

GREEN TOWNSHIP TRUSTEE JOB POSITION OVERVIEW AND DESCRIPTION

Position Title:	TOWNSHIP TRUSTEE
Classification:	Elected Official – <i>(To Be Appointed for remainder of term through December 31, 2021)</i> Must be a resident of Green Township, Clark County, Ohio
Salary:	Pursuant to the Ohio Revised Code <i>(Approx. \$12,000.00 per year dependent on budget)</i>

JOB OVERVIEW:

A Township Trustee is an elected official that serves on a township Board composed of three trustees. This Board is responsible for governing the affairs and functions of the township. Trustees have both limited legislative functions as well as executive functions while the fiscal officer has responsibilities for financial functions.

Township trustees are empowered only by the provisions of the Ohio Revised Code or that which can necessarily be implied from the law. In short, the Ohio Revised Code contains both the inner and outer limits of township authority. As a township trustee or official, this is a basic rule of thumb to keep in mind when contemplating any act on behalf of the township.

The actual duties of the township trustees are prescribed in Chapter 5 of the Ohio Revised Code (ORC). All actions of township trustees, as well as other township officials, must be both derived from and permitted by the ORC. Only where the Revised Code contains positive language conferring the power or ability to take action or perform a particular act may the township or township official take action.

In practice, the Township Trustees must work together; and work with the township's Fiscal Officer. Their collective goal is to ensure all decisions and actions comply with laws and regulations governing township governance.*

QUALIFICATIONS:

A candidate for the office of township trustee must meet certain statutory qualifications....

- must be a citizen of the United States of America.
- must be 18 years of age or older.
- must be a resident of the State of Ohio for 30 days preceding the appointment.
- must be a resident of Green Township (in Clark County, Ohio).
(A person is a resident of the place where he /she lives or has his/ her home. A person's "permanent residence" is his/her dwelling place or the place where he/ she has established his/ her home on other than a temporary or transient basis.)
- must qualify by giving a \$1,000 bond and taking the Oath of Office. Every elected or appointed township official must take an oath of office (Ohio Constitution, Article XV, par. 7 and Ohio Revised Code 3.22). The Oath of Office requires an individual to swear or affirm support of the Constitutions of the United States and the State of Ohio and to faithfully discharge the duties of the office (ORC 3.22).*

PREFERRED QUALIFICATIONS:

- Previous governmental and policy experience, preferably in an elected position.

TIME EXPECTATIONS:

- In general, five (5) to ten (10) hours per week.
- Two regularly scheduled meetings a month (24 meetings annually) from 8:00 – 10:00 p.m.
- One regularly scheduled Joint Board meeting each quarter (4 meetings annually) from 8:00 – 10:00 p.m.
- Additional hours, as needed.

BASIC DUTIES:

A Township Trustee an elected official sworn to uphold the Constitution of the United States of America and the State of Ohio. Township Trustees have designated duties that are specified in Chapter 5 of the Ohio Revised Code. The information below is a basic overview of the duties of the office, however, it is not a full list of responsibilities.

- Township Roads: The responsibility to provide and maintain township roads is a main function of most of Ohio's townships and includes paving, repairs, snow removal, mowing, roadside ditches, culvert drainpipes, and roadway weed control. In Green Township there are approximately 30 miles of township roads.
- Fire and Emergency Medical Services: Townships oversee fire and EMS departments, which can be staffed with full-time, part-time or volunteer firefighters, or any combination of all three. Green Township trustees oversee a Pitchin Fire and EMS departments; and share oversight with Husted Fire and EMS departments.
- Cemeteries: Townships in Ohio manage more than 1,800 cemeteries. Township trustees have authority to sell plots, set fees for services, maintain and expand the cemetery. Green Township Trustees manage 4 cemeteries (Pleasant Grove, Garlough, Bloxom, and Ebenezer); and share management of the Clifton-Union Cemetery.
- Personnel: Township trustees can appoint and hire employees as necessary to execute the duties and functions of the township and provide for wages and benefits for such employees.
- Please refer to the Ohio Revised Code (ORC) for additional duties and/or requirements.

ADDITIONAL DUTIES:

There are several additional boards, committees, and/or associations that a Green Township Trustee is expected to serve on:

- Mad River and Green Township Joint Husted Area Service Board - Member
- Clark County Township Officials Association – Member
- Green Township Volunteer Fire Fighters' Dependents Fund Board – Member
- Joint Economic Development District (JEDD) Board – Township Representative
- Clifton-Union Cemetery Board – Township Representative
- Clark County Combined Health District Advisory Committee – Township Representative
- Tax Incentive Review Council (TIRC) – Township Representative

TO APPLY:

No application form is necessary to apply for this position. Persons interested in being considered for the position should submit a cover letter and resume **before Friday, December 1, 2020**. Cover letter and resume may be submitted:

By mail: Green Township Board of Trustees
4163 E. Pitchin Rd.
Springfield, OH, 45502

OR

Via e-mail: bclem05@woh.rr.com or armfarm02@gmail.com

For more information, please contact Green Township Trustee Brian Clem by phone at (937) 605-9110 or via e-mail at bclem05@woh.rr.com; or Trustee Allen Armstrong by phone at (937) 265-5149 or via e-mail at armfarm02@gmail.com.