

## (1) Township Government Operations

- ✓ Demonstrates knowledge about township (general law or charter) government responsibilities, functions and powers
- ✓ Identifies the major functions of each branch of government—local, state and federal—along with their relationship to one another
- ✓ Understands the statutory duties and responsibilities of the office of township clerk
- ✓ Aware of the roles and responsibilities of other elected and appointed offices in the township
- ✓ Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- ✓ Understands how township policies and procedures are set
- ✓ Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

## (2) Interpersonal Skills

- ✓ Communicates effectively
- ✓ Listens attentively
- ✓ Works effectively with individuals, departments and committees to achieve desired outcomes
- ✓ Possesses knowledge of what constitutes ethical behavior
- ✓ Manages adversity and hostility effectively
- ✓ Delegates tasks appropriately

## (3) Leadership Abilities

- ✓ Possesses vision, especially relative to the township's needs or potential
- ✓ Understands how to conduct effective board meetings and is knowledgeable about parliamentary procedure
- ✓ Possesses effective policy-making skills and decision-making skills
- ✓ Utilizes consensus-building techniques
- ✓ Possesses persuasive/influential abilities
- ✓ Motivates others to achieve desired outcomes
- ✓ Utilizes public relations skills to position the township positively

## (4) Administrative Skills

- ✓ Possesses knowledge of the communication/noticing needs of the township and devises strategies to assemble and disseminate information to relevant audiences
- ✓ Understands the township budget and the clerk's role in monitoring budget
- ✓ Aware of purchasing policies and the bid process
- ✓ Demonstrates knowledge of uniform chart of accounts and township accounting practices
- ✓ Possesses understanding of personnel administration and human resources matters
- ✓ Has ability to transcribe minutes of the proceedings of each township board meeting in an accurate and proper manner
- ✓ Understands maintenance of township records, books and papers in accordance with record retention and disposal guidelines
- ✓ Possesses knowledge of elections and clerk's role in overseeing the elections process

## (5) Township Issues

- ✓ Possesses knowledge about current issues affecting townships
- ✓ Aware of legal matters that could impact the township
- ✓ Understands the elements of risk management
- ✓ Aware of financial matters affecting the township, including revenue sources
- ✓ Possesses knowledge about land use
- ✓ Understands the planning and zoning process
- ✓ Possesses knowledge of township services and their policy implications