

**NOTICE OF INTENT TO FILL VACANCY OF  
CLARE COUNTY DRAIN COMMISSIONER**

The County Drain Commissioner is a statutory office established under the Drain Code of 1956, with MCL 280.21 – 280.33 in the code covering the election, jurisdiction, and duties of the Drain Commissioner.

The Drain Commissioner is elected by popular vote on a partisan ballot to a 4-year term. The appointment will be effective until the position is filled by election at the November 5, 2024, General Election.

**QUALIFICATIONS:** The appointed individual must be a qualified elector of Clare County (ie. 18 years of age, registered to vote in Clare County, resident of Clare County, and resident of the State of Michigan).  
Must have a valid driver's license as travel is necessary with this position.

**DUTIES AND RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Perform the duties of the Drain Commissioner as outlined in the Drain Code of 1956
- Operate and Maintain the county drains
- Develop standards and design criteria for management of storm water runoff in new developments
- Review and approve storm water management systems
- Maintain the court ordered lake levels
- Inspect dams at lakes where lake levels are court ordered
- Serve on Inter-County Drainage Boards, Governmental Lake Boards, Clare County Emergency Preparedness Committee, Board of Public Works
- Prepare an annual budget

**\*\* A more in-depth job description is posted with this announcement on the County website\*\***

**ANNUAL SALARY:** \$36,054.95 plus benefits

**RESUME, COVER LETTER, REFERENCES and COUNTY APPLICATION FOR EMPLOYMENT** should be submitted *in person* by end of business on **April 14, 2023**, to:

Lori Mott  
Clare County Clerk  
225 W. Main Street, PO Box 438  
Harrison, Michigan 48625

**\*\*The application for county employment can be located on the County website\*\***

**SELECTED CANDIDATES WILL BE INTERVIEWED ON:** May 9<sup>th</sup>; May 10<sup>th</sup>; or May 11<sup>th</sup> with time slots beginning at 4:30pm on each of those days.

*Please note that interviews must be conducted at an open, public meeting.*