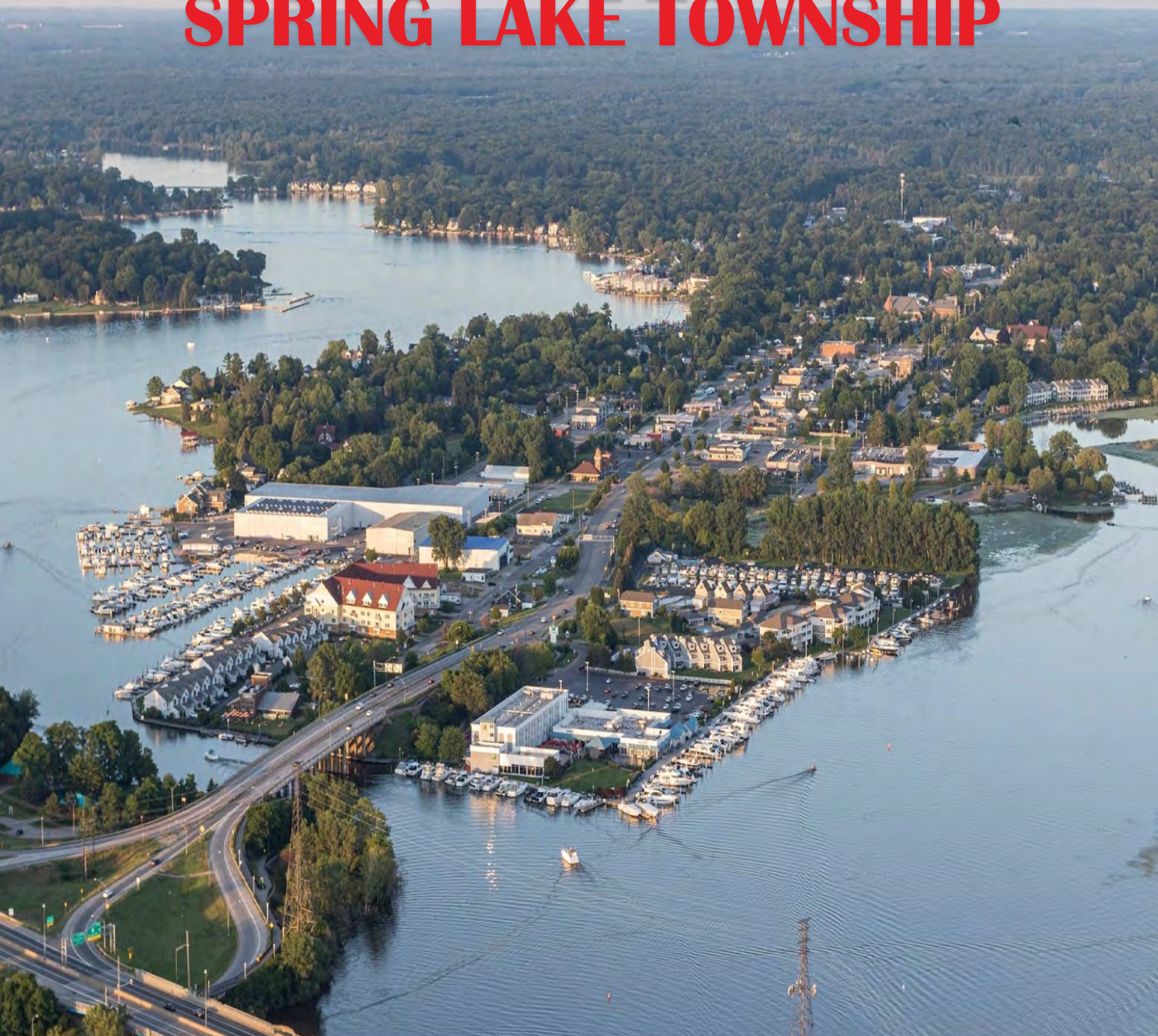


SPRING LAKE TOWNSHIP



COMMUNITY DEVELOPMENT DIRECTOR RECRUITMENT

Welcome to beautiful Spring Lake Township, where Nature Smiles for Seven Miles! Our community is blessed with enchanting waterfront and welcoming neighborhoods. Come join our team as our Community Development Director where you will enjoy a great work/life balance in one of Michigan's gems!

Gordon Gallagher, Township Manager
Spring Lake Township



SPRING LAKE TOWNSHIP

FULL-TIME STAFF



35

TOTAL BUDGET



\$17,000,000

POPULATION



15,214

TOTAL GENERAL FUND



\$5,000,000

TAXABLE VALUE



\$1,300,000,000

SALARY RANGE



\$95,000–\$98,000

“Spring Lake Township is a stunning waterfront community nestled between Lake Michigan, Spring Lake and the Grand River. Visitors from across the state flock to Spring Lake for arts, culture, dining, shopping, hiking and the must-see spectacular sunsets.”



Find out more at www.springlaketwp.org



WELCOME TO SPRING LAKE TOWNSHIP

Spring Lake Township, Michigan (population 15,214) is seeking candidates to serve as our next Community Development Director. Surrounded by the alluring shoreline of Spring Lake and the Grand River, the community boasts excellent parks, top-notch schools, and a short stroll to Lake Michigan. An easy 25-minute drive will take you from the lakefront to the bright lights of Michigan's second largest city. Spring Lake Township is known for their small-town charm and proximity to the fast-paced lifestyle in Grand Rapids. The Township strives to collaborate with its neighbors to provide quality services to all the residents in the area. For example, the Township shares police services with the Village of Spring Lake Township and the City of Ferrysburg. The Township and Village share office space, employees and equipment. This has proven to save resources and provide high-quality services to the residents and businesses. Our next Community Development Director will inherit a well-maintained community and report to a tenured Township Manager who is widely respected across the state.

The Township's recent Master Plan depicted the Top 10 reasons people admire living in Spring Lake Township.

1. Great schools
2. Over 30 miles of bike paths
3. Lake Michigan, Spring Lake, and the Grand River
4. Parks: local, county and regional
5. Unique landscapes and open spaces
6. High-quality public and private services
7. Healthy tax base and property values
8. Industrial parks and employment centers
9. Vacation destination
10. Low crime





RECREATION IN SPRING LAKE

Waterfront, Trails, Parks and More!

NORTH BANK PARK

The Village of Spring Lake is proud to announce the redevelopment of its beloved Central Park, which will now be known as North Bank Park. This transformation represents a major investment in community amenities, accessibility, and recreation for residents and visitors alike.

The redeveloped park will feature:

- A New Pavilion with Fireplace – A year-round gathering space designed for community events, celebrations, and family gatherings.
- A Universally Designed Playground – Inclusive and accessible play equipment for children of all abilities.
- Modern Restroom Facilities – Safe, clean, and convenient restrooms to support families and visitors park.
- Sledding Hill – A new level of winter fun in Spring Lake!
- An Improved Dog Park – Improved space for dogs and their owners.
- Illuminated Pathways – Improve safety and year-round use.

This redevelopment reflects Spring Lake's long-standing commitment to creating public spaces that are welcoming, inclusive, and functional for everyone.

RYCENGA PARK

Located in both Spring Lake Township and Fruitport Township, Rycenga Park was developed by Spring Lake Township on 40 acres gifted to the Township by Louis & Charles Rycenga. Facilities at Rycenga Park include baseball and softball diamonds, covered picnic areas, nature trails, playgrounds, and soccer fields. Rycenga Park also hosts a variety of events for children such as the Great Lakes Soccer League and high school Cross Country trail runs. Rycenga Park is also located on the 12-mile community bike path that goes around Spring Lake, making the park easily and safely accessible by pedestrians and bicyclists.

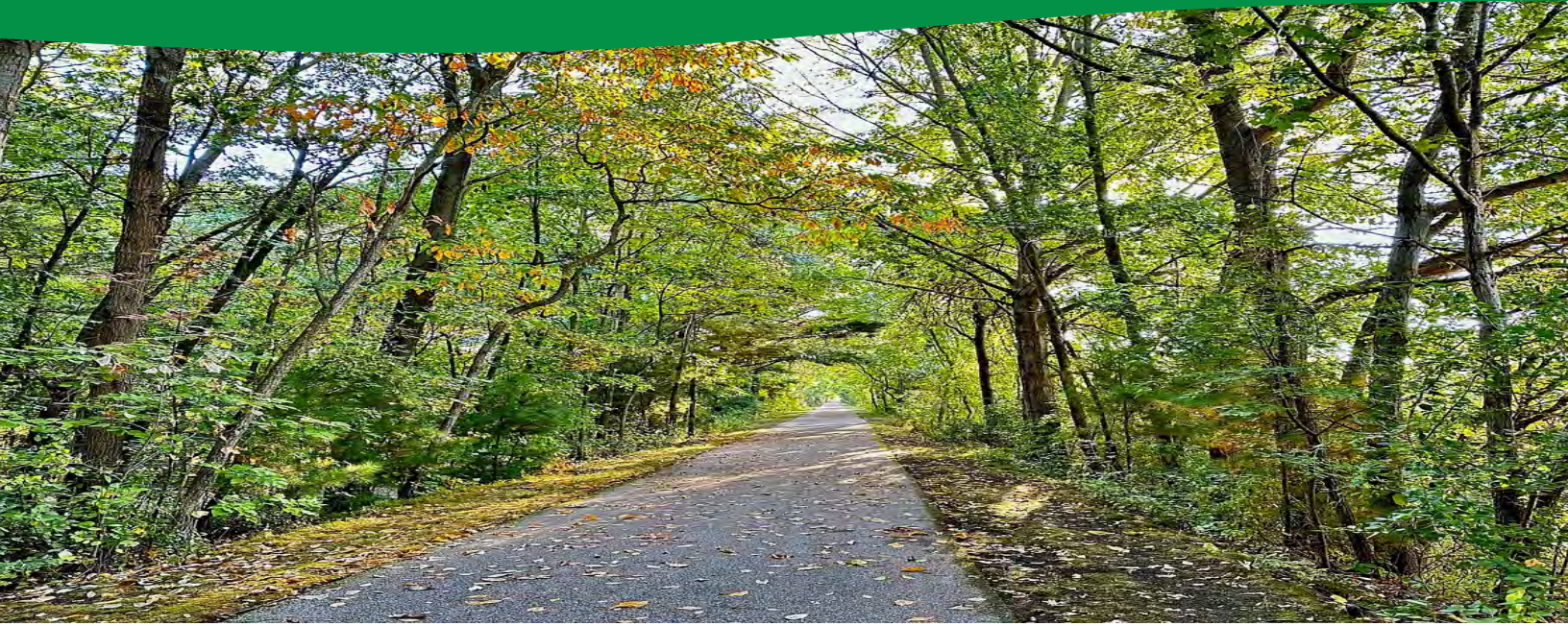


WATER TOWER PARK

Pickleball enthusiasts, tennis players, soccer fans and those looking for a relaxing picnic spend their summer days at Water Tower Park. The three-acre park is a local favorite for Spring Lake Township residents.



REGIONAL PLANNING!



THE NORTH BANK TRAIL

The North Bank Trail is a planned regional trail that will eventually extend to Nunica, Coopersville, Marne and Grand Rapids and will also connect to the Musketawa Trail and the future Spoonville Trail.

The North Bank Trail (NBT) is a proposed 18-mile non-motorized, multipurpose pathway located generally along the former Grand Trunk Western Railroad right of way that extends from Spring Lake to Marne, MI. The NBT will connect the east end of Lakeside Trail in the Village of Spring Lake to the southeast end of the existing Musketawa Trail, otherwise known as the Fred Meijer Pioneer Trail. Ultimately, the NBT serves as a regional link between the beaches of Lake Michigan and the Grand Rapids metro area.

The NBT will provide connections to other regional trails including the Lakeside Trail in Spring Lake, the Fred Meijer Pioneer Trail, the Musketawa Trail and the Spoonville Trail offering access to the southside of the Grand River where it meets up with the Grand River Greenway trail system. The NBT also links up to local trails in Spring Lake Township and Ferrysburg that offer a connection to US Bike Route 35 that run along Michigan's west coast from New Buffalo to Sault Saint Marie.

The NBT will link the larger urban communities of Grand Rapids, Marne, Coopersville, Nunica, Spring Lake and Grand Haven. In most cases, the NBT and its linked trails run through the heart of the downtowns and bring the promise of a new found economic stimulus. Coopersville, MI, is a great example as the downtown area was originally developed around the Grand Trunk Western Railroad and old US 16. When Interstate 96 came through, much of the commerce activity became focused towards the highway interchanges. The NBT will run through the heart of downtown, likely bringing more tourism dollars and possibly creating a bit of a revival.

OPPORTUNITY TO SERVE

Our next Community Development Director will focus on the following opportunities:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of 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.

Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting and general administration. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, Township directives and legal requirements.

Participates in the recruitment and hiring of department and contract personnel in consultation with the Township Supervisor. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.

Develops the annual Building Department operating and capital budgets for review by the Township Supervisor. Ensures budgeting procedures are followed and expenditures are maintained within the approved budgets.

Functions as zoning administrator. Leads and participates in efforts to establish and enforce zoning, and building codes, and code enforcement activities. Reviews land development, subdivision and residential site plans for conformity to all applicable regulations.

Oversees and directs contracted buildings and trade inspectors. Authorizes payments for services rendered, assures service quality and coordinates building inspection activities with site plan and zoning requirements.

Assists the Board and Planning Commission in planning and supervising the development and review of the Master Plan. Prepares and compiles zoning and other related ordinances.

Oversees and participates in grant writing and administration. Researches potential grant opportunities, compiles supporting documentation, and ensures application deadlines and other grant requirements are met.

Provides technical reviews and advice to the Supervisor and Board, Planning Commission and Zoning Board of Appeals. Researches planning, zoning, code enforcement, and building and community development issues. Prepares written summaries and presents findings.

Works cooperatively with residents and businesses to develop solutions to neighborhood and community development issues. Facilitates discussions, resolves complaints, provides information and assists with permit applications.

Functions regarding the senior code enforcement officer, directing the workload of the Assistant to the Community Development Director and acting as the ultimate decision maker code issues and enforcement. Issues citations to non-compliant property owners as required.

Utilizes GIS and mapping software for data collection or analysis, map development and other purposes.

Serves as staff liaison to the Zoning Board of Appeals and Planning Commission. Provides input and guidance on issues related to development and planning. Attends other community meetings to represent the Township's interests and improve communications.

Keeps breath of legislative and regulatory developments, new administrative techniques and current issues in the community development and planning/zoning fields through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

SPRING LAKE TOWNSHIP

“WE CHECK THE BOXES”

- ✓ **Stable and Team Oriented Township Board**
- ✓ **Low Taxes**
- ✓ **Renowned School System**
- ✓ **Alluring Waterfront and Trail System**
- ✓ **Vibrant Community Center**
- ✓ **A Highly Desirable Parks System**
- ✓ **Michigan’s Unforgettable Sunsets**
- ✓ **Unparalleled Regional Cooperation**



APPLICATION PROCESS



DEADLINE TO APPLY: FRIDAY, OCTOBER 9, 2026

To join the Spring Lake Township team, please submit a cover letter, resume and five professional references to Frank L. Walsh, Walsh Municipal Services, LLC. Applications will be received at walshmuni@gmail.com. Please indicate in your cover letter if you request confidentiality as allowed under the Michigan Open Meetings Act.

Spring Lake Township is a proud Equal Opportunity Employer.

