

Douglass Township
Deputy Supervisor
Job Description

The Township Supervisor may appoint a Deputy Supervisor who shall serve at the pleasure of the Supervisor. In case of the Supervisor's incapacity or absence, the Deputy shall perform the duties of the Supervisor, except shall not have a vote on the Township Board.

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 Deputy Supervisor shall:

1. Provide administrative support to the Supervisor
2. Follow up on complaints, correspondence on behalf of the Supervisor
3. Coordinate Township participation in community events
4. Serve on special committees and professional organizations as deemed appropriate
5. Assist in maintaining Supervisor records
6. Other tasks as determined by Supervisor