LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500
Email: info@linwoodtownship.org
Website: http://linwoodtownshipmn.gov

AGENDA
Town Board Workshop
Tuesday, February 10, 2026 - 5:30 pm
Town Hall Chambers

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **ANNUAL MEETING DISCUSSION (Estimated 30 Minutes)**
   - **3.1 MAT Annual Meeting Preparation Guide**

4. **TOWNSHIP JOB DESCRIPTIONS (Estimated 5-8 Minutes)**
   - **4.1 Proposed Job Descriptions - Draft**

5. **FACILITIES MAINTENANCE (Estimated 5-8 Minutes)**

6. **ADJOURNMENT**

TOWNSHIP DAY AND THE ANNUAL MEETING

EACH MARCH, Minnesota's township residents come together for one of the most important exercises in grassroots democracy: Township Day and the Annual Meeting. This is the one day each year when electors directly shape the direction of their township—setting the levy, authorizing key expenditures, discussing roads and services, and providing guidance to the town board on issues that matter most locally. Rooted in statute and tradition, the Annual Meeting reflects the unique role townships play as Minnesota's most direct form of local government.

Successful Township Day meetings don't happen by accident. Preparation, clear notice, accurate financial reporting, and an organized agenda are essential to ensuring the meeting runs smoothly, legally, and productively. Clerks, treasurers, and supervisors all play key roles, from completing the Board of Audit and posting required reports to preparing motions and responding to questions from voters. Understanding what must happen—and when—helps township officials avoid last-minute challenges and ensures electors have the information they need to make informed decisions.

These materials help township officials prepare confidently for **Township Day and the 2026 Annual Meeting**.

On the next pages you'll find:

- Planning checklists
- Sample agendas
- Notice templates
- Step-by-step guidance

Whether you're new to township service or an experienced officer, these tools support a smooth, successful Annual Meeting.



ARE YOU READY FOR YOUR ANNUAL TOWN MEETING?

PREPARATION LIST:

1. Review TM-6000, *Annual Town Meeting*. It can be found in MAT's Information Library on the MAT website, **www.mntownships.org**. Each township must have an Annual Meeting on the 2nd Tuesday of March.

2. Hold a Board of Audit Meeting. The Town Board must meet as the Board of Audit at a meeting between the close of the fiscal year (Dec. 31) and one week before the annual meeting. The Board of Audit examines and audits the town's accounts. From the Board of Audit meeting, a financial report is prepared, which the Clerk is required to post at least 30 minutes before the annual meeting convenes. Even though the report must also be read at the meeting, MAT recommends copies of the report be made available for those attending the meeting. Minn. Stat. § 366.22. See a checklist for preparing for the Board of Audit meeting at the end of the article.
ing at the end of the article.

At the Board of Audit meeting, the Board can recommend the local tax levy that voters will need to approve at the Annual Meeting. CTAS provides a good budgeting program, and supervisors can review last year's expenses and look at anticipated expenses for the following year: road and bridge maintenance, fire protection, town hall maintenance, town cemetery or park expenses or any other projects the township will need to fund in the future.

3. Notice. The clerk must provide ten (10) days published notice of the time and place of the Annual Town Meeting in a qualified newspaper of general circulation within the town. Minn. Stat. §365.51, subd. 2. The notice must include the 1st and 2nd alternate dates for the annual meeting. The alternate dates are used only if inclement weather prevents the meeting from being held.

- The 1st alternate date is always the third Tuesday in March. Minn. Stat. § 365.51, subd. 1.
- The 2nd alternate date is set by the supervisors and must be within 30 days of the third Tuesday in March. Min Stat. § 365.51, subd. 1.

The law allows an alternative to published notice – the supervisors may order the notice to be posted instead of published unless the voters at any prior annual meeting voted to do something different. Minn. Stat. § 365.51, subd. 2.

4. Township Election Notice. About two-thirds of the townships hold their election on the 2nd Tuesday in March. Townships in the 7-County Metro area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, & Washington) must publish two notices of election – 14 days and 7 days before the election. Non-metro counties do not have to publish notice of the election. However, many townships combine notice of their Annual Meeting along with the notice of the election and a notice of the Board of Canvass meeting.

5. Treasurer's Report. Within five days before the Annual Town Meeting the town treasurer must make and file with the town clerk a written statement indicating:

- the money received from the county treasurer and from all other sources;
- all money paid out as town treasurer;
- the items of money received and from whom;
- on what account and when each item of money was received;
- when each payment was made and the amount; and the unexpended balance on hand.

Minn. Stat. § 367.16(7). The best practice is for the treasurer to run these items before the Board of Audit meets and to work with the Clerk so both the Clerk and Treasurer books balance.

BEST PRACTICE

The best practice is to publish and post notice of the Annual Town Meeting. Remember the notice must be published in a Legal Publication. The list of publications is available on the Secretary of State's website:

https://www.sos.state.mn.us/business-liens/start-a-business/legal-newspapers/

6. Other Resolutions or Motions. If the electors need to act on any items the Town Board wants to move forward – establishing or vacating a road, manure line authorization, building a new town hall, or purchasing new fire equipment – make sure the paperwork is prepared so electors can review and vote on any proposals.

Board of Audit Preparation - Checklist		
Determine if the Board will meet at a regular meeting or special meeting	If special meeting, it must be posted	
Minutes are required	Minutes are different than the financial report. The report is a summary of the findings.	
Clerk and Treasurer should meet in advance to compare books.		
Disbursements		
1. If using CTAS: Run Disbursement Ledgers – compare Fund/Account/Object Codes 2. If doing it by Hand: Compare each transaction's accounting (Fund/Account) 3. EFT Transactions: a. Is there a paper trail? b. Are EFT's listed somewhere other than bank withdrawal? c. Do all EFT approvals show in minutes?		
Receipts		
1.	CTAS: Run Receipts Ledgers – compare Fund/Account	
2.	By Hand: Compare each transaction and fund account	
3.	Triplicate Pre-numbered Receipt Book: any missing for year? If so, are they noted in minutes as void or reason?	
4.	Automatic Deposits – do they have a triplicate receipt?	
5.	Automatic Deposits – check all interest payments – are they receipted?	
6.	Automatic Deposits – do both C/T have a copy of original paperwork? Is this email/paperwork attached to the triplicate receipt?	
7.	Any disallowed claims? Reason included?	
For Board of Audit: • *Clerk to provide a statement/listing of all money received from the county.* • *Treasurer to provide listing of all monies received/outgoing*		
Bank Statements		
	Are they balanced with the Clerk and Treasurer books? Do Cash Control Reports demonstrate this?	
Board of Audit Meeting has arrived		
Clerk/Treasurer Book Review		
1.	If CTAS – C/T BOTH provide receipts registers to board If Manual – C/T BOTH provide receipts list to the board	
2.	Board members select 3+ receipts	
3.	Check 1) that identification is the same on C/T records 2) that deposit can be noted on the appropriate bank statement	
4.	If CTAS – C/T BOTH provide disbursements registers to the board If Manual – C/T BOTH provide disbursements lists (likely the book) to the board	
5.	Board members select 3+ disbursements to review and check 1) that identification is the same on C/T records 2) transaction matches 3) check went through bank for approved amount	
6.	Board members should also verify that 1) C/T have been balancing bank statements 2) C/T have the same balance for each fund 3) C/T Schedule 1 matches (called statement of receipts, disbursements, and balances in a manual system)	
7.	**Best Practice: Board members to review the budget**	
Budget Related	Note: if you haven't used budgeting, start with Road and Bridge Fund – easiest to begin.	
	Anticipated expenses for next year	Road projects, new town hall, new equipment
	Budget by Fund	CTAS can provide a list for you.
	Previous year's expenses by category	CTAS – Interim Financial Report by Account number & Budget Reports work well for this
8.	Board members to recommend the levy for the following year	

TOWNSHIP DAY + ANNUAL MEETING

Notice of Annual Meeting and Election of Officers

Notice is hereby given to the qualified voters of _____Township, County of _____, State of Minnesota that the Annual Election of Town Officers and Annual Town Meeting will be held on Tuesday, March ____, 20____. In case of inclement weather, the meeting and election may be postponed until the third Tuesday in March (include date) and if inclement weather also postpones the election and meeting on the third Tuesday they shall be held on (Board must set a date within 30 days following the third Tuesday in March).

The Election Poll hours will be open from _____ to _____, at which time the voters will elect:
(List of offices to be filled)
(List all propositions/questions)

The Board of Canvass will meet on _____, _____ ____ at ____ P.M to certify the official\election results.

The Annual Meeting will commence at _____ A.M./P.M. to conduct all necessary business prescribed by law.

(Add agenda items if so desired. If the board intends to seek a motion for a later starting time for State elections, that intent must be included in this section of the notice pursuant to Minn. Stat. § 204C.05)

The Annual Election and Meeting will be held at the following location:
(Name of Building)
(Address of Building)

Town Clerk, Town of_____ Date: _____.

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Sample Agenda for Annual Meeting

The following is a sample agenda only, but the **bolded** items are mandatory at every Annual Town Meeting:

1. **Call the meeting to order.** (Clerk)
2. **Election of a moderator.** (By the voters)
3. **Announce Agenda for Rest of Meeting.** (Moderator, subject to modification by vote of electorate)
4. Review and approve previous year's annual meeting minutes. (Clerk)
5. **Reading of Board of Audit Report as posted prior to meeting.** (Clerk)
6. **Provide Road report** (Note: A written report must be available, but there is no requirement to read it) Minn. Stat. § 164.03, subd.4.
7. Motion(s) to authorize town board to initiate specific road opening, vacation, or alteration process.
8. Motion to authorize the Board of Supervisors to adopt an ordinance to allow permitting and regulation of pressurized flexible force mains (manure lines) in the right-of-way under Minn. Stat. § 160.27, subd. 11.
9. Motion(s) as needed to authorize actions provided in Minn. Stat. § 365.10, subds. 1-18 as well as other statutes requiring approval or prior authorization at the annual meeting, common examples include:
    a. authorization of new town hall site,
    b. construction and maximum expenditure;
    c. authorization for town cemetery;
    d. authorization for certain town park expenditures;
    e. authorization to contribute to construction of a community center;
    f. authorization to spend money on previously abandoned road;
    g. authorization to expend funds for historical town celebration and/or a general community celebration;
    h. authorization to recognize retirees, volunteers, and/or special service efforts;
    i. authorization to expend up to $10,000 for contracted health, social or recreational services;
    j. authorization to pass "nuisance" ordinances;
    k. authorization to fund an emergency service agency such as EMT's, first responders, etc.
10. **Motion(s) to approve general levy and any dedicated levies (road & bridge, plus others determined helpful to treat as designated and not just a budget item from the general fund) and to affirm total levy.** (Note: once the agenda has been set, the levy must be voted on in the order determined by the agenda)
11. General Discussion of Items of Concern. (Note: This section can be used to allow the residents to voice their opinions on any matter, but such input is only advisory to the board. Common issues may include culvert policies, preferred newspaper for publication, desired posting locations, etc.).
12. Motion to set later starting time for any State election (Note: Applies only to State election, not town elections, and only for townships with a population under 500 located outside the 11-county metropolitan area (a later starting time for March elections may be discussed at the annual meeting, but only the town board can set the later starting time, and the voters may subsequently petition for an earlier starting time.)
13. Motion to set the location for the next annual meeting.
14. Motion to set time to convene and call to order next annual meeting. (Note: if no time is set, 9:00 a.m. is the default.)
15. Motion to adjourn, or to recess to a specific continuation date, time, and location.
16. **Adjourn Meeting or Continue to a Later Date.** (Note: If desired, Voters may continue the Annual Meeting rather than adjourn, if they want to return later in the year to finish their meeting. To continue the meeting, voters must approve a motion that includes the date, time, and location the meeting will resume.

THE ANNUAL TOWN MEETING
BEGINNING TO END

Before the meeting: The clerk must post the financial report that was approved by the Board of Audit at least 30 minutes before the Annual Meeting starts. Minn. Stat. § 366.22. The clerk may also set out a sign-in sheet for those attending the meeting. A sign-in sheet is not required, but it enhances the record of the meeting and can help ensure that only eligible people are voting.

The Meeting Begins. The clerk opens the meeting. If the clerk is absent, the voters elect a chair by acclamation. Minn. Stat. § 365.54, subd. 3. Then the electors choose a moderator to conduct the meeting. Minn. Stat. § 365.54, subd. 4.

The moderator must state the order of business at the beginning of the meeting. Minn. Stat. § 365.56, subd. 1. It is common for the clerk to prepare an agenda for the Annual Meeting. Voters may modify the agenda during the meeting, except the vote on any tax must occur in the order listed on the approved agenda.

Supervisors can participate as citizens in the Annual Meeting and provide information, but the town board does not run the meeting.

Reports:

1. The Board of Audit report must be posted at the place of the annual meeting at least half an hour before the time for the meeting to convene and read at the meeting. Minn. Stat. § 366.22.
2. A written Road Report must be provided; but there is no requirement for it to be read. Minn. Stat. § 164.03, subd. 4.
3. Townships may have other reports that may be of interest to members: Town Hall, Garbage and Refuse, Cemetery, or Fire.

Parliamentary Procedure. While no parliamentary procedure is required for town board meetings, the Annual Town Meeting is different. Minn. Stat. § 365.56 provides parliamentary procedures that must be used. The only significant deviation from many parliamentary procedures is the motion to reconsider, which can only be made within 30 minutes of the vote. Because of this time limitation, it is recommended that the clerk notes in the minutes when motions are voted on. The 30-minute time limit prevents reversing a vote after a majority of those interested in the vote have left the meeting.

The Electors. While any member of the public can attend the Annual Meeting, only those eligible to vote in the township election may cast a vote or act on motions (making or seconding) at the meeting. Only town residents may vote – landowners who do not reside in the township cannot vote. A person's eligibility to vote may be challenged by any resident, and the validity of the challenge is determined by the election judges appointed for the township election. Minn. Stat. § 365.57. Because the statutes assign certain roles for election judges at the Annual Town Meeting, the clerk should request the election judges attend the meeting. Electors decide how to cast votes, be it by voice, show of hands, paper ballot, or use any other method a majority feels most appropriate.

Town Levy and Much More. The main reason for the Annual Town Meeting is to vote on the town levy – the tax rate that residents pay for local services, like roads and bridges. But there is a lot more that can happen at your township meeting. Minn. Stat. § 365.10 lists the powers the electors have at the meeting. If desired, the board may ask electors to authorize amounts of money the Board can spend on a town celebration or recognition of service, like volunteers or a retiring board member. The money does not have to be spent, but without this authorization, it makes it difficult to provide a plaque for a retiring clerk, treasurer, or supervisor. In addition, Agenda item 9 on the Sample Agenda provides a full list of items electors may authorize at the meeting.

The common theme here is that the electors provide "authorization," but the Town Board will decide whether to use the powers given to them and decide all spending matters.

In addition, the electors at the Annual Town Meeting may vote to:

- Establish, alter, or vacate a road. If your township wants to vacate a road, the electors can vote to allow the township to proceed with the vacation process at the Annual Town Meeting. This is the first step in the vacation process; the Board will then set the date for the hearing and road viewing within 30 days. Minn. Stat. § 164.07.
- Police and Fire Protection. The electors may vote for the township to provide for police and fire protection, including approving the amount of money to be raised for this purpose. Minn. Stat. § 365.15.
- Authorize the regulation of the placement of manure lines in the right-of-way. Minn. Stat. § 160.27, subd. 11. Once authorized, the board of supervisors is not required to regulate manure lines but may choose to do so if they find it appropriate. Having the authorization in place means the town board can act immediately to regulate the manure lines without having to wait.

To Donate, or Not to Donate? ***MAT frequently is asked questions about whether donations can be made at the Annual Town Meeting. The short answer is no***. Town residents may indicate a preference on whether money is spent, but only the Town Board is empowered to spend the town's money. For a town board to donate money, three elements must be satisfied:

1. There must be a statute specifically authorizing the town to contribute the money;
2. The contribution must have a public purpose and be in the town's interest; and
3. The conditions, requirements, and procedures associated with the contribution must be followed.

MAT has a list of the statutes that currently allow townships to donate to an entity. It can be found in the Information Library under Finances, **F1000, Contributions & Donations by Townships.**

Courts have long required that all public expenditures meet what is known as the public purpose doctrine. Under the public purpose doctrine, public funds may be used only for an "activity as will serve as a benefit to the community as a body, which, at the same time, is directly related to the functions of government," City of Pipestone v. Madsen, 178 N.W.2d 594, 599 (Minn. 1970).

The township may not provide funds unless it satisfies both the statutory authorization requirement and the public purpose requirement. There are many worthwhile causes that the township is prohibited from contributing to because the contribution is not authorized or would not serve a public purpose. Town supervisors, acting as the board, are responsible for the proper spending of town funds.

Do not Forget to Set the Meeting Time. The voters or town board may set the time for the Annual Town Meeting. The meeting cannot take place between 6:00 pm and 8:00 pm for towns conducting March elections. ***If voters do not set the time, the law says the next annual meeting will convene at 9:00 a.m.*** Minn. Stat. 365.54 subd. 1 & 2. This could be a surprising change for some of you. If the motion to set the time of the next year's meeting is missed, a special town meeting could be called to set it.

Confirm Meeting Place. State law gives voters the right to set the location, so it can change from year-to-year. The location does not have to be in your township. It can be at a location within five (5) miles of your township. Minn. Stat. 365.51, subd. 1. If a location for next year's meeting is not set by the attendees at the Annual Town Meeting, the board may select a location or remain at the prior year's site.

To Adjourn or Continue Meeting. The voters may adjourn the meeting, or if they want to return later in the year to finish the meeting, they may continue the annual meeting. To continue the meeting, the voters must approve a motion to continue that includes the date, time, and location that the meeting will resume. Some townships continue their meeting every year so they may consider the levy in August or September. The final levy date is now September 30. (Minn. Stat. § 275.065, subd. 1.) If the meeting is adjourned, and not continued, a special town meeting will have to be called to set the levy if it is not done at the March meeting.

Minutes of Meeting. The Clerk must take the meeting minutes if present. If not present, the voters can elect a clerk for the meeting. The clerk and the moderator of the meeting must sign the minutes of the meeting. If the town clerk is elected as moderator, the minutes must also be signed by a supervisor in attendance at the meeting. The minutes must be filed in the office of the town clerk within two days after the meeting. Minn. Stat. § 365.55.

LINWOOD TOWNSHIP

REVISED JOB DESCRIPTIONS

UPDATED DRAFT 1/27/26

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Accountant/Treasurer

Department: Town Hall Office

Supervisor: Township Coordinator

POSITION SUMMARY

The Accountant/Treasurer is responsible for all statutory duties assigned to township treasurers under Minn. Stat. § 367.16, including the receipt, safeguarding, accounting, and lawful disbursement of township funds. This position manages the Township's financial operations, payroll administration, internal controls, and financial reporting, and participates in the daily operations of the Town Hall. The Treasurer ensures accurate, transparent, and compliant financial practices that support the Township Board, staff, and residents.

PRIMARY RESPONSIBILITIES

The Accountant/Treasurer is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board.

A. Statutory Treasurer Duties (Minn. Stat. § 367.16)

1. Receive, safeguard, and take charge of all money belonging to the Township or required to be paid into the Township treasury, and disburse funds only upon lawful order of the Town Board or authorized officers.
2. Preserve all books, papers, records, and property pertaining to the Treasurer's office.
3. Maintain accurate accounts of all money received and disbursed, and provide the account with supporting vouchers to the Town Board of Audit at its annual meeting.
4. Deliver all books, records, and Township funds to a qualified successor upon demand.
5. Maintain a register of all town orders presented for payment that cannot be paid for lack of funds, including required endorsements.
6. Draw and receipt for Township funds held by the county treasurer.
7. File with the Town Clerk, within five days before the annual meeting, a written statement of all receipts, disbursements, and balances, including itemized detail.
8. Perform all other duties required by law.

B. Financial Operations and Accounting

1. Code and process accounts payable and receivable transactions.
2. Prepare claims lists, coordinate check issuance, and ensure timely payment of approved obligations.
3. Make timely deposits of all receipted funds and issue receipts for electronic transfers and investment activity.

4. Reconcile bank accounts and accounting software monthly, ensuring accuracy and internal-control compliance.
5. Prepare monthly, quarterly, and annual financial statements for Board review.
6. Assist in the preparation of the annual budget and long-range financial planning.
7. Maintain the Township's chart of accounts and ensure compliance with the Minnesota Uniform Chart of Accounts (UCOA).
8. Support annual audit preparation and respond to auditor inquiries.

C. Payroll Administration and Personnel Accounting

1. Maintain payroll records, including new hires, terminations, wage changes, benefits, and deductions.
2. Process payroll for bi-weekly, monthly, quarterly, and annual pay cycles.
3. Prepare and submit federal, state, and PERA payroll reports according to required timelines.
4. Generate and distribute W-2 and 1099 forms.
5. Coordinate with the Clerk on payroll, benefits, insurance, and personnel matters.
6. Ensure compliance with state and federal employment laws, PERA requirements, and Township personnel policies.

D. Administrative and Operational Support

1. Draft correspondence related to finance, payroll, and land-use permit renewals.
2. Prepare invoices to developers for engineering, legal, and Township services.
3. Scan and maintain financial and administrative documents in the Township database.
4. Prepare and distribute claims lists and payroll reports for Board approval.
5. Assist the public via phone, email, and in-person at the Town Hall service counter.
6. Support grant applications by preparing financial components and documentation.
7. Attend required treasurer and finance-related training.
8. Perform other duties as assigned by the Town Board or assigned supervisor.

QUALIFICATIONS

Minimum Requirements

1. At least three years of accounting and payroll experience, preferably in a governmental or public-sector environment.
2. Strong proficiency with Microsoft Office and the ability to learn specialized accounting and payroll software.
3. Demonstrated ability to organize, prioritize, and manage multiple financial processes and deadlines.
4. Strong written and verbal communication skills.
5. Ability to maintain strict confidentiality of employee, financial, and resident information.
6. Positive, professional attitude and ability to work collaboratively in a small-office environment.

Preferred Qualifications

1. Experience with Minnesota township or municipal finance.
2. Familiarity with PERA, Minnesota payroll reporting, and the Minnesota Uniform Chart of Accounts.
3. Experience supporting annual audits and budget development.
4. Knowledge of internal-control practices and public-sector accounting standards.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Cemetery Coordinator

Department: Linwood Cemetery

Supervisor: Township Coordinator

POSITION SUMMARY

The Cemetery Coordinator oversees the daily operations, maintenance, and administrative functions of the Linwood Township Cemetery. This position serves as the primary point of contact for families, funeral homes, and Township staff, ensuring that all burial services, records, and cemetery activities are conducted with accuracy, professionalism, and compliance with Township policies and applicable state and federal requirements.

PRIMARY RESPONSIBILITIES

The Accountant/Treasurer is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board or any assigned supervisor.

A. Cemetery Operations and Oversight

1. Oversee and coordinate all activities and operations of the Linwood Township Cemetery.
2. Ensure cemetery grounds, burial areas, and related facilities are maintained in an orderly condition.
3. Coordinate with the Cemetery Supervisor on operational needs, maintenance issues, and long-range planning.

B. Burial Services Coordination

1. Serve as the primary point of contact with funeral homes and families regarding burial arrangements.
2. Manage all aspects of burial scheduling, including plot selection, type of service, and collection and documentation of required fees.
3. Issue burial applications and ensure required information is accurately recorded, including name, age, sex, date, and exact location of interment by section, lot, and grave.

C. Grave Preparation and Completion

1. Oversee excavation and finishing of graves, ensuring work is completed safely, respectfully, and in accordance with Township standards.
2. Coordinate with contracted or Township personnel responsible for excavation and site preparation.

D. Records Management and Documentation

1. Provide required documentation to Township office staff in a timely manner.
2. Maintain accurate and up-to-date burial records, plot maps, ownership information, and interment documentation.
3. Ensure all records are preserved in accordance with Township policy and applicable state retention requirements.
4. Assist the public with inquiries, research requests, and issue resolution related to cemetery records or burial locations.

E. Monument and Marker Authorization

1. Review and authorize installation of markers, monuments, and other memorial structures in accordance with Township rules, safety standards, and cemetery layout requirements.
2. Communicate with families and monument companies regarding specifications and placement.

F. Compliance and Professional Standards

1. Ensure all cemetery operations comply with applicable state and federal requirements.
2. Uphold Township policies, cemetery rules, and safety standards.
3. Maintain a professional, compassionate, and respectful approach when working with grieving families and the public.

QUALIFICATIONS

Minimum Requirements

1. Knowledge of Township cemetery rules, regulations, and record-keeping requirements, or the ability to learn them quickly.
2. Proficiency with computers, including Microsoft Word and Excel, and willingness to learn additional software as needed.
3. Strong verbal and written communication skills.
4. Ability to manage multiple tasks, coordinate schedules, and maintain accurate records.
5. Ability to work respectfully and effectively with grieving families, funeral professionals, and Township staff.

Preferred Qualifications

1. Experience in cemetery operations, municipal administration, or related fields.
2. Familiarity with cemetery mapping, lot management, or GIS-based cemetery software.
3. Experience with customer service in sensitive or emotionally charged environments.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Town Clerk

Department: Town Hall Office

Supervisor: Town Coordinator

POSITION SUMMARY

The Town Clerk is the statutory custodian of Township records and is responsible for preparing, maintaining, and preserving official Board documents, ordinances, resolutions, minutes, and other permanent records of the Township. The Clerk administers Township elections, issues licenses and permits, manages public data requests, maintains cemetery records, and provides administrative support to Township boards and committees.

This position requires strong organizational skills, independent judgment, attention to detail, and the ability to work effectively with the public, Township officials, and staff. Work is performed in accordance with Minnesota statutes, Township ordinances, and established policies.

PRIMARY RESPONSIBILITIES

The Clerk is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

A. Statutory Clerk Duties (Minn. Stat. § 367.11)

The Town Clerk shall:

1. Act as clerk of the Town Board and keep a true record of all Board proceedings.
2. Have custody of Township records, books, and papers, and file and safely keep all documents required by law to be filed in the Clerk's office.
3. Record minutes of every town meeting and enter all orders, directions, rules, and regulations adopted at such meetings.
4. File and preserve all accounts audited by the Town Board or allowed at a town meeting, and enter a statement of them in the official record book.
5. Record every request for a special vote or special town meeting and properly post all required notices.
6. Post fair copies of all bylaws as required by law, make a signed entry in the records of the time and place of posting, and record in full all ordinances passed by the Town Board in an ordinance book.
7. Furnish to the annual Town Board of Audit all statements from the county treasurer regarding money paid to the town treasurer, along with all fiscal information, accounts, claims, and demands filed with the Clerk.

8. Perform all other duties required by law.

B. Board Administration and Official Records

1. Prepare agendas, meeting packets, and minutes for Town Board meetings.
2. Maintain, index, and preserve permanent Board records, ordinances, resolutions, contracts, and other official Township documents.
3. Ensure proper posting and publication of official notices, public hearings, and meeting schedules.
4. Administer oaths of office and validate official documents.
5. Maintain the official Town seal and ensure its proper use.

C. Election Administration

1. Plan, coordinate, and supervise all Township elections in compliance with state and federal law.
2. Prepare polling places, voting equipment, ballots, and supplies.
3. Train and supervise election judges.
4. Issue and process absentee ballots.
5. Report election results to the Secretary of State.
6. Oversee voter registration functions.

D. Licensing, Permits, and Public Information

1. Issue and maintain records for Township licenses and permits.
2. In consultation with the Town Attorney, respond to public data requests in accordance with the Minnesota Government Data Practices Act.

E. Cemetery Administration

1. Maintain accurate cemetery maps, ownership records, and interment information.
2. Aid the Cemetery Coordinator coordinate with families and funeral homes regarding burials and related documentation.
3. Process cemetery lot sales and ensure proper collection and recording of fees.

F. Board of Appeals and Committee Support

1. Prepare agendas, notifications, and public notices for the Board of Appeals.
2. Attend Board of Appeals meetings and prepare minutes.
3. Serve as, or arrange for, a clerk for Township boards, commissions, and committees.

G. Records Management and Administrative Support

1. Maintain a records retention and destruction system consistent with state requirements pursuant to the Township's records retention schedule and Minnesota Statutes §§ 138.17, 15.17, 367.01, 367.11.
2. Maintain Township asset lists and assist with asset disposal processes.
3. Update Township codes, ordinances, and policies following Board action.
4. Provide administrative support to Township staff and officials.
5. Perform any and all duties assigned by the Town Board or an assigned supervisor.

H. Coordinator Role

1. The Clerk serves as the day-to-day coordinator and assigned supervisor for Township employees, managing routine staffing needs and directing daily work activities.
2. The Clerk processes and coordinates employee leave requests in accordance with Township policy and maintains related records.
3. The Clerk acts as the initial point of contact for employee concerns, workplace issues, and disciplinary complaints, and provides information to the Town Board when personnel matters require Board involvement.
4. The Clerk informs the Town Board regarding employee performance for purposes of evaluations, contract renewals, and staffing decisions.
5. The Clerk provides for the execution of all ordinances, resolutions, and orders of the Town Board, and carries out all duties required by state law to be enforced through the Town Board, either directly or through employees under the Clerk's supervision.
6. The Clerk recommends to the Town Board the appointment, suspension, or removal of Township personnel when such actions fall within the Board's statutory authority.
7. The Clerk attends all meetings of the Town Board and recommends measures for adoption when advisable or necessary for efficient Township operations.
8. The Clerk advises the Town Board regarding the financial condition and operational needs of the Township as they relate to staffing, administration, and implementation of Board directives.

QUALIFICATIONS

Minimum Requirements

1. Knowledge of Minnesota statutes relating to Town Clerks, or the ability to acquire such knowledge quickly.
2. Strong understanding of modern office procedures and equipment.
3. Ability to learn and apply Township ordinances, state regulations, and administrative procedures.
4. Strong written communication and correspondence skills.
5. High school diploma or equivalent, supplemented by knowledge of bookkeeping or administrative procedures.
6. Ability to maintain effective working relationships with Township officials, employees, and the public.
7. Proficiency with computers, including Microsoft Office and other office software.
8. Strong organizational skills and the ability to maintain accurate records and prepare reports.

Preferred Qualifications

1. Experience in municipal administration, elections, or public-sector recordkeeping.
2. Training or certification in election administration.
3. Experience with cemetery record systems or GIS-based mapping tools.
4. Familiarity with the Minnesota Government Data Practices Act and records retention schedules.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Media Specialist

Department: Township Media

Reports to: Media Supervisor

Position Summary

The Media Specialist is a part-time position responsible for limited media support functions for Township meetings and occasional printed materials. This position is under the direct supervision of the Town Board.

Primary Responsibilities

The Media Specialist is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Maintain Township audiovisual equipment in good working order and report any issues to the assigned supervisor.
2. Provide basic setup and takedown of audiovisual equipment for Township Board meetings and other meetings as assigned.
3. Assist with hosting or monitoring Zoom meetings when requested by the Town Board.
4. Provide limited support for livestreaming meetings to designated platforms as directed.
5. Prepare simple flyers or printed materials for Township use when requested.
6. Set up and operate cameras, microphones, monitors, and related equipment for Township meetings

Qualifications

1. Basic computer skills and familiarity with common office software.
2. Ability to operate or learn to operate audiovisual and meeting equipment.
3. Strong communication skills and ability to take direction.
4. High school diploma or equivalent.
5. Attention to detail and reliability in meeting schedules for Township meetings.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Office Administrator

Department: Town Hall Office

Supervisor: Township Coordinator

POSITION SUMMARY

The Office Administrator supports the daily operations of Linwood Township by providing professional administrative, clerical, and organizational services. Working under the direct supervision of the Town Board, this position ensures efficient office operations, accurate recordkeeping, and effective communication with Township officials, employees, residents, and outside agencies.

The role requires strong communication skills, the ability to manage multiple tasks under tight timelines, and the judgment to work collaboratively with the Clerk, Township committees, contractors, and partner organizations. Policies and goals are established by the Town Board, with input from Township committees and staff.

PRIMARY RESPONSIBILITIES

The Clerk is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

A. Governance and Board Support

1. Comply with all Linwood Township policies, procedures, and administrative standards.
2. Assist the Clerk to prepare and distribute agendas, meeting packets, and supporting materials for Town Board meetings.
3. Prepare agendas and handouts for the annual meeting.
4. Assist the Clerk to publish ordinances and ensure required notices are posted or distributed in accordance with law and Township policy.
5. Maintain the official minutes book for the Town Board and Township committees.
6. Obtain signatures on minutes, resolutions, and other official documents and distribute copies to appropriate officials and parties.
7. Draft resolutions and update Township policies when directed; maintain an accurate index of all resolutions and ordinances.
8. Certify proposed and final levy information to the County.
9. Prepare resolutions and file Certificates of Indebtedness with the County as required.

B. Administrative and Office Operations

1. Proofread documents prepared by the Clerk, Supervisors, and office staff to ensure accuracy and professionalism.
2. Maintain Township documents in accordance with the adopted records retention schedule, in both paper and electronic formats.
3. Coordinate and update contracts for services provided to the Township.
4. Update rosters for all Township committees and provide onboarding materials to new board or committee members.
5. Design forms, handouts, and informational materials as directed.
6. Research files, minutes, ordinances, and applicable laws as needed to support Township operations.
7. Coordinate purchase requests from employees to supervisors and order supplies as approved.
8. Maintain security access lists and distribute keys or access codes as directed by the Supervisor responsible for security.
9. Assist employees with basic computer and technology issues and coordinate unresolved issues with the Township's IT provider.

C. Staff Coordination and Public Service

1. Supervise and direct the daily duties of office employees as necessary to support Township operations.
2. Provide customer service to residents at the Township counter and by telephone or email.
3. Communicate effectively with Township staff, elected officials, committee members, contractors, and outside agencies.
4. Assist with other office duties or special projects as assigned by the Town Board.

QUALIFICATIONS

Minimum Requirements

1. High school diploma or equivalent.
2. Proficiency with computers, including Microsoft Word, Excel, and Outlook, and willingness to learn CTAS and other software as needed.
3. Strong verbal and written communication skills.
4. Demonstrated organizational and management skills.
5. Ability to work effectively with the public and maintain a professional, courteous demeanor.
6. Friendly, conscientious, compassionate, and patient approach to customer service and staff interactions.

Preferred Qualifications

1. Experience in municipal administration or public-sector office operations.
2. Familiarity with Minnesota records retention schedules and local government procedures.
3. Experience preparing agendas, minutes, or official documents for public bodies.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Office Assistant

Department: Township Office

Reports to: Office Supervisor

POSITION SUMMARY

The Office Assistant responsible for supporting the day-to-day administrative operations of the Township. Duties are centered around public service, customer support, and assisting multiple Township departments to ensure efficient, accurate, and professional office operations.

PRIMARY RESPONSIBILITIES

The Office Assistant is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Assist residents by serving as the first point of contact by answering and directing phone calls, greeting visitors, and managing incoming emails.
2. Support the Township Clerk by assisting with records management, licensing and permitting tasks, election-related administrative duties, and meeting room preparation.
3. Support the Planning & Zoning Administrator by assisting with document management, septic permit requests, Planning & Zoning meeting attendance, and preparation/distribution of agendas and minutes.
4. Support Finance operations by organizing invoices, tracking receipts, assisting with maintenance of financial records, and providing data support for audits.
5. Scan documents into the electronic filing system and maintain organized digital records.
6. Perform general office tasks such as copying, filing, preparing mailings, and maintaining office supplies.
7. Assist Township staff with special projects, seasonal tasks, and cross-departmental needs as assigned.

QUALIFICATIONS

1. Strong computer skills, as most duties are performed electronically.
2. Proficiency in Microsoft Word, Excel, Access, and Publisher.
3. Demonstrated ability and willingness to learn new computer programs.
4. Knowledge of standard office equipment and basic office procedures.
5. Detail-oriented with strong mathematical, reading, spelling, and comprehension skills.
6. Strong communication skills and the ability to cheerfully and professionally serve the public.
7. Ability to multi-task, adapt to changing schedules, and cross-train with other staff.
8. Prior experience in an office setting is required.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Park Attendant/Public Works Assistant

Department: Public Works

Supervisor: Township Coordinator

POSITION SUMMARY

The Park Attendant/Public Works Assistant is responsible for the regular maintenance, cleaning, and inspection of Township parks and recreational facilities. Duties include ensuring park equipment is safe and functional, maintaining grounds, supporting ice rink operations, and performing custodial tasks. When park demands are low or a public works emergency occurs, this position also assists with Township road maintenance, irrigation systems, and building repairs.

PRIMARY RESPONSIBILITIES

The Park Attendant/Public Works Assistant is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

A. Parks Responsibilities

1. Operate all types of grass-mowing equipment on Township-owned parks and public lands, including self-propelled and hand-propelled mowers.
2. Maintain the pleasure rink and hockey rink:
    - Flood rinks
    - Remove snow
    - Coordinate additional rink attendants when needed
    - Monitor rink use to ensure rules are followed
3. Maintain the warming house, including cleaning, minor repairs, and identifying issues.
4. Perform general upkeep of Township parks—remove weeds, maintain ball fields, address minor repairs, and identify maintenance needs.
5. Coordinate park maintenance projects by researching vendors/equipment, obtaining quotes, and coordinating installation.
6. Attend monthly Park Board meetings to report completed work, identify issues, and understand Park Board priorities.
7. Perform custodial maintenance at all park buildings to ensure safe and continuous operation.
8. Trim shrubs, weed landscaped beds, plant trees and other plant material, maintain sports fields, and perform other park maintenance tasks using mechanized and hand-operated equipment.

9. Coordinate community use of park facilities and maintain an updated schedule for the Park Board and Township staff.

B. Public Works / Maintenance Responsibilities

1. Be available to work during snow emergencies, including nighttime hours.
2. Operate pickup trucks and other equipment to plow snow, spread sand/salt, and remove snow/ice from Township roads and properties, including hand shoveling.
3. Operate a variety of equipment and hand tools for road and park maintenance, such as compressors, generators, pressure washers, chain saws, lawnmowers, and tractors/skid steers.
4. Assist with basic repairs to park buildings and equipment.
5. Work safely in high places or on tall ladders as required.

JOB LOCATION

Work is performed indoors and outdoors, year-round, in all weather conditions.

REQUIRED SKILLS / ABILITIES

Technical

1. Ability to operate vehicles and equipment with multifunction controls.
2. Ability to operate small hand tools safely and efficiently.
3. Ability to work outdoors in extreme temperatures for extended periods.
4. Ability to lift and transport items weighing at least 50 pounds.
5. Ability to operate complex vehicles and equipment requiring coordinated hand-and-foot control.
6. Ability to see clearly at close and far distances to safely operate equipment around the public, on roadways, and in parks.
7. Ability to climb ladders, stairs, and equipment at various heights.
8. Ability to independently drive, operate, and ride various types of machinery.

Communication / Interpersonal

1. Ability to read and understand written directions.
2. Ability to follow and provide oral instructions.
3. Ability to adapt to daily direction from supervisors.
4. Ability to work independently and as part of a team.
5. Ability to interact with citizens in a diplomatic and professional manner.
6. Ability to operate office equipment including computers, copiers, and printers.

QUALIFICATIONS

1. High school graduate or equivalent.
2. Must be 18 years of age or older.
3. Good driving record.
4. Ability to pass a DOT physical, background check, and drug test.
5. Experience and references preferred.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Maintenance

Department: Public Works

Supervisor: Township Coordinator

POSITION SUMMARY

The Maintenance role is a full-time position (40 hours/week) responsible for performing a wide variety of manual labor and maintenance tasks related to Township buildings, parks, and streets. Duties include operating maintenance equipment, performing repairs, supporting snowplowing operations, and ensuring safe, efficient upkeep of Township infrastructure.

PRIMARY RESPONSIBILITIES

The Maintenance role is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Operate grass-cutting equipment and maintain park and Town Hall grounds, including mowing, trimming, tree and branch removal, and irrigation system upkeep.
2. Assist with repair and installation of road signs, brush removal, ditch mowing, and road maintenance tasks such as crack filling, blacktop patching, gravel shouldering, and storm sewer repair.
3. Perform general building maintenance, including cleaning, interior and exterior repairs, painting, scraping, plumbing, carpentry, heating system tasks, light electrical work, and janitorial duties.
4. Snowplow Township roads using Township equipment as directed by the Public Works Road and Bridge Supervisor.
5. Prepare and maintain required reports, logs, and maintenance records.
6. Work overtime, shift changes, emergency call-outs, or be on-call as necessary or assigned.

QUALIFICATIONS

1. High school graduate or equivalent.
2. Two years of experience in equipment operation and general maintenance, or equivalent.
3. Two years of experience operating trucks and light equipment.
4. General knowledge of carpentry, electrical, painting, plumbing, landscaping, lawn care, and irrigation systems; skill in the use of hand and power tools.

5. Valid Minnesota Driver's License with a good driving record.
6. Experience in snowplowing is required.
7. Must possess or obtain a Class B driver's license with air brake endorsement and learn to plow with a wing blade if not already qualified.
8. Ability to make minor operating adjustments and recognize equipment deficiencies.
9. Knowledge of working hazards and applicable safety precautions related to equipment and maintenance work.
10. Ability to follow written and oral instructions and work independently with limited supervision.
11. Ability to pass a background check, DOT physical, and drug test; ability to lift and carry up to 70 pounds.
12. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
13. Ability to periodically be on call.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Committee Recording Secretary

Department: Township Office

Supervisor: Township Coordinator

POSITION SUMMARY

The Committee Recording Secretary is responsible for supporting Township committees by preparing agendas and meeting packets, attending meetings to take minutes, and ensuring approved minutes are properly distributed and entered into Township records. Duties are centered around accurate documentation, timely communication, and supporting committee operations.

PRIMARY RESPONSIBILITIES

The Committee Recording Secretary is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Attend monthly committee meetings and take accurate, detailed minutes.
2. Receive agenda items from the committee chair and designated committee liaison.
3. Prepare and distribute meeting agendas and packets via email to committee members, the webmaster, and the Town Office by Thursday of the week prior to the meeting.
4. Prior to the meeting, print and assemble meeting packets for committee members and one public copy, or coordinate with office staff if laptops will be used for packet viewing. Ensure agendas and packets are submitted as PDFs or Word documents. Shut down laptops and mice after the meeting.
5. Submit the signed copy of approved meeting minutes to the Linwood Town Office following the meeting at which they are approved, for entry into the official Township records.
6. Email approved minutes to the webmaster on a monthly basis.
7. Send a copy of draft minutes to the Town Clerk as soon as they are completed.
8. Respond to the Township Planner with committee comments regarding new developments or other land-use applications.
9. Other duties as assigned.

QUALIFICATIONS

1. Strong computer skills, as most duties are performed electronically.
2. Proficiency in Microsoft Word and Outlook.
3. Knowledge of standard office equipment and basic office procedures.
4. Detail-oriented with strong reading, spelling, and comprehension skills.
5. Experience writing meeting minutes preferred but not required.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Recycling Center Assistant

Department: Recycling

Supervisor: Township Coordinator

POSITION SUMMARY

The Recycling Center Assistant is a part-time position, working up to 30 hours per week, responsible for supporting the daily operations of the Linwood Township Recycling Center, including recycling, re-use, compost, and organics programs. Duties include physical labor, customer service, and organizational tasks necessary to ensure safe, efficient, and compliant operation of the facility.

PRIMARY RESPONSIBILITIES

The Recycling Coordinator is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Greet, assist, direct, and educate residents on recyclable and reusable materials.
2. Load, unload, sort, and store materials including appliances, electronics, mattresses, furniture, landfill items, oil, steel, organics, and yard waste.
3. Collect fees and maintain accurate records of all incoming and outgoing materials.
4. Schedule vendors for pickup of materials hauled out of the center, as needed.
5. Interact and work politely, respectfully, and positively with the public and volunteers.
6. Drive the recycling truck and operate the tractor; organize, maintain, and safely use tools and equipment; restock shop supplies.
7. Keep the recycling center clean, organized, and operating within fire and safety codes.
8. Maintain and rotate the compost pile to ensure proper breakdown.
9. Participate in ongoing training and operate within guidelines established by the Anoka County Recycling Program and the Linwood Township Board of Supervisors.
10. Perform grounds maintenance including mowing, weed-whacking, driveway repair, plowing, shoveling, power washing, and general policing of the recycling area.
11. Other duties as assigned or needed for day-to-day operations of the Recycling/Re-Use Center.

QUALIFICATIONS

1. High school graduate or equivalent.
2. Valid Minnesota Driver's License with a good driving record.
3. Ability to pass a background check.

4. Ability to lift 50 pounds safely, frequently, and under control.
5. Ability to establish and maintain respectful, productive working relationships with Anoka County Recycling Program staff, volunteers, co-workers, supervisors, and the public.
6. Must be a self-starter who is responsible, trustworthy, operates with integrity, and can work independently.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Recycling Center Coordinator

Department: Recycling

Supervisor: Township Coordinator

POSITION SUMMARY

The Recycling Center Coordinator is a full-time position (40 hours/week) responsible for planning, organizing, and managing the Township's recycling, re-use, compost, and organics programs. Duties include daily operations of the Recycling/Re-Use Center, coordination with vendors and volunteers, physical labor, administrative tasks, and maintaining compliance with Anoka County program requirements.

PRIMARY RESPONSIBILITIES

The Recycling Center Coordinator is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

A. Recycling / Re-Use Center, Compost & Organics

1. Greet, assist, direct, and educate residents on recyclable and reusable materials; collect fees and maintain accurate records of all incoming and outgoing materials.
2. Schedule vendors for pickup of steel, appliances, landfill items, oil, electronics, boat wrap, mattresses, furniture, and other materials as needed.
3. Sort, store, load, transport, and unload materials including organics, household batteries, Styrofoam, plastic film/bags, newspaper/shredded paper, planter containers, bikes, cell phones, toner cartridges, Family Pathways items, and boat wrap.
4. Interact with, direct, and oversee volunteers and community service workers in a polite, respectful, and positive manner.
5. Drive the recycling truck and operate the tractor; organize, maintain, and safely use tools and equipment; restock shop supplies.
6. Keep the recycling center clean, organized, and operating within fire and safety codes.
7. Maintain and rotate the compost pile to ensure proper breakdown.
8. Negotiate vendor rates and obtain quotes for recycling-related projects.
9. Identify and recommend budget needs for enhancements and operations to the Recycling Supervisor and Town Board.
10. Participate in ongoing training (including SWAAT) and operate within guidelines established by the Anoka County Recycling Program and the Linwood Township Board of Supervisors.
11. Maintain accurate tonnage records for biannual Anoka County funding reports.

12. Oversee the day-to-day operations of the Recycling/Re-Use Center.

B. Special Projects / Side Jobs

1. Build new or reorganize existing storage areas for recyclables.
2. Create, order, install, or update signage as needed.
3. Perform grounds maintenance including mowing, weed-whacking, driveway repair, plowing, shoveling, power washing, and general policing of the recycling area.

QUALIFICATIONS

1. High school graduate or equivalent.
2. Valid Minnesota Driver's License with a good driving record.
3. Ability to pass a background check.
4. Ability to lift 100 pounds safely, frequently, and under control.
5. Ability to follow written and oral instructions and work independently with minimal supervision.
6. Ability to establish and maintain respectful, productive working relationships with Anoka County Recycling Program staff, volunteers, co-workers, supervisors, and the public.
7. Must be a self-starter who is responsible, trustworthy, operates with integrity, and can work independently.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Road and Bridge Committee Secretary

Department: Township Office

Reports to: Road & Bridge Committee Liaison

POSITION SUMMARY

The Road and Bridge Committee Secretary is responsible for supporting the Road and Bridge Committee by preparing agendas and meeting packets, attending meetings to take minutes, and ensuring approved minutes are properly distributed and entered into Township records. Duties are centered around accurate documentation, timely communication, and supporting the work of the Road and Bridge Committee.

PRIMARY RESPONSIBILITIES

The Road and Bridge Committee Secretary is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Attend monthly Road and Bridge Committee meetings and take accurate, detailed minutes.
2. Receive agenda items from the committee chair and committee liaison.
3. Prepare and distribute the meeting agenda and packet via email to Road and Bridge Committee members and the Town Office by Thursday of the week prior to the meeting.
4. Print and assemble meeting packets or set up laptops with agenda and packet materials for each member; shut down laptops at the end of the meeting.
5. Submit the signed copy of approved meeting minutes to the Linwood Town Office following the meeting at which they are approved, for entry into the official Township records.
6. Email approved minutes to the webmaster on a monthly basis.
7. Send a copy of draft minutes to the Township Engineer and Town Clerk as soon as they are completed.
8. Respond to the Township Planner with committee comments regarding new developments or other land-use applications.
9. Other duties as assigned.

QUALIFICATIONS

1. Strong computer skills, as most duties are performed electronically.
2. Proficiency in Microsoft Word and Outlook.
3. Knowledge of standard office equipment and basic office procedures.
4. Detail-oriented with strong reading, spelling, and comprehension skills.
5. Experience writing meeting minutes preferred but not required.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Seasonal Lawn Maintenance Worker

Department: Parks

Reports to: Township Coordinator

POSITION SUMMARY

The Seasonal Lawn Maintenance Worker is a seasonal, part-time position responsible for general lawn and grounds maintenance of Township parks, Township-owned property, and the Linwood Cemetery. Duties include mowing, trimming, light landscaping, and supporting the upkeep of outdoor areas to ensure they remain clean, safe, and well-maintained throughout the season.

PRIMARY RESPONSIBILITIES

The Seasonal Lawn Maintenance Worker is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Operate and maintain grass-cutting equipment, including riding mowers, push mowers, and trimmers.
2. Perform routine grounds maintenance such as mowing, trimming, raking, and light landscaping.
3. Assist with upkeep of Township parks, Town Hall grounds, and the Linwood Cemetery.
4. Identify and report maintenance needs, safety concerns, or equipment issues to the supervisor.
5. Perform other outdoor maintenance duties as assigned.

QUALIFICATIONS

1. High school graduate or equivalent.
2. Must be 18 years of age or older.
3. Good driving record.
4. Ability to pass a DOT physical, background check, and drug test.
5. Ability to work outdoors in varying weather conditions and perform physical labor, including lifting and carrying equipment.
6. Prior experience in lawn care or grounds maintenance preferred; references encouraged.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Senior Center Coordinator

Department: Senior & Community Center

Reports to: Township Coordinator

POSITION SUMMARY

The Senior Center Coordinator is a part-time position (20–25 hours/week) responsible for the daily operations of the Linwood Senior & Community Center ("Senior Center") and the Transportation Program. The Senior Center is a municipal facility operated under Township policies and procedures. The Coordinator plans and implements recreational and educational programs, manages rentals, oversees volunteers, and directly supervises paid and volunteer drivers. The position ensures a professional, welcoming, and well-organized environment for senior citizens and community users.

PRIMARY RESPONSIBILITIES

The Senior Center Coordinator is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Plan, monitor, and implement all Senior Center programs, activities, and events, including health, wellness, educational, and recreational offerings.
2. Select appropriate resources, referrals, and educational materials; provide access to local, state, and federal programs that meet resident needs; research and implement program improvements consistent with Town Board policies.
3. Coordinate scheduling and supervise daily activities within the Senior Center.
4. Authorize and coordinate all Senior Center rentals, including hall, kitchen, tables, and chairs; communicate with Town Office staff regarding rental payments and refunds.
5. Maintain inventory, secure Township property, and ensure necessary supplies are available.
6. Perform light cleaning in the entry, kitchen, bathrooms, and hall; launder kitchen towels and rags; coordinate with contracted cleaners for regular facility cleaning.
7. Manage the Transportation Program, including scheduling transportation requests and driving clients when necessary.
8. Recruit, train, and manage Senior Center volunteers.
9. Perform administrative and clerical duties, including correspondence, filing, and document preparation.
10. Maintain accurate records and provide timely reports to the Town Board; create and update databases and forms.
11. Attend required meetings.
12. Research, prepare, and distribute a regular newsletter and monthly calendar.

13. Write and maintain correspondence and promotional materials for programs, activities, events, and transportation services (flyers, newspaper submissions, website content).
14. Respond promptly to phone calls, emails, and general inquiries.
15. Connect individuals and organizations with resources and referrals; support leadership development and educational opportunities; advocate for senior citizens.
16. Prepare budget recommendations and identify future financial needs.
17. Research and write grant applications, proposals, and funding requests that benefit the Senior Center.
18. Maintain all required licensing with state, county, and local agencies.
19. Supervise Senior Center Drivers and Janitor/Cleaners.
20. Other duties as assigned.

QUALIFICATIONS

1. Strong verbal and written communication skills.
2. Demonstrated management and organizational skills.
3. Ability to work effectively with the public, including senior citizens, individually and in groups.
4. Friendly, conscientious, compassionate, patient, and professional demeanor.
5. Ability to maintain confidentiality of all client information.
6. Prior experience working with seniors; culinary skills and computer proficiency (Microsoft Word and Excel) preferred.
7. Valid Minnesota driver's license with required qualifications to drive the senior bus.
8. Ability to lift and carry up to 50 pounds.
9. Must have, or be able to obtain, a Food Manager Certification.

LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Zoning Administrator

Department: Zoning Office

Reports to: Township Coordinator

POSITION SUMMARY

The Zoning Administrator is a full-time position responsible for clerical, administrative, and technical duties related to land use, zoning, and code enforcement. This role requires strong organizational skills, attention to detail, and the ability to work effectively with residents, developers, and Township staff. Accurate and timely processing of zoning applications, enforcement actions, and public information requests is essential to supporting Township planning functions.

PRIMARY RESPONSIBILITIES

The Zoning Administrator is responsible for all job duties contained herein in addition to any other duties assigned by the Town Board and any assigned supervisor.

1. Process land use applications including rezoning, ordinance amendments, variances, subdivisions, CUPs, IUPs, developments, and driveway permits; maintain and monitor all associated files.
2. Ensure construction and development activities comply with the Linwood Township Comprehensive Plan.
3. Schedule and coordinate meetings with residents, landowners, and developers; work with engineers, surveyors, and attorneys as needed.
4. Analyze zoning ordinances and subdivision regulations; prepare amendments as directed; draft ordinances and resolutions related to land use applications.
5. Prepare Staff Reports for the Planning & Zoning Commission and Town Board.
6. Perform clerical work related to zoning applications, ordinance amendments, and enforcement, including creating land use files, tracking escrow accounts, filing and recording adopted resolutions and ordinances, preparing legal notices for publication/posting/mailing, providing data for year-end building permit reports, and transferring closed permits to property files.
7. Receive and track septic compliance inspections; notify the building inspector of noncompliant systems; communicate with property owners regarding required corrections.
8. Maintain mailing list databases and update addresses with relevant Anoka County departments.
9. Respond to public data requests and property records inquiries.

10. Assist with front desk reception and phone coverage for residents seeking services or information.
11. Communicate with residents regarding zoning requirements, enforcement issues, and application processes.
12. Work with the Anoka Conservation District on property-related questions and provide newsletter content in compliance with SRWMO requirements.
13. Conduct zoning reviews for building and driveway permits and verify code compliance through site visits when necessary.
14. Receive complaints, determine code violations, track enforcement cases, and send appropriate correspondence while meeting statutory and ordinance deadlines.
15. Assist other Township departments with administrative duties and special projects as assigned.
16. Update permits, forms, and application packets to reflect current ordinances; ensure updated documents are posted to the Township website.
17. Draft land use Frequently Asked Questions for handouts and website publication.
18. Perform other duties as assigned that are similar, related, or logically connected to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of general office practices and procedures.
2. Proficiency in spelling, grammar, and punctuation.
3. Skill in operating computers, printers, scanners, fax machines, copiers, and related office equipment.
4. Excellent oral, written, and electronic communication skills.
5. Working fluency with Microsoft Office Suite, including Teams, Outlook, and OneDrive; ability to learn GIS tools and document search/retrieval programs.
6. Ability to maintain composure, multitask, and prioritize work under pressure.
7. Ability to support and attend evening meetings as required.
8. Ability to enforce ordinances with firmness, tact, and impartiality while maintaining courteous public interactions.
9. Ability to maintain accurate records and prepare verbal and written reports.
10. Ability to learn and understand, within six months of hire:
    a. Township ordinances
    b. Applicable policies, procedures, practices, and laws
    c. Township geography