

MIDDLEBURY TOWNSHIP

TEMPORARY OFFICE MANAGER, DUTIES & RESPONSIBILITIES

Deeming it necessary to create a temporary part-time "Office Manager" position, it is Moved that:

1. A new temporary position of Office Manager be created that will be responsible for:
 - A. Organizing and administering cemetery operations, including the compiling and maintaining of cemetery records in a usable and consistent manner; overseeing the sale and recording of burial plots, collection of various payments and fees, and maintenance of the grounds; making recommendations and implementing procedures for archiving, storing, and retrieving records in a secure electronic format; and otherwise reporting to the township board and making recommendations for needed procedures and improvements.
 - B. Compiling and organizing all township records and files, both ancient and current, in a usable and consistent manner, including the recommending and implementing of procedures for secure electronic storage of current and future records as well as so many of past records as is feasible and practical.
 - C. Being familiar with the Freedom of Information Act (FOIA), Public Act 442 of 1976, MCL15.231, *et seq.*, and functioning, under the direction of the township's FOIA Coordinator as designated in Township Resolution No. 2013-03 or its successor resolutions, as a contact for accepting and processing requests for the township's public records under the Act.
 - D. Performing such other additional similar functions, and keeping such regular hours at the township hall, as may from time to time be described or designated by the Township Board.
2. Employment for the Office Manager position shall be at-will, and the duration, compensation, and other terms of employment for the position shall be as established, and thereafter as from time to time modified, extended, or terminated by the Township Board.

Moved: Gene Ruess

Seconded: Stevens


Upon roll call, the following voted: Aye: Herendeen, Ruess, J Susan, Stevens, Tomasek-Swan

Nay:

Absent/Not Voting:

The Motion was [approved] [not approved].

Date: 06/08/2021



Susan Tomasek-Swan
Middlebury Township Clerk



Michael L. Herendeen
Middlebury Township Supervisor