

## **FIFE LAKE TOWNSHIP IS SEEKING APPLICATIONS FOR TOWNSHIP CLERK**

### **Qualifications:**

- Must be a township elector, but property ownership is not required
- Must be a U.S. citizen, at least 18 years of age, and registered to vote
- Must be a 'qualified elector' of the township by the filing deadline. ([MCL 168.342](#))
- Must meet most core competencies below

### **Other Information:**

- The term of office for all elected officials is four years. This appointment will be until the next election.
- An appointed clerk must run for the office and be elected in the next election to continue to hold the position
- Interviews will be scheduled for a future meeting date within 14 days after the deadline (all interviews will be held at public meetings)
- The successful candidate will be required to appoint a deputy clerk within 45 days of hiring
- Training is available for the successful candidate and their deputy
- Letters of Interest or any questions can be submitted to the Township Supervisor at [supervisor@fifelaketwp.com](mailto:supervisor@fifelaketwp.com) or mailed to PO Box 87 Fife Lake, MI 49633 Clearly addressed to the Supervisor with "Clerk Application" noted on the envelope (please include information on how your skills align with both the statutory duties and core competencies)

### **Deadline for letters of interest:**

Friday, November 29, 2024 at 5pm EST

### **Statutory Duties of Clerk:**

#### **Township Board Member:**

- o Same legislative and administrative responsibilities as all other board members, including duty to participate and vote
- o Responsible for the drafting and maintenance of township board meeting minutes
- o Notifies township board members of special township board meetings
- o Responsible for township board meeting notices

#### **Records:**

- o Maintains custody of all township records not assigned by law to another board office
- o Keeps the township "oath book"
- o Responsible for maintenance of township "ordinance book"

- o Receives and delivers tax certificates (often L-4029) of taxing entities to supervisor for Summer Tax Bill and Winter Tax Bill

**Accounting:**

- o Accounts for all township funds.
  - o Monthly reconciles general ledger against treasurer’s banking ledger, receipts and deposits (required by MI Treasury Accounting Procedures Manual)
- o Prepares financial reports for the township board:
  - ♣ At least monthly balance sheet by fund (best practice per MI Treasury APM)
  - ♣ At least monthly check report
  - ♣ At least quarterly revenue and expenditure report (required per MI Treasury APM; in a charter township, MCL 42.29 requires supervisor or superintendent to do quarterly)
  - ♣ Provides information to assist in development of budget, at least for clerk’s area of responsibility (“clerk’s department, elections department”)

**Payroll and Payables:**

- o Initiates and signs all payments leaving township (except for current year tax collection disbursement account). ONLY clerk or deputy clerk can sign payments (checks/electronic) for the “clerk’s side.”
- o Unless records are assigned by law to another office, the clerk would maintain or oversee maintenance of personnel, payroll and payables records.

**Elections:**

- o Township “department head” for elections (budgeting and preparation for equipment, software, training, internal staffing, etc.)
- o Chairs the township Election Commission, which appoints Election Inspectors and conducts specific other pre-election functions.
- o Voter Registration (done year ’round, including specific hours during 14-days prior to an election, Early Voting Days, and Election Day)
- o Qualified Voter File maintenance and updating
- o Candidate and Local Proposal Petition Filings
- o Publishing and Posting Election Notices
- o Absent Voter Process—List, Applications and Ballots
- o Military and Overseas Voters (MOVE)
- o Ballot Proofing
- o Preparation and Programming of Election Equipment (Electronic Pollbook; working with Election Commission on equipment for Preliminary and Public Tabulation Accuracy Tests)
- o Election Day Issues (including Early Voting Days)
- o Closing the Polls/Precinct Canvass

**Core Competencies on the next page:**



# Township Clerk

## (1) Township Government Operations

- Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- Identifies the major functions of each branch of government—local, state and federal—along with their relationship to one another
- Understands the statutory duties and responsibilities of the office of township clerk
- Aware of the roles and responsibilities of other elected and appointed offices in the township
- Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understands how township policies and procedures are set
- Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

## (2) Interpersonal Skills

- Communicates effectively
- Listens attentively
- Works effectively with individuals, departments and committees to achieve desired outcomes
- Possesses knowledge of what constitutes ethical behavior
- Manages adversity and hostility effectively
- Delegates tasks appropriately

## (3) Leadership Abilities

- Possesses vision, especially relative to the township's needs or potential
- Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedure
- Possesses effective policy-making skills and decision-making skills
- Utilizes consensus-building techniques
- Possesses persuasive/influential abilities
- Motivates others to achieve desired outcomes
- Utilizes public relations skills to position the township positively

## (4) Administrative Skills

- Possesses knowledge of the communication/noticing needs of the township and devises strategies to assemble and disseminate information to relevant audiences
- Understands the township budget and the clerk's role in monitoring budget
- Aware of purchasing policies and the bid process
- Demonstrates knowledge of uniform chart of accounts and township accounting practices
- Possesses understanding of personnel administration and human resources matters
- Has ability to transcribe minutes of the proceedings of each township board meeting in an accurate and proper manner
- Understands maintenance of township records, books and papers in accordance with record retention and disposal guidelines
- Possesses knowledge of elections and clerk's role in overseeing the elections process

## (5) Township Issues

- Possesses knowledge about current issues affecting townships
- Aware of legal matters that could impact the township
- Understands the elements of risk management
- Aware of financial matters affecting the township, including revenue sources
- Possesses knowledge about land use
- Understands the planning and zoning process
- Possesses knowledge of township services and their policy implications