Peninsula Township
Deputy Supervisor's Job Description & Duties

MCL 41.61: The township supervisor **may** appoint a deputy township supervisor, who shall serve at the pleasure of the supervisor.

- The deputy shall take an oath of office and file the oath with the township clerk.
- In case of the absence, sickness, death, or other disability of the supervisor, the deputy shall possess the powers and perform the duties of the supervisor, except the deputy shall not have a vote on the township board.
- The deputy shall be paid by salary or otherwise as the township board determines appropriate.
- With the approval of the supervisor, the deputy may assist the supervisor in the performance of the supervisor's duties (see Supervisor's statutory duties listed below) at any additional times agreed upon between the township board and the supervisor, except the deputy shall not have a vote on the township board

TOWNSHIP SUPERVISOR'S STATUTORY DUTIES (the deputy clerk would assist in addressing these duties)

- 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
- May call special meetings