

**TOWNSHIP CLERK (ELECTED POSITION)
(Part Time)**

Basic Function: As an elected official, the Clerk is responsible to administer all phases of elections within the township, to administer voter registration, and to maintain all township records. Township records include meetings in the township, cemetery, and freedom of information requests. The Clerk serves as a voting member of the Township Board of Trustees.

Supervision Received: Policies and budgets are set by the Board of Trustees. The Clerk conducts the ongoing functions of the position with considerable independence according to state statutes and established regulations and procedures.

Supervision Exercised: This Clerk directly supervises the Deputy Clerk, election workers, and other Clerk's office staff as may be assigned by the township management.

Responsibilities and Duties: An elected official in this position may be called upon to do any or all of the following: (Official may be expected to perform additional tasks as needed or required.)

1. Attend Board meetings, record minutes of such meeting, and otherwise serve as a voting member of the Board of Trustees.
2. Serve on the Executive Board of township leadership.
3. Serve as the clerk to the Township Board of Trustees
 - a. Prepare agendas and related materials
 - b. Prepare meeting notices
 - c. Present communications at board meetings
 - d. Prepare board meeting minutes and perform follow up work, including preparation and publication of synopsis of minutes and indexing of minutes
 - e. Execute and process record, documents, certificates, letters, etc., relation to IFEC, Zoning PUD, liquor licenses.
4. Organize and supervise elections
 - a. Recruit, train, and supervise temporary election workers.
 - b. Coordinate the printing of ballots and acquisition of voting materials and supplies.
 - c. Direct precinct operations, direct absentee voting, direct early voting, and coordinate the canvass of votes.
 - d. Work with the county to coordinate election operations.
5. Maintain records and documents.
 - a. Maintain voter registration records.
 - b. Maintain official township records, including board minutes, resolutions, ordinances, contracts, and other records.
6. Administer and supervise departmental operations.
 - a. Prepare the annual budget request for clerk and election activities and administer the budget as approved by the board

- b. Supervise office services, including voter registrations, issuance of licenses, invoice costs for IFEC application, and maintenance of records and documents.
 - c. Prepare necessary reports.
 - d. Work with Finance Manager to supervise payroll and human resource functions of the office.
 - e. Coordinate and supervise the cemetery operations and freedom of information request process for the township.
 - f. Answer inquiries and provide information relative to elections and departmental functions.
7. Perform related work as required.

Desirable Qualifications for Employment: It is desirable for an elected official in this office to have the equivalent of the following knowledge, training, and experience.

1. Knowledge of the laws, rules, and practices governing the registration of voters, conducting elections, and maintaining public documents and records.
2. Knowledge of public administration practices to manage clerk and election operations and personnel.
3. Skill in establishing and maintaining effective working relationships with public officials, community organizations, employees, and the general public.
4. Skill in preparing and maintaining minutes, reports, and other written records and documents.
5. Knowledge of current office practices and procedures, business English and grammar; ability to write legibly; ability to accurately prepare, maintain and file records and reports.
6. Functional knowledge of Microsoft Windows software, BS & A, and Qualified Voter File; requires sitting for computer and other desk work for extended periods of time; occasionally requires lifting office supplies and office equipment weighing a minimum of 20 pounds to waist high level.
7. A valid Michigan driver's license is required to meet travel requirements.
8. Training includes a bachelor's degree. 3-5 years of relevant municipal experience is desirable.