

LAKE TOWNSHIP JOB DESCRIPTION

SUPERVISOR - (part-time)

Township Supervisor's Statutory Duties:

- Moderates board and annual meeting's
- Chief assessing officer (if certified)
- Secretary to board of review
- Township's legal agent
- Must maintain records of supervisor's office
- Responsible for tax allocation board budget (if applicable)
- Develops township budget
- Appoints some commission members (Planning Commission, HLIB)
- May call special meeting's
- May appoint a deputy

Township Supervisor's Non-Statutory Duties:

- Moderate Special meetings
- Set Meeting Agenda's
- Work on Special Assessment requests
- Manage RFP's and Bid requests
- Work with OEO on Ordinance violations.
- Liaison for Planning, Zoning, Assessor, Fire Dept, OEO
- Township rep for all correspondence/ meetings (resident, public, private)
 - dangerous buildings committee
 - Roscommon County
 - Roscommon County Road Commission
 - Trash vendor and other utility companies