



Supervisor Duties and Responsibilities

Township supervisors in Illinois serve as the chief executive officers of their townships, managing financial affairs and operations of the Township. Township supervisors have a multifaceted role that encompasses leadership, financial oversight, legal compliance, and operations of the township. The South Grove Township Supervisor requires an average of 20 hours per month and receives a \$6,000 annual stipend paid semiannually.

Key Responsibilities

1. **Chief Executive Officer:** The township supervisor acts as the chief executive officer, leading the township board and managing its operations. This includes presiding over meetings and ensuring that the board's decisions are implemented effectively.
2. **Financial Management:** Supervisors are responsible for the financial affairs of the township and the Road District, which includes preparing annual budgets, submitting tax levies, and maintaining accurate financial records. They must file annual reports detailing receipts and disbursements, ensuring transparency and accountability.
3. **Record Keeping:** Supervisors must ensure that official records, including meeting minutes and financial reports, are maintained in compliance with state laws. This includes filing necessary documents with the township clerk and ensuring public access to records.
4. **Legal Compliance:** Township supervisors must adhere to various state statutes and local ordinances that govern their duties. This includes compliance with the Illinois Township Code, which outlines the powers and responsibilities of township officials.
5. **Community Engagement:** Supervisors play a vital role in engaging with the community, addressing residents' concerns, and representing the township in intergovernmental matters. They may also be involved in local initiatives and programs that benefit the community.
6. **Public Assistance Programs:** South Grove Township contracts with DeKalb Township who manages public assistance programs on the Township's behalf.
7. **South Grove-Mayfield Multi-Township Assessors District:** The South Grove Township Supervisor also serves as the treasurer for the Assessor's District with similar responsibilities as outlined above but on a much smaller scale. The Assessor's District meets twice annually and provides a \$230 annual stipend.

Skills and Experience

- Bookkeeping, accounting, and financial management experience
- Accounting program (Quickbooks) and Excel experience
- Communication and organizational skills

For more information email SouthGroveTownship@gmail.com