



## **Grant Township Board**

Notice of Vacancy

February 6, 2024

Grant Township Community Center

220 Gratiot Street, Copper Harbor, MI 49918

Phone: (906) 289-4292

## **Notice of Vacancy – Grant Township Clerk**

To our Grant Township residents and taxpayers,

The Grant Township Board is seeking applicants to fill the Township Clerk board seat vacancy effective as soon as possible. Interested applicants must be a Grant Township resident and should submit a letter of interest and resume to the Township Supervisor by email to [scott.ochodnicky@granttownshipmi.org](mailto:scott.ochodnicky@granttownshipmi.org).

**Start date:** As soon as possible

**Compensation:** \$23,500 annual salary, plus stipend opportunities for non-statutory work performed. The Township also has an optional pension plan.

### **The statutory duties of a Township Clerk are:**

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township meeting minutes
- Keeps the township book of oaths
- Responsible for special meeting notices
- Publishes board meeting minutes (if taxable value is \$85 million in 2018, annually indexed, or a charter township)
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Must appoint a deputy
- Must post a surety bond

**Additional duties of a Township Clerk are:**

- Demonstrate knowledge about township law (general law or charter) government responsibilities, functions and powers
- Identify the major functions of each branch of government—local, state and federal—along with their relationship to one another
- Communicate and listen effectively
- Utilize consensus-building techniques and motivate others to achieve desired outcomes
- Manage adversity and hostility
- Demonstrate ethical behavior
- Possess vision, especially relative to the township's needs or potential, and utilize public relations skills to positively represent the township
- Understand the roles and responsibilities of other elected and appointed offices
- Demonstrate knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understand how township policies and procedures are set
- Be aware of what constitutes lawful township expenditures
- Utilize strategic planning to attain objectives
- Demonstrate knowledge of how ordinances are lawfully adopted and legally enforced

**Grant Township, Keweenaw County, Michigan**