

*Robert C. Crawford
Robert Buechler, Treasurer*



*Scott Bradley, Trustee
Linda Bruckner, Trustee
George Kish, Trustee
Robert Montgomery, Trustee*

At a Special Meeting on Friday, July 12, 2019, the Board of Trustees unanimously voted to appoint Rob Crawford to fill the remaining term of office as Fort Gratiot's Supervisor. The term of office expires November 20, 2020. Rob Crawford previously served the Township as Fort Gratiot Clerk for the past 17 years.

His appointment to Supervisor leaves a vacancy in the Fort Gratiot Clerk's office, which must be filled within 45 days. The term of office for clerk will expire November 20, 2020. To continue as clerk the person needs to run for re-election and be successful in the in August Primary and November General 2020 elections.

The Board of Trustees request a letter of interest to be considered for appointment as Fort Gratiot Township Clerk and resume be submitted by 12:00 pm Friday, July 19, 2019. Letters of interest will be reviewed by the Board of Trustees at a special meeting on 6:00 pm Tuesday, July 23, 2019. Letters can be emailed to rcrawford@fortgratiot.us or rbuechler@fortgratiot.us or delivered to the Fort Gratiot Municipal Office at 3720 Keewahdin Road, Fort Gratiot, MI 48059. Please contact the Office with any questions at (810) 385-4489.

Clerk Statutory Duties and Responsibilities

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township meeting minutes
- Keeps the township book of oaths
- Responsible for regular and special meeting notices
- Publishes board meeting minutes
- Keeps voter registration file and conducts elections
- Serves as Chair of township elections commission
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Appoints a deputy clerk
- Surety bond is required

Clerk Core Competencies

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

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

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

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

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