

## **Job Description: Town Supervisor 1**

### **Position Overview:**

The Town Supervisor plays a critical role in the governance and management of the Town of Stiles, working collaboratively with the town board to oversee local affairs. This position requires a strong understanding of state statutes, community needs, and the ability to lead and implement policies that benefit residents.

### **Key Responsibilities:**

#### **Legislative Duties:**

- **Governance:** Oversee all town affairs not assigned to another body or officer, in accordance with state law.
- **Document Preparation:** Analyze and write legally binding documents, such as ordinances, resolutions, and policies, to ensure compliance with state statutes and county ordinances to meet both internal administrative and community needs.
- **Meeting Management:** Attend and participate in properly noticed town board meetings to discuss and vote on town matters, including motions, ordinances, and resolutions.

#### **Financial Management:**

- Participate in Annual Budget preparation and ongoing financial management throughout the year.

#### **Public Works (Road Work) Oversight:**

- Approve contracts for public works projects and ensure compliance with competitive bidding laws.

#### **Board of Review:**

- Participate in the annual Board of Review process for property assessments.

#### **Planning and Zoning:**

- Review requests for rezoning, conditional use permits, and land divisions submitted through the Town of Stiles Plan Commission in accordance with the 20-year comprehensive plan.

#### **Personnel Management:**

- Hire and manage town employees, setting qualifications and terms of employment.

#### **Qualifications:**

- Strong understanding of local government operations and state statutes.
- Excellent leadership, communication, and organizational skills.
- Experience in financial management and public administration is preferred.

**Application Process:** Interested candidates should contact any current Town Board member to discuss the position. We look forward to finding a dedicated individual to join the team and lead our community into the future.