CLT Township Supervisor
Statutory, Assumed & Assigned Duties

Updated November 2025

Statutory

- Acts as Chief Administrative Officer
- Develops, presents and monitors budget; controls expenditures
- Moderates meetings; may call special meetings; assists Clerk to develop agendas for meetings
- Responsible for tax assessment (supervises Tax Assessor)
- Performs as Secretary to Board of Review
- Acts as Legal Agent and enters into all Township contracts
- Member of the Elections Commission.
- Maintains all records of Supervisor's office
- Appoints commission and committee members (with Board approval)
- May administer the oath of office.

Assumed

- Provides both Board and community leadership
- Acts as spokesperson (media contact)
- Community liaison
- Personnel Director (supervises all non-elected contractual employees)
- Assists all staff as needed to facilitate operations

Assigned

- Responsible for all cemetery administrative operations
- writes newsletters and designs website

Deputy Supervisor
Statutory Job Description

- May act as the elected official they serve in the event of the official's absence/sickness/death or other disability, including signing as official legal agent, but may not vote as a member of the Board
- With official's approval and consent of the Board, may assist the elected official at any additional times agreed to by the Official and the Board.
- Not required to be resident of the township
- May be paid compensation as determined by the Board
- Must post a surety bond