

PENTWATER TOWNSHIP

Duties of the Clerk

The general duties of the Pentwater Township Clerk are outlined below. There are other day-to-day duties that are not listed. A complete list of Core Competencies outlined by the Michigan Township Association is attached.

Board Member

The Clerk is elected every four years at the time of the Presidential Election and serves a voting member of the Township Board with responsibilities including but not limited to:

- Adopting Township Policies
- Adopting Township Ordinances
- Approving the Budget
- Serving on assigned committees

Election Administration

The Clerk administers all elections in Pentwater Township. The Clerk plans, organizes and oversees election activities including but not limited to:

- Processing absentee ballots
- Preparing voting devices
- Ordering election supplies
- Proofing ballots
- Training inspectors
- Issuing, validating, and certifying petitions for local candidates and issues

Voter Registration

The Clerk maintains the voter registration files which includes but is not limited to:

- Registering new voters
- Making address/name changes to current voters
- Cancelling voters when they move out of jurisdiction or become deceased.
- Issuing voter ID cards to all voters
- Maintaining Voter Master Cards with signatures of all voters
- Updating voter history for all voters after each election

Records Management

The Clerk is the official custodian of Township records, books, and documents such as oaths, bonds, ordinances, and resolutions. The Clerk is also responsible for producing and keeping minutes of the Township Board of Trustees meetings.

The Clerk's Office maintains records in accordance with the State of Michigan Records Retention Schedule.

The Clerk's Office also publishes and posts legal notices.

Financial Records

Under State statute, the Clerk is responsible for keeping a record of the expenditures made for the Township. The Clerk's offices processes accounts payable, payroll and general ledger.

FOIA Coordinator

The Clerk is the official Freedom of Information Act (FOIA) requests. All requests are processed through the Clerk's office regardless of which department may gather the information.

Notary Public

The Clerk provided Notary Public Services at no charge to Pentwater Township residents, property owners and businesses.

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# Township Clerk

## (1) Township Government Operations

- Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- Identifies the major functions of each branch of government—local, state and federal—along with their relationship to one another
- Understands the statutory duties and responsibilities of the office of township clerk
- Aware of the roles and responsibilities of other elected and appointed offices in the township
- Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- Understands how township policies and procedures are set
- Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

## (2) Interpersonal Skills

- Communicates effectively
- Listens attentively
- Works effectively with individuals, departments and committees to achieve desired outcomes
- Possesses knowledge of what constitutes ethical behavior
- Manages adversity and hostility effectively
- Delegates tasks appropriately

## (3) Leadership Abilities

- Possesses vision, especially relative to the township's needs or potential
- Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedure
- Possesses effective policy-making skills and decision-making skills
- Utilizes consensus-building techniques
- Possesses persuasive/influential abilities
- Motivates others to achieve desired outcomes
- Utilizes public relations skills to position the township positively

## (4) Administrative Skills

- Possesses knowledge of the communication/noticing needs of the township and devises strategies to assemble and disseminate information to relevant audiences
- Understands the township budget and the clerk's role in monitoring budget
- Aware of purchasing policies and the bid process
- Demonstrates knowledge of uniform chart of accounts and township accounting practices
- Possesses understanding of personnel administration and human resources matters
- Has ability to transcribe minutes of the proceedings of each township board meeting in an accurate and proper manner
- Understands maintenance of township records, books and papers in accordance with record retention and disposal guidelines
- Possesses knowledge of elections and clerk's role in overseeing the elections process

## (5) Township Issues

- Possesses knowledge about current issues affecting townships
- Aware of legal matters that could impact the township
- Understands the elements of risk management
- Aware of financial matters affecting the township, including revenue sources
- Possesses knowledge about land use
- Understands the planning and zoning process
- Possesses knowledge of township services and their policy implications