

**Douglass Township  
Supervisor  
Job Description**

To qualify for Township Supervisor, a person must be a Township elector, but property ownership is not required. A person must be a U.S. citizen, at least 18 years of age, and registered to vote and a 'qualified elector' of the Township by the filing deadline. ([MCL 168.342](#))

**DUTIES and RESPONSIBILITIES:** Perform 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). The Supervisor shall:

1. Moderate Township Board and Annual meetings according to Robert's Rules, conducting fair and civil meetings that allow for consensus building and public input
2. Act as Chief Assessing Officer (if certified)
3. Act as Secretary to Board of Review
4. Act as Township's legal agent
5. Maintain records of Supervisor's office
6. Be responsible for tax allocation
7. Develop Township Board Annual Budget with input from Board Members
8. Appoint Planning Commission Members and Zoning Board of Appeals Members
9. Call special meetings as necessary
10. Keep the public apprised of Township events
11. Periodically review and implement Township policies

**ADDITIONAL DUTIES:**

1. Work collaboratively with Township Board Members
2. Utilize consensus-building techniques to reach beneficial goals for the Township
3. Demonstrate ethical behavior
4. Manage adversity and hostility
5. Possess vision, especially relative to the Township's needs or potential, and utilize public relations skills to positively represent the Township
6. Understand how Township policies and procedures are set