

## **Supervisor**

### **Contact Information:**

Mr. Bruce Petersen

E-Mail: [Supervisor@charterportagetwp.org](mailto:Supervisor@charterportagetwp.org)

Voice Phone: (906) 482 - 4310

**General Requirements:** Is an Elected Position – Must be a registered voter officially residing within Portage Township.

**Salary:** Salaried – Township Board Establishes

### **Job Summary:**

Possesses a general knowledge concerning the Charter Township's governmental responsibilities, functions, and legal powers. Fully understands and adheres to the statutory duties and responsibilities of the Office of Supervisor along with the other elected and appointed officials in the Township. The elected Supervisor can appoint a deputy. Has office hours that makes him/her accessible to the public and upholds the Constitution of the United States, the State of Michigan, and all the ordinances and resolutions of Charter Township of Portage.

### **Job Experience and Education:**

Minimum: Associate Degree, any additional schooling is a plus. One to three years of experience in working with local units of government as it relates to Township governance would be beneficial. An understanding of the statutory duties and responsibilities of the Supervisor's position.

### **Job Duties and Responsibilities:**

1. Prepares a yearly budget for the Supervisors Department
2. Prepares and posts the monthly Board Meeting Agenda, attends all the monthly meetings and acts as the chairperson at all Township Board meeting. May call special meetings.
3. Serves as the Township's "legal agent" for signatory power, during litigations, insurance claims, etc.. This is one of the statutory duties of the Supervisor.
4. Formulates the needed Committees to best serve the Township and appoints, with Board concurrence, members of those respective committees.
5. Serves as the Secretary for the Board of Review.
6. Supervises and manages all the public improvements, works and undertakings in the Township.
7. Manages and supervises the operation of all the Township utilities.
8. Conducts all sales of personnel property which the Township Board has authorized to be sold.
9. Assumes all duties and responsibilities as the Portage Township Personnel Director for all Township employees.
10. Maintains and updates the Supervisor's portion of the Township's web site.
11. Acts as the purchasing agent for the Township, or under his responsibility, delegates such duties to some other officer, Trustee or employee.
12. Prepares and over the calendar year administers the annual budget under policies

formulated by the Township Board. Keeps the Board fully apprised as to the financial condition of the Township.

13. Is a member, ex officio, of all Township Committees and Boards.
14. Is ultimately responsible for the efficient administration of all the departments of the Township.
15. Assures that all terms and conditions imposed are favorable to the Township/its inhabitants when dealing with any public utility franchise, lease or contract. Makes sure that the contract contains equitable conditions and that are faithfully kept and performed.
16. Is ultimately responsible for the preservation of property, tools, vehicular fleet, pump stations, power equipment and other appliances of the Township.
17. Is in charge of the construction, repair, maintenance, lighting, cleaning of the streets, sidewalks, sewers and all of the public buildings or other property belonging to the Township.
18. Assures that all the laws and township ordinances are enforced in an equal and fair manner.
19. Maintains and safeguards all the records of the Supervisors' office.
20. Performs other duties as assigned. The above list is intended to describe the general content of and the requirements of the performance of this position. It is not to be construed as an exhaustive statement of the duties or responsibilities for this position.