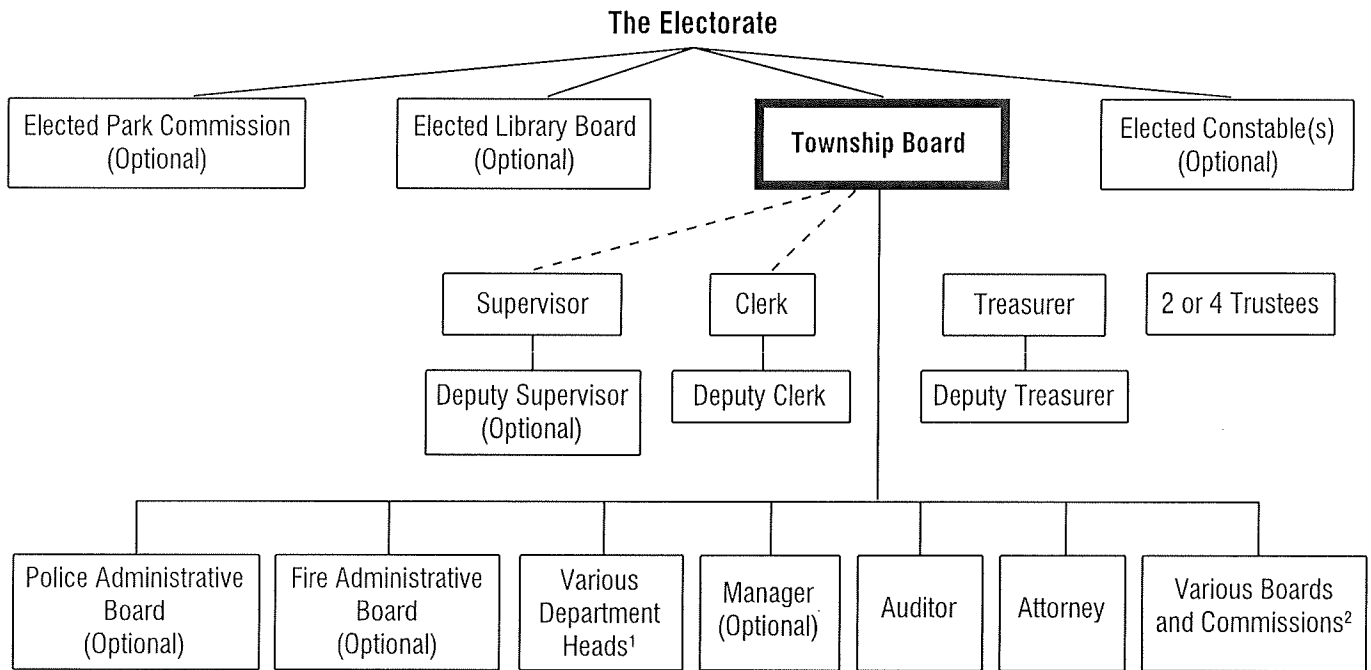


# Typical Organization Chart General Law Township

Township Law (Recodified), R.S. of 1846  
MCL 41.1, *et seq.*



<sup>1</sup>Examples include (all optional):  
 Assessor  
 Building Official  
 Fire Chief  
 Police Chief  
 Planning/GIS  
 Public Works Director  
 Zoning Administrator

<sup>2</sup>Examples of mandatory statutory boards and commissions include:  
 Board of Review (mandated)  
 Planning Commission (if township plans or zones)  
 Zoning Board of Appeals (if township zones)  
 Construction Board of Appeals (if township enforces the State Construction Code)

Examples of optional statutory boards and commissions include:  
 Building Authority  
 Civil Service Commission  
 Downtown Development Authority  
 Salary Compensation Commission

## Township Supervisor's Statutory Duties

- Moderates board and annual meetings
- Chief assessing officer (if certified)
- Secretary to board of review
- Township's legal agent
- Must maintain records of supervisor's office
- Responsible for tax allocation board budget (if applicable)
- Develops township budget
- Appoints some commission members
- May call special meetings
- May appoint a deputy

# I. The Role of the Supervisor

## Overview

The supervisor is frequently the first official contacted about any township business or complaint and is often perceived as the township spokesperson. It must be realized, however, that 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 often rests largely on the supervisor's knowledge of township government and how it 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 interests of good township development and service is a goal to which every supervisor should aspire.

### Legal agent for township

The supervisor is the township's agent for transacting all legal business, upon whom suits may be brought and defended and upon whom all process against the township is served. The supervisor may serve upon a person a subpoena compelling that person to appear before the township board or a board committee to be examined under oath or to produce a document or object for inspection or copying. (MCLs 41.2(2) and 41.2(4))

### Moderates board and annual meetings

When present, the supervisor is the moderator of any township board meeting (MCLs 41.72a and 42.5) and of an annual meeting of the electors. (MCL 41.97) He or she 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. (MCLs 41.97-41.99) 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)

In both a **general law** and a **charter township**, the deputy supervisor does not chair a township board meeting. If the supervisor is absent, the township board must appoint one of its members to chair the board meeting. (MCLs 41.72a and 42.5)

At the annual meeting of the electors, in the absence of the supervisor, the electors present select a moderator. (MCL 41.97)

As a member of the township board, the supervisor should vote on all issues upon which a vote is required, unless there is a conflict of interest or other proper legal reason for abstaining. All members of a **charter township** board are required to vote on all questions decided by the board unless excused by the unanimous consent of the other township board members present. An exception to this is where a member of the board wishes to be appointed to another public office and abstains from voting on that appointment. (MCL 42.7(6))

### Budget preparation

Unless some other official has been so designated, the supervisor is considered the chief administrative officer for the development of the township budget. (MCL 141.422b(e))

**Assessment administration**

The supervisor is the chief assessing officer of the township, responsible for assessing property values within the township at 50 percent of true cash value. Even if he or she is not a certified assessor, he or she is still responsible for this duty. If the supervisor is not certified at the proper level, the township must provide for the appointment of properly certified assessors. Any other assessors required to perform the function are subordinate to the supervisor. Upon completion of the assessment and preparing the rolls, the rolls must be deposited with the supervisor. (MCL 41.61) In assessing property, the supervisor and assessing officials may use only those manuals approved by the State Tax Commission.

**Appointments/nominations**

The supervisor is responsible for appointing: 1) the construction board of appeals (MCL 125.1514); 2) the housing commission (MCL 125.653(c); 3) the historic site district committee, unless the township ordinance provides differently (MCL 399.204); and 4) may approve members of the neighborhood council of citizens, in consultation with neighborhood residents, if that selection method is approved by the township board. (MCL 125.74(c))

The supervisor, with township board approval, also appoints planning commission members (MCL 125.3815(1)), economic development directors (MCL 125.1604(3)), the officers compensation commission (MCL 41.95(4)(a) and 42.6(1)(a)), downtown development authority members (MCL 125.1654(1)), one of the three civil service police/fire board members (MCL 38.502) and half of the tenants affairs board. (MCLs 125.653 and 125.654)

**Secretary to board of review**

Under the General Property Tax Act, the supervisor is required to act as the secretary to the board of review. The supervisor must keep a record of the board of review's proceedings and all changes made in the township assessment roll. (MCLs 41.61 and 211.33)

**Responsible for records of supervisor's office**

The supervisor is required to preserve and keep all books, assessment rolls and other papers belonging to the office in a safe and suitable place and deliver them on demand to the successor in office. The books, assessment rolls, papers and any other writing prepared, owned, used, in the possession of, or retained by the supervisor in the performance of an official function must be made available to the public in compliance with Michigan's Freedom of Information Act. (MCL 41.62) A reasonable charge may, however, be made for these copies. (MCL 15.234)

**May appoint a deputy**

The supervisor may appoint a deputy township supervisor who shall serve at the pleasure of the supervisor. (MCL 41.61(2)) The deputy shall take the oath of office, which shall be filed with the township clerk. The deputy possesses all powers and duties of the supervisor during the supervisor's absence, sickness, death or other disability. The deputy, however, does not have a right to vote on the township board or moderate a township board meeting or annual meeting of the electors, and is not required to be a township resident. With the supervisor's approval and the consent of the township board, the deputy may assist the supervisor at any additional times agreed to by the board and the supervisor. The deputy's compensation is determined by the township board.

**Township manager**

Under MCL 41.75a, the township board of a **general law township**, or a **charter township** under MCL 42.10a, may employ a township manager to serve at the pleasure of the board and perform duties delegated by them. The manager may not, however, infringe upon duties delegated by statute

to other township officials, although assistance may be given to them if they desire. The statute does not otherwise specify the duties or functions of a manager.

The only way statutory duties of a township board may be delegated to a **general law township** manager is if the officer consents in writing to the transfer of duties.

The compensation of the manager is determined by a resolution of the township board.

**Submits tax allocation board budget (where in effect)**

Although no specific person is designated by law to submit the township's budget for allocation purposes to the county tax allocation board (as required unless the county is on fixed millage), the supervisor is generally considered the party to perform this function. The budget must be filed on or before the third Monday in April of each year. At the same time, the supervisor should present to the tax allocation board a sworn statement showing the date on which any vote was taken to increase the total tax limitation within the township, the number of votes cast for and against the increase and the amount and length of time of the increase. Where separate tax limitations have been voted by the county electors, the allocation board is abolished and the foregoing filings are eliminated. (MCL 211.210)

**Member of general law township elections commission**

The supervisor, clerk and treasurer constitute the board of township election commissioners in a **general law township**, with the clerk acting as its chairperson. This board is in general charge of elections within the township under the supervision of the secretary of state. (MCL 168.26)

**Emergency Management Act duties**

In the event a disaster or emergency occurs within a township and the supervisor, as chief executive official of the municipality, determines that the disaster or emergency is beyond the control of the county or township, the supervisor or township emergency management coordinator must contact the district emergency management coordinator to request state assistance or a declaration of a state of disaster or state of emergency. (MCL 30.414)

**Animal control report**

If the county board of commissioners has not established an animal control officer, the township supervisor may investigate and report on the number and sex of dogs within the township and the name of each owner. The supervisor is paid for this service at a rate determined by the county board of commissioners. If submitted, the report must be made on or before June 1 of each year. (MCL 287.276)



### Charter Township Supervisors

What has previously been written about the supervisor of a general law township equally applies to the supervisor of a charter township, except as noted here.

As a member of the charter township board, the supervisor is the presiding and executive officer of the board and has an equal voice and vote in the proceedings of the board. The supervisor shall authenticate by his or her signature any instruments which the board and the laws of the state or federal government may require. (MCL 42.5(2))

A charter township board has the authority to appoint a township superintendent and to delegate functions specified in the statute. Any functions that are not delegated to the superintendent are exercised by the supervisor. Accordingly, the charter township supervisor may engage in the following activities and duties if they have not been delegated to a superintendent (MCL 42.10):

- a) to see that all laws and township ordinances are enforced;
- b) to manage and supervise all public improvements, works and undertakings of the township;
- c) to have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers, and all public buildings or other property belonging to the township;
- d) to manage and supervise the operation of all township utilities;
- e) to be responsible for the preservation of property, tools and appliances of the township;
- f) to see that all terms and conditions imposed in favor of the township or its inhabitants in any public utility franchise or in any contract are faithfully kept and performed;
- g) to attend all township board meetings;
- h) to be an ex-officio member of all committees of the township board;
- i) to prepare and administer the annual budget under policies formulated by the township board and keep the board fully advised at all times as to the financial condition and needs of the township;
- j) to recommend to the township board for adoption such measures and he or she may deem necessary or expedient;
- k) to be responsible to the township board for the efficient administration of all departments of the township government;
- l) to act as the township's purchasing agent or, under his or her responsibility, delegate such duties to some other officer or employee;
- m) to conduct all sales of personal property that the township board may authorize to be sold;
- n) to assume all the duties and responsibilities as personnel director of all township employees or delegate such duties to some other officer or employee, and
- o) to perform such other duties as may be prescribed by this act or required by ordinance or by direction of the township board or which are not assigned to some other official in conformity with the provisions of this act. (MCL 42.10, *et seq.*)

### Charter township board of elections commissioners

In a **charter township**, the supervisor is not a member of the board of election commissioners. This board instead consists of the clerk and two trustees appointed by the township board. (MCL 42.4)

**Township superintendent**

In a **charter township**, the township board can appoint a superintendent, as distinguished from a township manager, and delegate to the superintendent all or any part of the duties and authority in MCL 42.10 (a) through (o). Any duties not so delegated to the superintendent remain in the authority of the supervisor. A charter township manager cannot be delegated any duties of the supervisor, clerk or treasurer without the written consent of the officer.

A township board should clarify in its resolution whether it is appointing a superintendent or a manager, as the two have distinctly different potential authorities.

A **charter township** cannot have both a superintendent and a manager. They represent two distinct statutory officials. The superintendent must be or become a resident of the township within 90 days of appointment and remain a township resident during the term of office. By resolution, the township board may, by a two-thirds vote, waive this residency requirement.

The compensation of the superintendent is determined by a resolution of the township board.



## **Northfield Township Township Manager**

### **SUMMARY:**

Serves as the Chief Administrative Officer and Personnel Manager for implementing the policies and directives of the Board of Trustees. Provides overall coordination of all Township operations and directs Township operations. Oversees the management and direction of all Township departments, enterprises, and consulting services. Under the Uniform Budget and Accounting Act, maintains responsibility and oversight of the preparation of the annual budget.

### **RESPONSIBILITIES:**

- Serve as Chief Administrative Officer.
- Serve as Personnel Manager.
- Administer Union and Non-Union contracts.
- Provide policy analysis to Township Board on proposed legislation and programs.
- Manage departmental and enterprise managers.
- Direct section administrators.
- Coordinate with the Clerk's Office, development of Township Board agenda and background information, and assist in establishing Board agendas following their recommendations.
- Manage Township projects and initiatives.
- Ensure implementation of Township policy and procedure.
- Oversee all contract administration.
- Under the Uniform Budget and Accounting Act, maintain responsibility and oversight of the preparation of the annual budget.
- Oversee Freedom of Information Act coordinator, maintain responsibility for F.O.I.A denials.
- Investigate citizen complaints.
- Facilitate intergovernmental coordination.

- Ensure all departments, enterprises, and administrative functions operate consistent with State and Federal laws.
- Review and report on legislative changes affecting Northfield Township, responding to citizen inquiries as well as inquiries from other sources such as governmental agencies, outside vendors, auditors, attorneys and the press.
- Attend all meetings of the Township Board of Trustees. Provide key information related to the financial and operational issues of the discussion.
- Recommend administrative policies, projects, procedures, ordinances, and planning objectives to the Township Board.
- Develop and implement operational and administrative procedures and programs designed to increase efficiency and reduce costs.
- Coordinate and provide support for the activities of the Township's Commissions and Committees.
- Provide general oversight of all functions of the Township and the Township Board's behalf; conduct research and perform administrative duties as delegated by the Board of Trustees.
- Act as Personnel Officer for the Township. Responsible for performance reviews of all department heads and non-union personnel.
- Supervise and coordinate the utilization of all contracted services including, but not limited to, legal, engineering, accounting, architectural, planning and assessing within statutory guidelines.
- Supervise and coordinate other duties as may be required by ordinance or at the direction of the Township Board.
- Perform other duties as required.

## GENERAL INFORMATION

### **Education / Experience:**

- Bachelor's Degree in Public Administration, or related field, with significant experience. Master's Degree level preferred. Extensive experience without a Bachelor's Degree would be considered.
- Minimum of five years of progressively more responsible administrative experience in municipal government involving budget preparation, personnel administration, finance, as well as planning and policy development. Prior experience as a Township Manager is beneficial.

- Excellent customer service skills and ability to work in a fast pace environment.
- Must be able to work in a team oriented office setting and maintain cooperative working relationships with staff, public officials, and the public.
- Comprehensive ability to effectively utilize a personal computer, and related word processing, spreadsheet, and database management programs.
- Excellent verbal and written communications skills, and ability to constructively deal with conflict and afford effective resolutions.
- Proven ability to organize and manage competing priorities.

**Hours:**

Full-time

**Benefits:**

As provided under Employee Handbook

**Starting Salary:**

Negotiable

**Reports to:**

Township Board of Trustees