

Kalamazoo Charter Township Supervisor

Job Description

Part-time

The office of supervisor generally serves as the township's chief spokesperson. The authority of the supervisor is limited to that provided by statute or delegated by the township Board. The image of the township and its ability to satisfy the needs of its citizens and property owners rests largely on the supervisor's knowledge of township government and how the township can accomplish these purposes legally, fairly and with the least amount of dissension and friction as possible. The ability to mediate in a rational and logical manner and in the interest of good township development and service is the major goal of the supervisor.

The supervisor is assisted with the administrative operations for the township and delegates certain statutorily assigned functions to other full-time and/or part-time employees of the township. It is understood that this assignment does not diminish the supervisor's statutory responsibilities and that these duties may be assumed at the supervisor's discretion at any time.

The supervisor works with the Township Manager on matters related to policy formation, budget oversight, general personnel matters, agenda matters, and committee assignments.

The supervisor is ex officio of all board committees and represents the township at various local, countywide, state or national meetings.

Generally, the supervisor is expected to be serving in their official capacity 10 to 20 hours per week during normal business hours.

TASKS OF THE SUPERVISOR:

A. Legal Agent

The supervisor is the township's agent for transacting all legal business, upon who suits may be brought and defended and upon whom all process against the township is served. (MCL 41.2)

B. Moderates board meetings

When present, the supervisor is the moderator of any township meeting. (MCL 41.97) The supervisor has the authority to place a person under oath on any statements made to the supervisor in his or her official capacity as supervisor. (MCL 41.64b) The supervisor also has the right and duty to regulate the proceedings of any meeting, including deciding questions of order, making declaration of votes cast, granting authority to persons to speak at the meeting and silencing those who may be out of order or disrupting the meeting. (MCL 41.97 through MCL

41.99) As a member of the township board, the supervisor should vote on all issue upon which a vote is required, unless there is a conflict of interest unanimously agreed to by the board members. (MCL 42.5(2) and MCL 42.7)

C. Appointments, Nominations and Oath of Office

The supervisor is responsible for appointing, with township board approval, all members of the planning commission. (MCL 125.3815)

Further, it is noted that under the township's administrative policies and procedures that the supervisor also appoints, with township board approval, the members to the zoning board of appeals, board of review, and all other standing and special committees of the township.

The supervisor may administer the oath of office as provided in section 1 of article XI of the state constitution of 1963 to township officers. (MCL 41.64b)

D. Elected Official

Serves as an elected and voting member of the Charter Township of Kalamazoo Board of Trustees and member of various other boards and committees.

Approved by the Board: 22 February 2016