

Bedford Township Deputy Supervisor

Job Description and minimum requirements:

1. Will assist the Bedford Township Supervisor with daily activities.
2. Will attend all Bedford Township Board Meetings to assist the Board with information requests at the meetings. This could include researching questions that may come up at the meetings by residents or board members and report back before the end of the Board Meeting.
3. Should have knowledge of basic computer skills, which may include social media up-dates or be willing to be trained for these tasks.
4. Should possess the following qualities:
 - a. Good work ethic
 - b. Team player
 - c. Willingness to complete a variety of tasks given by the Supervisor.
 - d. Good social and communication skills
 - e. Organized
 - f. Enthusiastic
 - g. Willingness to be trained to complete a variety of tasks.
 - h. Loyal

Township Board will set the salary, depending on the candidate's experience.

An application is available at the Township Hall located at 8100 Jackman Road, Temperance, MI 48182 or on the Township website, www.bedfordmi.org.

Please submit your resume by 5:00 P.M. on Friday, November 18th, 2016 to:

Bedford Township
Attn: Trudy L. Hershberger, Township Clerk
8100 Jackman Road
P.O. Box H
Temperance, MI 48182