

KRAKOW TOWNSHIP SUPERVISOR

Kevin C. Przybyla

Position Description

A township Supervisor is an elected official and holds allegiance to both the township citizenry at large, as well as to the supervisor and other members of the board.

A supervisor's primary responsibility, as is all elected officials, is to the people and their "COLLECTIVE" voice. Elected officials cannot react to just "VOCAL CITIZENRY" but to citizens of "MAJORITY" with actions reflective of fiscal and progressive policy, with purpose and procedure for both short and long term strategic plans as established by board "majority" vote.

Statutory Duties

- Moderates board and annual meetings
- Secretary to [Board of Review](#)
- Township's legal agent
- Must maintain records of supervisor's office
- Responsible for tax allocation board budget (if applicable)
- Develops township budget
- Appoints some commission members
- Member of township [elections commission](#)
- May call special meetings
- May appoint a [deputy](#)

Additional Duties

- Zoning Administrator
- Web site coordinator

Responsibilities

- Develops and oversees the budget and is aware of financial matters affecting the township, including revenue sources.
- Understands and follows the Townships zoning ordinances.
- Participate in the continuing responsibilities of the township board, to include establishing policies and procedures, fiscally responsible budgets, strategic plans, and citizenry beneficial services.
- Attend regular and special meeting of the township board and participate in special committees as necessary.
- Represent the interest and needs of the community majority while maintaining attention to the minority.
- Lend expertise and experience to the Board.
- Maintain awareness of Township issue and trends and their implications for township citizenry.
- Act as liaison with the public, giving equal consideration to interpretation and information feedback to the board, media and general public of Township services and needs.
- Remain actively involved in continuing education pursuant to the Township and Supervisors' position.

Qualifications

- Aware of legal matters that could impact the township.
- Understands purchasing policies and the bid process.
- Understand "duties and responsibilities" of the office of Supervisor and be aware of the role and responsibilities of other elected and appointed officials of the Township.
- Possess and demonstrate strong "interpersonal skills" of communication, attentive listening, ethical behavior, working well with others, public trust, and managing adversity & hostility effectively.
- Demonstrate "leadership abilities" pursuant to; vision as pertains to the townships' needs & potential, being an active voting participant in board meetings with knowledge of parliamentary procedure, policy and decision making skills, utilization of consensus-building techniques,

utilization of persuasive and influential skills, the use of motivational skills, and the use of effective public relation skills.

- Understand how to objectively monitor and evaluate administrative actions for compliance to existing policy and law and insure said policies and practices serve the public as intended and well.
- Understand how to participate in or lead committees, including setting objectives and goals, conducting productive meetings and providing accurate and informational reports.
- Utilize effective research techniques to become knowledgeable about issues that come before the board and/or committees.
- Understand the budget process, financial reports, and the implications of fiduciary responsibilities to manage township affairs in the best interests of the public majority.
- Understand the elements of risk management.
- Understand current issues and future implications affecting townships.
- Dedicated to serving the township to the best of their ability with a keen awareness to keeping the best interests of the citizens in mind for both the present and future.