

Belvidere Township Belvidere Township

Job Title:	SUPERVISOR	Report to:	Elected Position
Department/Group:		Job Code/ Req#:	
Location:	SIX LAKES, MI	Travel Required:	SOME TRAVEL
Level/Salary Range:	\$12,000 per year	Position Type:	Elected Position
HR Contact:	ELECTED POSITION	Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
FAX OR EMAIL: Fax number or Email Subject Line: Subject Line		MAIL: BELVIDERE TOWNSHIP PO BOX 144 107 VESTA STREET SIX LAKES, MI 48886	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Moderates board and annual meetings 2. In a charter township, performs the duties MCL 42.10, unless a superintendent has been appointed 3. Chief assessing officer 4. May serve as assessor (if certified) 5. Secretary to board of review 6. Township's legal agent 7. Maintains records of supervisor's office 8. Responsible for allocation board budget (if applicable) 9. Develop township budget 10. Appoints some board or commission members 11. May call special meetings 12. May appoint a deputy 13. Delegating other roles and responsibilities <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school degree – recommended Township resident and register voter</p> <p>BENETICIAL SKILLS</p> <p>Software: Microsoft word, excel, QuickBooks and Adobe.</p> <p>ADDITIONAL NOTES</p> <p>Attend Monthly Meetings</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date

Belvidere Township

Last Updated By:	Name	Date/Time:	Date/Time
------------------	------	------------	-----------