Clerk

**Funding**: 101-215

**Salary:** full time, permanent, exempt $84,000 plus benefits

**Report to:** The People.

**Supervises:** Fire Chief,Deputy Clerk, Seasonal Election Inspectors, Finance Director, Finance Manager; Jointly with Supervisor and Treasurer: Administrative Services Manager and Human Resources Professional.

# Hours

Regularly available at Township Hall Monday through Friday 9:00am-5:00pm. Additional hours in evenings and weekends regularly, and as required.

# Responsibilities and Duties

1. **Serve as Member of the Board of Trustees**
	1. All statutory duties of the Board of Trustees.
	2. Clerk moderates meetings in Supervisor’s absence until Board selects moderator. MCL
2. **Elections Administration and Maintenance of Voter Rolls MCLs**
	1. Administer all federal, state, local, or school elections held within any part of Scio Township.
	2. Maintain Voter Rolls, daily processing of transactions (electronic, in person, via mail).
	3. Recommend establishment and maintenance of polling places in the Township.
	4. Recruit, train, and appoint election inspectors.
	5. Serve on Township Election Commission with Treasurer and Supervisor.
	6. Faithfully enforce all election laws.
	7. Various elections-related duties as assigned by state and federal laws.
	8. Other related duties as Clerk interprets as fitting within this area of statutory responsibility.
3. **Accounting and Fiscal Management MCLs**
	1. The township clerk shall prepare and maintain the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund of the township (MCL 41.65)
	2. Open and Keep separate Accounts (Fund Accounting, not Bank Accounts) for all Funds of the Township
	3. Utilize state’s Uniform Chart of Accounts to best represent funds and activities of the Township, and ensure that Township is in compliance with the UCA.
	4. Responsible for all detailed accounting records of the Township. Prepare all monthly and as needed financial reports for the Board and supervisors within the staff to manage budgets.
	5. Authorize all Payments ordered by the Board including Payroll and all Accounts Payable; coordinate with Treasurer for disbursement.
	6. Ensure Procurement Policy is followed; and ensure Personnel Policy is followed for payments related to compensation and benefits, including retiree benefits.
	7. Responsible for annual or other audits of the Township
	8. Prepare annual financial reports for submission to state by Supervisor
	9. Clerk is Chairperson of Budget and Finance Committee, per Committee Charge.
	10. Board of Trustees annually designates the Clerk as Fiscal Officer per Uniform Appropriations and Budget Act through Township budget adoption resolution.
	11. Supervise Finance Director and Finance Manager who carry out all of this work, as well as carry out some duties of the Treasurer, and annually prepare the budget and other documents.
	12. Other related duties as Clerk interprets as fitting within this area of statutory responsibility.
4. **Records, Books, and Papers of the Township MCLs**
	1. Clerk receives all general correspondence to Township, including subpoenas and similar.
	2. Clerk is custodian of all Township records the “Book of Records” unless otherwise designated.
	3. Responsible for compliance with public record retention and destruction schedules.
	4. Board of Trustees designates the Clerk as Township’s Public Records and FOIA Coordinator. [proposed 5/11/21]
	5. Clerk is responsible for Book of Oaths, tracking appointments to committees.
	6. Clerk is responsible for maintaining Code of Ordinances—both general and zoning, including recodification of the Code.
	7. Clerk is responsible for taking, or designating someone to take, Board minutes, and for publishing Board Synopses.
	8. Clerk is responsible for posting Special Meeting Notices, Public Notices, Public Hearing Notices.
	9. Other related duties as Clerk interprets as fitting within this area of statutory responsibility.
5. **Other Administrative or Enforcement Duties, including but not limited to:**
	1. Clerk serves as one of three Scio representatives on Loch Alpine Sanitary Authority (LASA).
	2. Clerk is Member of Township Administration Committee, per Committee Charge.
	3. Issue Permits for Peddlers; Notices for Solicitors; Permits for Marihuana Facilities; Licenses for Massage Parlors, per various ordinances in our Code of Ordinances.
	4. Other related duties as Clerk interprets fitting within areas of ordinance or Board delegated responsibilities.
6. **Newly Requested Authorities to be delegated from Board of Trustees to Clerk**
	1. Supervise and discipline the Fire Chief; and the Fire Chief to supervise and discipline all other Fire Department employees; in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements.
	2. Manage the contract and coordinate the Township’s relationship with the Washtenaw County Sheriff’s Office for patrol services and to collaborate with the Sheriff to implement reforms to prevent crime, improve safety, and improve relationships between law enforcement and communities within the Township.
	3. Jointly with Supervisor and Treasurer, supervise and discipline the proposed Administrative Services Manager; and authorizes the proposed Administrative Services Manager to supervise and discipline the Office Coordinator and Administrative Clerk; in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements; and authorizes the Administrative Services Manager to administer the information technology and services of the Township, including the management of any information technology managed services contracts.
	4. Jointly with Supervisor and Treasurer, represent employer management rights in the negotiation of proposed collective bargaining agreements, proposed employment contracts, and proposed employee and retiree benefits agreements that may come before the Board of Trustees for approval; and to jointly supervise and discipline proposed part-time Human Resources Professional.