microsoft

11/2017



Skills

- SKILLS

Government Operations

SaaS Expertise

Sales Management and Strategy

Cloud Services and Endpoint Management

Customer Engagement

Organizational Governance

Community Safety and Public Service

Date: May 20, 2025

To: Board of Trustees

From: Jack Curtis, Supervisor

Re: Trustee Committee, Commission, and Board Appointments

Dear Board Members:

Jeffrey Omtvedt's resignation created vacancies on the Committees in which he was appointed by the Township Board.

The following PROPOSED motion is for your consideration:

I move to appoint Trustee _____ to the following:

- **Compensation & Performance Evaluation Committee**
- **Election Commission**
- **Personnel Committee**
- **Zoning Board of Appeals**

with the appointments expiring upon certification of the November 2026 Mid-Term Election by the Board of Canvassers.

MEMORANDUM

To: Board of Trustees

From: Personnel Committee
(Catherine Colvin, Curtis Wright, Susan McCullough, Vacancy)

Date: May 15, 2025

Re: Updated Job Descriptions

The Personnel Committee is proposing that the attached job descriptions be approved. Many job descriptions have not been updated for years and no longer match current job titles and/or duties.

The following motion is recommended:

I move that the following updated job descriptions be approved, effective May 15, 2025:

- **Administrative and Executive Assistant – OCSO Substation**
- **Administrative Assistant to the Building Department**
- **Administrative Assistant to the Township Clerk**
- **Administrative Assistant to the Township Treasurer**
- **Building Official**
- **Communications and Grants Manager**
- **Deputy Clerk**
- **Executive Assistant to the Township Clerk**
- **Deputy Supervisor**
- **Executive Assistant to the Township Supervisor**
- **Deputy Treasurer**
- **Executive Assistant to the Township Treasurer**
- **Ordinance Enforcement Officer**
- **Planning & Zoning Executive Assistant**

Further, these job descriptions are attached and incorporated as a part of these minutes.

Additionally, MTA has recommended that the deputy positions and duties be split into two job descriptions. When the positions of the deputy supervisor and executive assistant to the supervisor were approved, it was done as two separate job titles for this reason. MTA further recommends that compensation be assigned to each position. This will be addressed in the upcoming budget year for 2026.

There are three types of deputies that charter townships can utilize:

1. The “Clark Kent” deputy. This is the most basic form – the deputy is usually only seen when the official is not present. They are a substitute – a backup quarterback.

2. The “Assistant” deputy. This person helps the official perform only the statutory duties of the office at any times agreed upon by the township board and the official.
3. The “Deputy Plus” deputy. This is a deputy who also performs additional administrative duties outside the scope of the statutory deputy requirements.

Oxford Township utilizes a “Deputy Plus.” For this reason, MTA recommends two different job titles – one for the employee position and one for the deputy position. This will protect the Township in the event an elected official resigns, or otherwise no longer holds office. Once that resignation is accepted by the board, the deputy’s appointment also ends.

I move that the positions of Deputy Clerk and Executive Assistant to the Clerk be split into two separate job descriptions and responsibilities and that Deputy Clerk Susan McCullough be given the additional job title of Executive Assistant to the Township Clerk.

I further move that the positions of Deputy Treasurer and Executive Assistant to the Treasurer be split into two separate job descriptions and responsibilities and that Deputy Treasurer Tracy Devereaux be given the additional job title of Executive Assistant to the Township Treasurer.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Administrative and Executive Assistant - OCSO Substation

Supervised by: Oxford Township Supervisor

General Summary:

Under the supervision of the township supervisor and substation sergeant, performs a broad range of administrative and clerical functions in support of the daily operations and customer service for the Oakland County Sheriff's Oxford Township Substation.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Maintain a high degree of confidentiality in all aspects of the position.
2. Follow written and/or verbal instructions on an independent basis with or without direct supervision.
3. Assist commanding sergeant and detectives with typing reports, schedules, assignments, overtime reports, and grant progress reports and correspondence. Type correspondence for people assigned to the command office and the detective bureau. Review reports for proper release to the public. Obtain revenue for written reports, write receipts and maintain a cash box on location.
4. Prepare and maintain a wide variety of files, documents, comprehensive reports and departmental records requiring knowledge of and experience with departmental activities. These include, but are not limited to, the following:
 - Entering and logging payroll;
 - Maintaining and updating the current list of liquor establishments in the Township and mailing violations to the Liquor Control Commission;
 - Maintaining the current house checklist for people on vacation, along with letters of authorization for prosecution from property owners who are victims of trespassers;
 - Preparing supply orders and maintaining sufficient supplies for use by substation personnel;
 - Reviewing and categorizing daily department incident reports and filing monthly;

- Maintaining and updating office manuals, i.e., Charter Township of Oxford ordinances, prosecution warrant manuals, and Oakland County Sheriff Office (OCSO) manuals, rules and regulations.
5. Operate the Law Enforcement Information Network (LEIN) terminal and County Law Enforcement Management Information System (CLEMIS) computer to receive information regarding persons, property and vehicles on the county, state and national databases. Obtain a daily incident recap report from the CLEMIS system for review by command and detectives. Receive and update “pawn shop” sheets and stolen property files, and file suspect information sheets. Fax and receive via computer video conference warrants from the Oakland County Prosecutor’s Office. Assist in obtaining warrants through the teleconference computer and maintain logs. Type all township warrants and forward to the township prosecutor.
 6. Prepare monthly substation reports and forward to the township supervisor.
 7. Receive, screen, and direct all incoming telephone calls to the appropriate substation officers and obtain necessary complaint information via telephone and relay to the OCSO communication center for dispatch of officers.
 8. Screen all walk-in citizens, answer questions, and direct them to the appropriate person or agency. Contact dispatch if needed to have an officer respond to the citizen’s needs or other police matters.
 9. Perform review and filing of daily incoming departmental mailings and notices. Maintain and update bulletin board and BOL information.
 10. Distribute, file and maintain all interdepartmental and inter-office orders and memorandums including subpoenas, administrative orders, and training assignments.
 11. Maintain a roster of assigned personnel, including address, telephone and emergency notification information.

Education and Qualifications:

1. Minimal educational requirements include a high school or equivalency diploma, with additional vocational training in office administration, clerical and related areas.
2. A minimum of three years of experience in the fields of clerical, office management or related work, preferably in a law enforcement setting.

Required Knowledge, Skills and Minimum Qualifications:

- No criminal record and possess a valid operator’s license.
- Intermediate level of proficiency in general office equipment and related business software such as Microsoft Office suite, including word processing.
- Proficiency in maintaining and updating records and documents, as well as other clerical duties.

- Must have effective time management and organizational skills, and the ability to meet all deadlines and the ability to adapt to changing work priorities.
- Knowledge of the operations of the LEIN terminal and CLEMIS computer. Must be able to successfully obtain and maintain LEIN certification.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when in contact with others.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to maintain confidentiality.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.

Working Conditions and Physical Demands:

- The work may require some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Administrative Assistant to the Building Department

Supervised by: Oxford Township Building Official

General Summary:

Under the supervision of the building official, performs a variety of administrative, secretarial, and accounting/clerical functions in support of the daily operations of the building department. Provides visitors with a positive first impression on behalf of the township and the building department.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serve as confidential clerical support to the building official, the building, electrical, plumbing, mechanical inspectors and zoning administrator.
2. Answer telephone calls and respond to or direct the call to the appropriate person or department.
3. Issue permits and schedules inspections in BS&A for building, electrical, mechanical and plumbing, including sewer and water.
4. Take in new permits at the counter, and issue permits following payment.
5. Distribute inspectors' schedules of inspections the day prior to inspections.
6. Enter record of inspection results in BS&A for building and mechanical Inspectors from input received from Inspectors.
7. Generate and issue certificates of occupancy and have signed by the building official.
8. Update permit documents when needed in Microsoft Word and Excel.
9. Take in new permit applications and schedule reviews for zoning, grading, soil erosion and building.
10. Work with the fire department scheduling inspections for change of occupancies and for fire suppression and fire alarm inspections.
11. Register contractors licensed to work in the township.
12. Maintains permitting documents at the building department counter.
13. Generate and mail out expired permit notices daily, as necessary.
14. Issue and schedule enforcements when necessary.
15. Certified as a Notary Public.

16. Respond and keep track of FOIA requests for records for the building department.
17. Update addresses and homeowner/business information in BS&A as needed.
18. Maintain permit files and coordinate the scanning of all documents when a project is complete.
19. Provides clerical support for other departments when needed.

Education and Qualifications:

1. Minimal educational requirements include a high school or equivalency diploma.
2. A minimum of two years' relevant experience including clerical and computer skills. General knowledge of building department functions and BS&A online is desirable.

Required Knowledge, Skills and Minimum Qualifications:

- Intermediate level of proficiency in general office equipment and related business software such as Microsoft Office suite, including word processing.
- Must have experience in BS&A, and BS&A online in particular.
- General knowledge of municipal government policies and practices.
- Excellent communication and interpersonal skills to deal effectively with property owners, building contractors and other visitors to the department.
- Ability to work with other Township department representatives and may occasionally require dealing with angry citizens/property owners regarding ordinance violations.
- Ability to independently organize and schedule work to meet established deadlines in an environment where interruptions may occur frequently. Ability to interpret, comprehend and process detailed information.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with building contractors, elected officials, visitors and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to maintain confidentiality.

Working Conditions and Physical Demands:

- The work requires some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Administrative Assistant to the Township Clerk

Supervised by: Oxford Township Clerk

General Summary:

Under the supervision of the township clerk, performs a broad range of administrative functions in support of the daily operations of the township. Possesses well developed administrative skills and a working knowledge of municipal practices and procedures related to the clerk's department.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. May serve as recording secretary to the township clerk and the board of trustees.
2. Assist the clerk in coordinating all township board meetings. Duties include, but are not limited to, preparing and distributing the meeting agenda, assembling information and materials for inclusion in board packets, performing follow-up correspondence on action items arising from the meeting.
3. Prepare and publish public information including, but not limited to, special meetings/public hearings, legal notices in accordance with legal deadlines.
4. Maintain and create files, processes information and review township board meeting minutes for accuracy.
5. Assist the clerk and deputy clerk in coordinating all township elections in accordance with the procedures established by Michigan election law. Assemble and distribute updated election materials. Issue and receive nomination petitions for the election process, reviewing all documents for accuracy and completeness.
6. Assist in the appointment of election inspectors and maintain an eligibility list. Coordinate training material and train election inspectors. Assign workers to precinct boards, instruct, supervise, and oversee work while maintaining election standards.
7. Maintain purchase and expenditure information for all election related materials to apply for reimbursements from the state.
8. Assist in maintaining the State of Michigan Qualified Voter File.

9. Assist the clerk, deputy clerk and executive assistant to the township clerk as a liaison of the township when interfacing with all Bureau of Elections, State of Michigan, Oakland County Elections, election workers, and registered voters.
10. Maintain cemetery books of lots, burials, payments and burial right transfers. Assist the public with lot sales and provide information on the policies and procedures regarding the cemetery.
11. Perform all accounts payable functions.
12. Provide courteous and accurate information and responses to community members with questions, issues and/or concerns in person, in writing or by phone. Refer individuals to outside organizations as appropriate. Inform clerk when the situation warrants their attention.
13. Record adopted ordinances, amendments and resolutions in permanent files.
14. Update zoning ordinance book for the township board, planning commission, zoning board of appeals, and any other related functions as may be required.
15. Assure proper distribution of notices, memoranda and related materials.
16. Provide information to the public regarding township policies, meetings of the township board and other matters. Receive and/or document public concerns pertaining to township operations and services.
17. Provide administrative support to other departments as needed.
18. Back the recording secretary for the township board, planning commission, and zoning board of appeals as needed.
19. Certified as a Notary Public.
20. Perform front-counter duties, answer the telephone and provide accurate information to the public.
21. Attend conferences, workshops, and seminars as appropriate to keep up to date of changing election and legislative regulations and to maintain certification.
22. Assist with Freedom of Information Act (FOIA) requests, as necessary.

Education and Qualifications:

1. Minimal educational requirements should include an associate's degree with specialization in office management or business administration.
2. A minimum of three years of experience in the fields of clerical, office management or related work.

Required Knowledge, Skills and Minimum Qualifications:

- Intermediate level of proficiency in general office equipment and related business software such as Microsoft Office suite, including word processing.
- Must have experience in BS&A, especially Utility Billing and Accounts Payable.
- Must have effective time management and organizational skills, and the ability to meet all deadlines and the ability to adapt to changing work priorities.
- Knowledge of municipal government policies and practices.
- Knowledge of and ability to maintain the State of Michigan Qualified Voter File.

- Organizational skill in maintaining and updating records and documents.
- Ability to establish effective working relationships, initiative and resourcefulness when dealing with elected officials, visitors and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to maintain confidentiality.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.

Working Conditions and Physical Demands:

- The work requires some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Administrative Assistant to the Township Treasurer

Supervised by: Oxford Township Treasurer

General Summary:

Under the supervision of the township treasurer, perform a broad range of administrative functions in support of the daily operations of the township. Possess well developed administrative skills, and a working knowledge of municipal practices and procedures related to the treasurer's department. Perform tax collection functions, utility payment collections and cash receipts processing. Function as counter receptionist, maintain and update various accounts.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform customer service and counter duties, answer treasurer department inquiries and provide accurate information to the public.
2. Prepare and type forms and documents, maintain records, file information and perform account updates.
3. Update computer files as needed through both the Township financial management program and the county system, as necessary.
4. Assist in maintaining and updating billing codes and the street cross reference index.
5. Process property transfer affidavits and principal residency exemption paperwork and update utility billing, as necessary.
6. Assist with tax collection, utility payments, Parks and Recreation payment processing, cash receipts processing and dog licenses.
7. Assist with balancing and posting cash drawers.
8. Assist with the annual tax settlement process, including assisting in posting delinquent special assessment amounts to the tax roll.
9. Assist in streamlining current treasury processes to make the department more efficient.
10. Attend treasury-related educational sessions to become and/or maintain proper treasury educational certifications.
11. Assist in monthly bank reconciliations.

Education and Qualifications:

1. Minimal educational requirements should include an associate's degree with specialization in business administration or accounting, or equivalent experience in a related field.
2. A minimum of two years of experience in the fields of clerical, office management or related work.

Required Knowledge, Skills and Minimum Qualifications:

- Intermediate level of proficiency in general office equipment and related business software such as Microsoft Office suite, including word processing.
- Must have experience in BS&A, especially Cash Receipting and BS&A online.
- Must have effective time management and organizational skills, and the ability to meet all deadlines.
- Knowledge of municipal government policies and practices.
- Experience in counting varying denominations of currency (i.e., cash handling).
- Ability to perform arithmetic computation, both manually and with a calculator.
- Organizational skill in maintaining and updating records and documents.
- Ability to establish effective working relationships, initiative and resourcefulness when dealing with elected officials, visitors and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to maintain confidentiality.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.

Working Conditions and Physical Demands:

- The work may require some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Building Official

Supervised by: Oxford Township Supervisor

General Summary:

Under the supervision of the township supervisor, performs a variety of administrative and technical functions involved in the administration and enforcement of building, zoning and related codes. Supervises the work of the building and trade inspectors and clerical/administrative staff.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Manage and supervise the resources of the building department. Coordinate permit and inspection activities and assure compliance with all standards.
2. Review or inspect plans, specifications, and blueprints of new buildings under construction or the remodeling of existing buildings for compliance with codes and ordinances. Approve and issue permit applications of construction or remodeling.
3. Conduct on-site inspections of structures under construction and existing buildings to ensure conformity to state and local building codes. Coordinate and monitor the inspection activities of other trade inspectors.
4. Enforce a variety of codes, including the local zoning code, the Michigan Building Codes, Uniform Plumbing and Mechanical Codes, National Electric Code, and ICC Property Maintenance Code. Issue violation/correction notices and citations.
5. Explain, interpret, and provide guidance regarding all applicable codes to architects, engineers, contractors, developers, the public and municipal officials relating to building and zoning matters.
6. Review current trends and developments in the field of construction and prepare revisions of codes, ordinances, township application processes, and local regulations. Participate in the examination of building plans of all types to determine compliance with code requirements and related regulations.

7. Administer the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy and make improvements to these processes.
8. Oversee contracted zoning administrator and may function as zoning administrator to interpret and enforce the township's zoning ordinances. Act as staff support to the planning commission, township board, and zoning board of appeals to assist at meetings providing required information.
9. Perform general administrative duties. Develop proposed annual budget for the department. Prepare necessary reports and information for the township board, planning commission, zoning board of appeals. Maintain appropriate records.
10. Attend planning commission, township board and zoning board of appeals meetings, and any committee or other meetings as required and requested.
11. Perform related work as required or other duties from time to time assigned by the township supervisor.

Education and Qualifications:

1. Minimal educational requirements include a high school or equivalency diploma, with experience and training in building technology, construction management, engineering, drafting or related field.
2. A minimum of five years' relevant building experience, or as a licensed professional engineer or architect, building inspector, contractor, or related, including supervisory and management responsibilities.

Required Knowledge, Skills and Minimum Qualifications:

- State of Michigan certifications as a building inspector, building official and plan reviewer are required.
- A valid Michigan drivers' license is required.
- Continuing education is required to maintain certification. A lapse in certification may result in suspension and/or discharge.
- Thorough knowledge and understanding of all state and locally adopted building codes and ordinances, including Public Acts 230 and related building official and inspection rules and regulations.
- Thorough knowledge of the principles and practices of building plan review and conducting construction site inspections. Prior zoning experience or knowledge is preferred.
- Skill in interpreting, applying, and enforcing building codes and ordinances.
- Ability to perform visual reviews of permit applications and blueprints, and inspections of construction sites.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, builders, architects, planners, other governmental agencies and the public.
- Ability to supervise the work of others and make improvements to processes used.

- Ability to work effectively under stress and changing work priorities.
- Ability to attend meetings scheduled at night, weekends and at other than regular business hours.
- Thorough and comprehensive understanding and use of BS&A software.

Working Conditions and Physical Demands:

- The work requires some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has specific vision requirements, such as close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and/or heavy machinery equipment and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock and vibration.
- Work is in a moderately noisy office setting and on-site inspections may include exposure to loud work environments.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Communications and Grants Manager

Supervised by: Oxford Township Supervisor

General Summary:

Under the supervision of the township supervisor, submits grant proposals for various township departments and manages social media accounts and all public communications.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Research, write and submit grant proposals on behalf of Oxford Township, Oxford Fire Department, Oakland County Sheriff's Oxford Township Substation and Oxford Township Parks and Recreation. This includes locating available grant opportunities and other outside funding sources, gathering information and conducting research, working with other township staff members, departments, committees and contractors to identify needs and potential projects, developing budgets, soliciting letters of support and writing and submitting grant proposals/applications.
2. Manage awarded grants, which includes keeping track of expenses, overseeing project implementation, ensuring grant dollars are properly spent, ensuring compliance with grant requirements, documenting project progress, ensuring deadlines are met, maintaining records and writing/filing grant reports.
3. Manage the township's social media accounts, which includes creating original content (photographs, text, flyers, etc.); disseminating relevant information concerning the township government, its meetings, its activities and its services; promoting and covering township and community events; interviewing local people and sharing their stories to promote the township and foster a sense of place; sharing relevant content from other governmental entities and community organizations; answering questions from the public; and monitoring accounts for improper conduct (i.e. profanity, threats, spam, etc.).
4. Promote the positive aspects of living, working and playing in the township. Help cultivate, shape, enhance and safeguard the township's image.

5. Solicit donations (both monetary and in-kind) and sponsorships for Oxford Township, Oxford Fire Department, Oakland County Sheriff's Oxford Township Substation and Oxford Township Parks and Recreation.
6. Initiate special projects that are beneficial to the township and its residents. Seek and secure funding sources for these projects, oversee their implementation and promote them.
7. Compose, edit and distribute written materials on behalf of the township, including, but not limited to, media releases, letters, correspondence, articles for publications, emails, newspaper advertisements and informational pamphlets and flyers.
8. During emergency situations, work with township and village officials, the Oxford Fire Department, the Oakland County Sheriff's Office, Oakland County Emergency Management and any other involved entities to communicate essential information to the public via social media and traditional media. Also, work with these entities and individuals to identify and tend to the community's needs and secure necessary resources.
9. Whenever needed or requested, assist the clerk's department with compiling documents, information, data and whatever else is needed for Freedom of Information Act (FOIA) requests from citizens, businesses, organizations, other governmental entities and the media.
10. Draft and submit FOIA requests to other governmental entities and agencies on behalf of Oxford Township.
11. Manage all inquiries and requests from print, broadcast and digital media outlets.
12. Develop positive and productive relationships and partnerships with entities and individuals in the public and private sectors.
13. When necessary, attend meetings of the Southeast Michigan Council of Governments, Oakland County Chapter of the Michigan Townships Association and similar organizations.
14. When necessary, attend meetings of other governmental entities.
15. Attend the annual conference and expo for the Michigan Townships Association.
16. When necessary, attend special events as a representative of Oxford Township.
17. Serve as the township's liaison to local service clubs, nonprofit organizations, charities, veterans groups, senior citizen groups, chambers of commerce and other business-related organizations, places of worship and other organizations dedicated to the betterment of the community and helping others. Maintain good relationships with these groups and assist them as needed.
18. Help the township maintain a good relationship with the public by interacting with citizens and business owners in a polite and respectful manner and addressing their questions, concerns and comments.
19. Manage sensitive and confidential matters in a professional manner.
20. Help maintain the township website by providing and managing content.

Education and Qualifications:

1. This job requires knowledge normally acquired through completion of a bachelor's degree in communications, marketing or business administration.
2. A minimum of three years of experience in the fields of communications, public relations, marketing or a managerial role/position in business.

Required Knowledge, Skills and Minimum Qualifications:

- Ability to communicate effectively and present ideas orally and in writing.
- Intermediate level of proficiency in general office equipment and related business software such as email and Microsoft Office suite, including word processing.
- Must have effective time management and organizational skills, as well as the ability to meet all deadlines and the ability to adapt to changing work priorities.
- Ability to attend conferences, seminars, workshops and board meetings, as necessary. This may require working some evenings and traveling to other cities and states.

Working Conditions and Physical Demands:

- The work requires some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Working evenings and weekends is often required.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Deputy Clerk

Supervised by: Oxford Township Clerk

General Summary:

In accordance with MCL 41.69, this position is an appointment to public office. The deputy clerk serves at the pleasure of the township clerk. The deputy clerk may serve as township clerk in the case of the absence, sickness, death or other disability of the clerk. The deputy clerk, however, may not vote as a member of the township board.

Education and Qualifications:

1. Anyone capable of performing the specific duties of the office may be appointed as deputy clerk.
2. The deputy clerk must be readily available when the clerk is not.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Deputy Supervisor

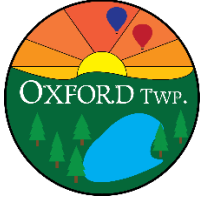
Supervised by: Oxford Township Supervisor

General Summary:

In accordance with MCL 41.61(2), this position is an appointment to public office. The deputy supervisor serves at the pleasure of the township supervisor. The deputy supervisor may serve as township supervisor in the case of the absence, sickness, death or other disability of the supervisor. The deputy supervisor, however, may not vote as a member of the township board.

Education and Qualifications:

1. Anyone capable of performing the specific duties of the office may be appointed as deputy supervisor.
2. The deputy supervisor must be readily available when the supervisor is not.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Deputy Treasurer

Supervised by: Oxford Township Treasurer

General Summary:

In accordance with MCL 41.77(5), this position is an appointment to public office. The deputy treasurer serves at the pleasure of the township treasurer. The deputy treasurer may serve as township treasurer in the case of the absence, sickness, death or other disability of the treasurer. The deputy treasurer, however, may not vote as a member of the township board.

Education and Qualifications:

1. Anyone capable of performing the specific duties of the office may be appointed as deputy treasurer.
2. The deputy treasurer must be readily available when the treasurer is not.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Executive Assistant to the Township Clerk

Supervised by: Oxford Township Clerk

General Summary:

Under the supervision of the township clerk, provide administrative and clerical support in all phases of the election process and records maintenance. Also functions as bookkeeper with responsibility for accounts receivable, general ledger accounting and payroll, with support for accounts payable.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conduct all phases of the election process, including processing new voter registrations, updating and maintaining computer and paper voter registrations, process candidate petitions, process absentee ballots, process military and overseas voter ballots, maintain poll lists and voter/election histories, interpret and apply all election laws.
2. Prepare for and participate in all state and county post-election audits.
3. Prepare all election education material, writing all training manuals for election equipment and training all election workers.
4. Coordinate testing of all voting machines, order all election supplies and is responsible for administering all aspects of the election process.
5. Administrator of the township's financial accounting system for accounts payable, general ledger, utility billing, cash receipting, and building department.
6. Assist in budget preparation, and in the maintenance and control of all accounting and financial reporting systems in a manner consistent with established and accepted municipal accounting principles and practices, provides all financial records necessary for the annual audit.
7. Work with the auditor to provide information and reports during audit and throughout the year, and work in conjunction with the executive assistant to the township treasurer to maintain all financial records of the township.
8. Process all journal entries and all auto debits.

9. Process all utility (sewer) updates, new sewer accounts and sewer billing. This includes processing meter reads for the Village of Oxford sewer accounts and Oxford Township sewer accounts.
10. Prepare the quarterly sewer billing for all sewer customers and provide monthly reports to the Great Lakes Water Authority, complete and maintain all processes for ACH sewer billing, implement rate changes and maintain records of all sewer customers.
11. Process all payrolls – Oxford Township, Oxford Township Parks & Recreation, Oxford Cable Television, and all boards and commissions.
12. Balance payroll and prepare federal, state, social security and unemployment tax information, administer all benefits, and process all pension benefits/loans.
13. Maintain employment files and forms and maintain all employee time-off accrual records.
14. Prepare and file the annual workers compensation audit for all payroll accounts.
15. Prepare and file the annual pension audit.
16. Serve as the backup to the administrative assistant to the clerk in preparation of township board agendas and packets.
17. Assist residents at the front counter as necessary, providing information and service to residents, the public, other governmental agencies and municipal professionals regarding a variety of township policies and procedures.
18. Serve as backup to the administrative assistant to the clerk in the sale of cemetery lots, burials, payment and burial certificates.
19. Prepare monthly financial reports for the township board.
20. Serve as backup FOIA coordinator.
21. Prepare monthly clerk's report for the township board.
22. Prepare monthly financial reports for Oxford Township Parks & Recreation, the Polly Ann Trailway Management Council and Oxford Cable Television.
23. Process and track all Oxford Cable Television franchise fees and PEG fees (Oxford Township, Village of Oxford, Village of Leonard, Addison Township).
24. Certified as a notary public.

Education and Qualifications:

1. Minimum requirement is a bachelor's degree with specialization in business administration, accounting, finance or related area or equivalent. Necessary experience includes three years of office management, accounting or related work.
2. Experience in BS&A, particularly General Ledger, Utility Billing and Accounts Payable.

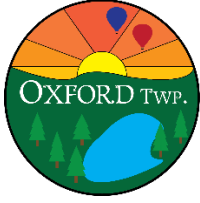
Required Knowledge, Skills and Minimum Qualifications:

- Thorough knowledge of the principles, practices, laws, regulations and policies governing municipal election processes, records management, and the office of township clerk.
- Good knowledge of the professional principles and practices of municipal accounting to effectively maintain the township accounting system.
- Skill in operating MS Office, including Word, Excel, Outlook, as well as Adobe.
- Ability to maintain detailed and accurate financial records and reports according to accepted standards.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, visitors and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to maintain confidentiality.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.
- Ability to perform detailed work accurately and independently with minimal direction and supervision.
- Knowledge of organizational and time management methods in managing multiple projects needed to meet critical deadlines.
- Ability to critically assess situations and solve problems and work effectively under stress, within deadlines and changes in work priority.

Working Conditions and Physical Demands:

- The work may require some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Executive Assistant to the Township Supervisor

Supervised by: Oxford Township Supervisor

General Summary:

Under the supervision of the township supervisor, performs a variety of administrative, secretarial, and accounting/clerical functions in support of the daily operations of the supervisor's office. Possesses organizational skills and a working knowledge of municipal practices and procedures.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serve as a liaison for the supervisor in communicating with department heads, board of trustees, consultants, vendors, business leaders and the public.
2. Complete and/or initiate follow-up tasks associated with action taken by the board of trustees, as applicable.
3. Manage and coordinate the supervisor's calendar and schedule meetings, as directed.
4. Perform confidential administrative duties of the supervisor's office involving labor and employment matters. Files, schedules, prepares, assemble and maintain confidential reports, correspondence, and research involving labor and employment matters and all related documents related to union, employee, and legal matters.
5. Serve as confidential clerical support to the supervisor's office.
6. Receive and screen telephone calls for the township supervisor. Provide general information regarding township operations and policies.
7. Prepare and/or review meeting agenda item forms for board of trustee meeting packets in collaboration with the township clerk's office.
8. Evaluate township-wide policies, annually, for necessary amendments in collaboration with the deputy clerk.
9. Provide administrative direction and support to township staff on changes and interpretations of laws, guidelines, policies, procedures and directives.

10. Provide administrative, clerical and counter support to the clerk's office, treasurer's office and building department as needed.
11. Conduct Freedom of Information (FOIA) searches and provide responses to the FOIA coordinator when the requested documents are believed by the FOIA Coordinator to potentially be in the possession of the township supervisor's office.
12. Create and update references and manuals, databases, spreadsheets, contact lists, and supervisor's office files.
13. Administer the Oath of Office to the various township board, commission and committee members, in the absence of the township clerk and deputy clerk.
14. Certified as a Notary Public.
15. Approve timesheets for department heads and staff directly reporting to the township supervisor.
16. Assist walk-in visitors for the supervisor and respond independently, when possible.
17. Attend committee meetings and other meetings as assigned by the supervisor.
18. Function as purchasing agent for the supervisor.
19. Assist the supervisor in preparing, tracking and presenting the budget.
20. Assist the communications and grants manager by proofreading social media posts, grant applications/proposals, letters, memos and other written materials, as needed.
21. Help serve as a receptionist, receives and directs phone calls and visitors, provides information and assistance to the public and departmental employees by telephone and personal contact.
22. Help identify community concerns, issues, and problems that are expressed by residents and business owners via social media, emails, and telephone calls.
23. Schedule training (both required and optional) for township officials and employees. Arrange and manage all reservations and registrations related to conferences, classes, and meetings. Oversee details related to memberships and dues for the Supervisor's office.
24. Review and determine expense account numbers for invoices.

Education and Qualifications:

1. Minimum requirement is bachelor's degree or substantial college level coursework in public administration, communications, business or a related field, or an equivalent level of training and experience.
2. Minimum of three to five years of progressive administrative office experience in a municipal environment.

Required Knowledge, Skills and Minimum Qualifications:

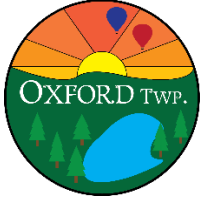
- Ability to independently organize and schedule work to meet established deadlines in an environment where interruptions may occur frequently, and ability to interpret, comprehend and process detailed information.
- Skill in operating MS Office, including Word, Excel, Outlook, PowerPoint, as well as Adobe Professional, and the ability to master new technologies.
- Reasonable proficiency in the Township's financial management software system (BS&A).
- Excellent communication and interpersonal skills to deal effectively with property owners, building contractors and other visitors to the department. Ability to work with other township department representatives.
- Knowledge of municipal organization and departmental operating requirements.
- Ability to develop, interpret and implement Township office practices, operations, policies and procedures and federal, state and local regulations.
- Reasonable knowledge of the code of ordinances, related ordinances, and the policies, procedures, regulations and laws governing municipal government.
- Ability to maintain confidentiality.
- Ability to communicate effectively and present ideas orally and in writing.
- Considerable ability to perform detailed work accurately and independently with minimal direction and supervision.
- Considerable knowledge of organizational and time management methods in managing multiple projects is needed to meet critical deadlines.
- Considerable ability to critically assess situations and solve problems, and work effectively under stress, within deadlines and changes in work priority.
- Knowledge of personnel management principles and practices for union and non-union employees.
- Strong ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, community leaders, vendors and employees.
- Strong ability to work independently, as well as within a team.

Working Conditions and Physical Demands:

- The work may require some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Executive Assistant to the Township Treasurer

Supervised by: Oxford Township Treasurer

General Summary:

Under the supervision of the township treasurer, provides administrative and clerical support in all phases of the tax billing and collection process, investment of municipal monies, and payments to special funds.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receive, process, disburse and maintain records of all payments made to the township. Balance daily receipts, prepare bank deposits and deposit them to the bank.
2. Responsible for collecting all credit card payments; sewer payments, tax payments, building payments, cemetery sales and dog licenses. Confirm and reconcile work to reports daily. Work closely with the building department to balance all permits processed and payments received.
3. Assist the treasurer in investing and management of the township funds.
4. Answer questions regarding taxes, special assessments, status of accounts, billing and payment procedures and other requested information.
5. Prepare summer and winter tax bills to be mailed annually. Verify tax statements with tax rolls. Post changes made by the board of review and Michigan Tax Tribunal. Generate and distribute new tax bills based on approved revisions.
6. Credit cash receipts to proper accounts, endorses checks, and disburses tax collections to other tax entities.
7. Receive and administer the process for all enrollment forms for all sewer customers with auto-debit accounts.
8. Responsible for the accountability of special assessment districts (SADs). Keep precise records and mail out yearly invoices to the residents for repayment and confirm that SADs are registered on the winter tax bills.
9. Process all returned checks, credit cards and sewer auto-debits. Keep precise records for all returns.
10. Responsible for the processing of all voids and stop payments. Work closely with the assistant to the clerk and executive assistant to the township clerk for proper accountability.

11. Responsible for transferring all payroll funds from the various accounts (Cable Commission, Police Contracting, Parks and Recreation, Building, Fire Department and General Fund) and account for all adjustments made to those funds.
12. Responsible for the yearly transfer of administrative fees for multiple funds.
13. Responsible for the monthly reconciliation of all financial bank statements for all accounts within the township. Provide monthly treasurer's reports for township board meeting packets.
14. Responsible for the journalization/balancing of all programs sold daily by the parks and recreation department.
15. Responsible for the collection and keeping of precise records of the required paperwork for the annual audit.
16. Responsible for annual documentation storage.
17. Responsible for the collection, transferring and reconciling of all HRA funds and activity.
18. Main point of contact for financial accounting with parks and recreation's credit card provider.
19. Responsible for collecting supporting paperwork provided by the fire department for emergency ambulatory payments and keep an accurate account of each month's payments.
20. Certified as a Notary Public.

Education and Qualifications:

1. Minimum requirement is an associate's degree with specialization in business administration, accounting, finance or related area or equivalent work experience. Necessary experience includes three years of office management, accounting or related work.
2. Experience in BS&A, particularly General Ledger, Utility Billing and Accounts Payable.

Required Knowledge, Skills and Minimum Qualifications:

- Thorough knowledge of the principles, practices, laws, regulations and policies governing municipal records management and the office of township treasurer.
- Good knowledge of the professional principles and practices of municipal accounting to effectively maintain the Township accounting system.
- Skill in operating MS Office, including Word, Excel, Outlook, as well as Adobe.
- Ability to maintain detailed and accurate financial records and reports according to accepted standards.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, visitors and the public.
- Ability to communicate effectively and present ideas orally and in writing.

- Ability to maintain confidentiality.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.

Working Conditions and Physical Demands:

- The work requires some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Ordinance Enforcement Officer

Supervised by: Oxford Township Building Official/Zoning Administrator

General Summary:

Under the supervision of the building official/zoning administrator, receives and investigates complaints and enforces the zoning ordinance, property maintenance code, and other applicable general ordinances. Works with the township staff and the township attorney to resolve violations.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Received complaints regarding violations of township ordinances. Interacts with and advises neighborhood associations and citizens regarding related code enforcement issues.
2. Uses judgment to recognize and solve problems as they apply to related Township ordinances.
3. Researches, investigates, writes and submits reports dealing with code enforcement problems.
4. Responds to complaints in a timely and efficient manner.
5. Conducts on-site inspections to determine the validity of complaints and the extent of violations.
6. Generates and serves notices of violation to violators.
7. Conducts re-inspections of violation sites to ensure that all violations have been corrected.
8. Prepares and issues court citations and reports for formal presentation in court and assists the township attorney in obtaining resolution of code/ordinance violation.
9. Strong organizational skills and ability to document and track inspections, complaints and violations.
10. Communicates ongoing issues to department head. Works independently, and with others, with minimum supervision.
11. Performs other duties as assigned by department head.

Education and Qualifications:

1. Must have a high school diploma or equivalency.
2. Previous ordinance enforcement or law enforcement experience preferred.

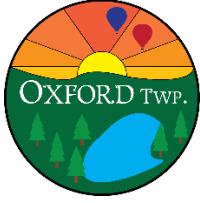
Required Knowledge, Skills and Minimum Qualifications:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Proficient in MS Office, Excel, and MS Word as well as all other township essential computer programs.
- Must be able to communicate with residents and property owners verbally and through written correspondence.
- Ability to manage stressful situations and effectively deal with difficult or angry individuals.
- May have to contend with unleashed pets.
- Performs work of a repetitive nature and varied workload pace.
- Must have a valid driver's license.

Working Conditions and Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Standard vision and hearing requirements are necessary to perceive information at normal visual and spoken word levels.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 35 pounds.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee may be exposed to wet and slippery surfaces, humid conditions, extreme heat and cold.
- An employee in this position must have the strength, stamina, manual dexterity, and physical coordination to access various outdoor work sites, perform duties and maneuver over and around rough terrain at building sites under construction.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.



**Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371**

Job Title: Planning & Zoning Executive Assistant

Supervised by: Oxford Township Building Official/Zoning Administrator

General Summary:

This position oversees and manages the activities of the planning commission and zoning board of appeals under the minimal direction of the building official/zoning administrator. The executive assistant performs specialized functions within the department which require judgment and initiative based on considerable knowledge of not only the Oxford Township Zoning Ordinance, operations, policies and procedures, but also state and federal laws and regulations applicable to the Michigan Planning Enabling Act and Michigan Zoning Enabling Act.

Primary Responsibilities:

An employee in this position may be called upon to do any or all the following essential functions. These responsibilities do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Collaborates with consultant planners, engineer, and attorney with the residential and commercial development process in the township.
2. Arranges the intake of applications for the planning commission including site plan applications, rezoning requests, land division/combination/lot line adjustment applications, special land use applications, zoning ordinance text amendments, private road applications and preapplication meetings.
3. Arranges the intake of zoning variances request for the zoning board of appeals.
4. Process applications, send to consultants for review. Establishes a calendar of events required in process, advises consultants and applicants.
5. Organize and distribute public hearing notices for newspaper publication and posting. Prepare mailing lists using Oakland County GIS for distribution to public as required by the Michigan Zoning Enabling Act and Michigan Planning Enabling Act.
6. Create meeting agendas, distribute for posting and notify Oxford Cable Television and interested parties.
7. Assemble information and materials for inclusion in zoning board of appeals or planning commission meeting packets. Also, coordinate room arrangements for meetings.

8. Perform follow-up on action items arising from the meetings, including pre-construction meetings, as well as recording documents at the Oakland County Register of Deeds.
9. Ensure project closeout agreements are in place (i.e., development agreements, maintenance and guarantees, etc.), monitor escrow accounts, and request deposits when necessary.
10. Distribute meeting minutes and maintain minute books kept in the clerk's office.
11. Work with the zoning administrator and planners to update forms, applications and processes.
12. Participate in the master plan update process. Schedule meetings with the planning commission and steering committee. Distribute information from planners to facilitate the process.
13. Provide responses to community members, representatives from various professional organizations, and other interested parties regarding planning and zoning matters, policies and procedures. Respond to questions from realtors and prospective developers and their agents.
14. Search Oakland County public records to assist ordinance officer, building official and residents with information related to property ownership, easements and recorded documents.
15. Update BS&A database and spreadsheets with zoning board of appeals and planning commission projects.
16. Attend planning commission and zoning board of appeals meetings when needed.
17. Run daily journal summary reports for treasurer's department when building official/zoning administrator is out of the office.
18. Update data in BS&A program.
19. Provide the building official/zoning administrator with quarterly updates of activities for the township board.
20. Provide backup at the building counter and process permits when necessary.
21. Attend continuing education courses as appropriate to keep abreast of new regulations and procedures.

Education and Qualifications:

1. Bachelor's degree from an accredited college or university or substantial college level coursework in business, or an equivalent level of training and experience.
2. Minimum of 3-5 years of experience in municipal planning and zoning, or accreditation in municipal planning.

Required Knowledge, Skills and Minimum Qualifications:

- The ability to maintain discretion concerning confidential planning matters.
- Knowledge of township government organization and operation.

- Considerable knowledge of township policies, procedures, regulations, and laws governing municipal planning and zoning.
- Considerable knowledge of the Oxford Township Zoning Ordinance.
- Reasonable proficiency in the BS&A software system.
- Considerable ability to perform detailed work accurately and independently with minimal direction and supervision.

Working Conditions and Physical Demands:

- The work requires some physical exertion such as extended periods of standing, recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing more than 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.
- The work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is in a moderately noisy office setting.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.