

NOTICE
West Branch Township Supervisor Vacancy

The West Branch Township Board is currently seeking a Township Supervisor since the current Supervisor was appointed to fill the Clerk vacancy. In order to qualify for this position, you must be over the age of 18, a citizen of the United States, and have lived in the township for at least 30 days. All interested persons may apply by submitting a letter of interest and/or resume by mail or in person **NO LATER** than **FRIDAY, FEBRUARY 9th, 2018 @ 4pm** to:

West Branch Township
Attention: Supervisor
1705 S. Fairview Rd.
West Branch, MI 48661

Below are the statutory duties for this position:

- Moderates Township Board and annual meetings.
- Chief assessing officer (if certified).
- Secretary to the 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.
- Member of the Township Elections Commission.
- May administer the Oath of Office.

In addition to the statutory duties, the following duties may be performed by the supervisor:

- May be appointed to other boards and/or committees.
- Any additional duties as needed.

Yearly Salary: \$13,500

Please Note: Any individual interested in remaining the Township Supervisor after November 6, 2018 until November 20, 2020, would have to be elected in the 2018 Primary and/or General Election.

Any questions can be directed to the former Supervisor, Ryan Veeder @ (989) 345-5450 ext.1