

The Arcadia Township Board is excepting resumes for the position of Township Supervisor. To be considered the applicant must be at least 18 years of age, a U.S. citizen, have lived in Arcadia Township at least 30 days and must be registered to vote within the township. Recommended qualifications include computer skills, experience in problem solving, running a meeting and good communication skills. Deadline for accepting resumes is October 5, 2022. Send resumes to Arcadia Township Hall 4900 Spencer St. Attica MI 48412 Attn: Sharna Smith, clerk.

Responsibilities include, but are not limited to:

Supervisor Statutory Duties and Authority

- 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
- Member of township elections commission (general law township only, not in a charter township)
- May call special meetings
- May appoint a deputy
- May administer the oath of office