

Town of Dayton  
Waupaca, WI 54981

**OPEN POSITION TOWN OF DAYTON SUPERVISOR**

**Town of Dayton Supervisor Duties and Responsibilities:**

The town supervisors and town chair make up the town board. The state statutes do not list all of the powers and duties of the town board in one central location. Rather, those powers and duties are scattered throughout state law. This job description will not attempt to list every duty of the town board, but will instead explain the major responsibilities. A good rule of thumb to remember is that the town board, "Has charge of all affairs of the town not committed by law to another body or officer or to a town employee." See s. 60.22(1), Wis. Stat. Some of the responsibilities of the town board of supervisors are detailed below:

**Duties of Town of Dayton Supervisor:**

- Assist in the preparation of the annual budget and the required public hearing on the budget
- Assist in the care and supervision of town highways and other infrastructure
- Attend monthly meetings, for the 2-year term, Third Tuesday every month
- Be familiar with Chapter 60 of the Wisconsin Statutes
- Assist the Chairman with all aspects of running the government body
- Assist the Chairman in looking into situations that arise
- Attend the Wisconsin Towns Association (WTA) quarterly meetings when necessary
- Attend other educational training necessary to perform Supervisor Duties
- Attend meetings as assigned by committee
- Assist in Planning and zoning

**Some Essential Qualities needed for the job:**

- Excellent Communication Skills
- Computer proficiency(internet, email, etc)
- Timely correspondence
- Comprehension of issues

**Additional requirements:**

- Must be a resident of the Town of Dayton
- Must be 18 yrs. of age or older

**Annual Salary plus per diem and mileage.**

Interested parties may contact:Town Clerk, Wanda Hiltgen at [clerk@town-dayton.com](mailto:clerk@town-dayton.com) or 715-258-0930. Email Resume and Cover letter to [clerk@town-dayton.com](mailto:clerk@town-dayton.com)

**Application Deadline: Position will remain open until filled**