

Mission Township Job Description



Position: Town Supervisor	Department: General
Reports To: Elected Position	Supervisory Role <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Approved by Town Board:	Status FT <input checked="" type="checkbox"/> PT <input type="checkbox"/> Seasonal

Minimum Qualifications: The Minnesota Constitution and statutes provide the following requirements to hold public office.

1. An eligible voter in the township.
2. File as a candidate for only one position at the same election.
3. Be at least 21 years old at the time of assuming the office.
4. Be a resident of the town for at least 30 days before the election.

Desired Qualifications:

1. Be able to commit the time to attend meetings, supervise designated areas as assigned by the town board, research and report on issues/opportunities, and respond to constituent concerns.
2. Be a good listener for concerned citizens, other board members, employees and volunteers.
3. Make time to attend training sessions to increase knowledge of town government.

Essential Position Duties:

1. Fulfill statutory authority to have charge of all town affairs not committed to other officers by law. Common duties include awarding contracts, approving an annual budget, authorizing expenditures, providing for the maintenance of roads and public infrastructure, adopting ordinances and resolutions, and deciding issues presented to the board.
2. Attend all regular and special meetings as scheduled by the town board.
3. Establish policy using the town’s legal authority, following the correct process and applicable laws, and ensuring their implementation.
4. Supervise town departments and employees as assigned by the town board.
5. Participate in County, MAT and local meetings as needed to represent town issues and interests.
6. Respond to citizen issues and concerns.
7. The board chair, and vice-chair in the chair’s absence, are elected by the supervisors, and perform certain duties in addition to the usual responsibilities of a supervisor. These include serving as the presiding officer at meetings, signing checks and other documents on behalf of the board, working with the clerk on proposed agendas, coordinating issues and communications between meetings, and follow-up on board actions as needed.

Other Requirements:

This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.