

Town Supervisor Position Available

Town of St. Joseph

Job Description

Four supervisors and the town chair make up the town board. The town board, "Has charge of all affairs of the town not committed by law to another body or officer or to a town employee." See s. 60 22(1), Wis. Stat.

Responsibilities and Duties

- **Legislative:** Responsible for complying with Wisconsin open meeting laws and he/she must recognize that the town board can only discuss and take action on town items at a properly noticed town board meeting.
- **Finance:** Must be prepared to assist the other town board members in preparing for the annual budget, conducting a public budget hearing, creating the annual financial statement and helping review all claims and disbursements to see if they warrant approval.
- **Public Works:** Participate in an annual road inspection of the town roads and the entire town board must maintain the care and supervision of all the town's roads. _
- **Property Assessment:** Participate and prepare for an annual Board of Review._
- **Personnel:** Attend monthly town board meetings and any special meetings that are called and perform all other necessary duties of the position.

Qualifications

- Must be a resident of the Town of St. Joseph
- Required to be 18 years of age or older
- Shall serve the remainder of the term which expires in April of 2015

Application Details

- Application Deadline: October 7, 2013 at 11:00 a.m.
- Apply by mailing or dropping off a letter of interest to: Town of St. Joseph Attention: Clerk/Treasurer 1337 County Road V, Hudson, WI 54016