



Helper City



CITY COUNCIL MEMBER JOB DESCRIPTION

Document/Revision Number: HR001 01	Description: Job description for City Council – Helper City
Prepared By: Helper City Mayor	Approved By: Helper City Attorney
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POSITION OVERVIEW

To identify and discuss issues impacting Helper City, receive and consider public input, make appropriate decisions based on factual information which encourages full and open discussion and exercise all the powers that State Statutes and City Ordinances empower the City, Mayor and Council Members to lawfully govern the community. Conduct all engagements in a professional, respectful manner, to be present at community engagements and to place the greater good of the City at the forefront of all interactions.

SUPERVISION RECEIVED AND EXERCISED

City Council Members receive job responsibilities as appointed by the Mayor. Helper City's governmental structure reflects a strong Council – weak Mayor system.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Participates in monthly scheduled City Council meetings.
2. Participates in other meetings as assigned by responsibility i.e. Planning & Zoning includes an additional monthly meeting while Library oversight includes a quarterly meeting, etc.
3. Reads and prepares for the monthly meeting by reviewing agenda items and participates meaningfully in consideration of said agenda items.
4. Reads and reviews previous monthly meeting minutes for approval at the following Council meeting.
5. Becomes familiar with Helper City's Strategic Plan, City Budget, Capital Improvement Plan, City Policies and any other City documents that impact City policy.
6. Develops goals and objectives for the assigned areas of responsibilities to drive ongoing community improvement activities.
7. Communicates and reports on assigned activities and associated goals and objectives at each Council meeting.
8. Acts as a liaison between the public and City by being a visible participant in community building events.



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9. Acts as a thoughtful change manager by participating in discussion of issues, including requesting additional data, considering various personal perspectives from both a Council Member/Mayor perspective as well as citywide perspective and proposals before the Council.
10. Actively listens to ensure a complete appreciation of each motion, information sharing or complaint and the respective positions of the petitioner, affected parties (businesses, residents, etc.) and City Staff.
11. Treats each petitioner, affected parties and city staff with upmost respect during Council meetings.
12. Sets administrative policies for Helper.
13. Ensures enforcement of City ordinances.
14. Reviews and approves an annual budget and any associated tax levy.
15. Preserves order at City Council meetings.
16. Actively participates as a team member of the City's management group.
17. Prepares and recommends long-range plans for Helper and develops specific proposals for action on current and future city needs.
18. Provides for City Staff development and training programs.
19. Serves as a member of senior management on task forces and committees participating in the City's strategic planning efforts, and addressing citywide policy and management issues.
20. Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork.
21. Represents the City and participates in the developments of major intergovernmental plans and programs.
22. Performs a variety of other related duties as assigned by the Mayor.

MINIMUM QUALIFICATIONS

1. Elected by Helper City residents.
2. Must meet the State Requirement for Holding Office:
 - a. Eligible to vote in Utah
 - b. Will be 21 years of age or more at the time of assuming office
 - c. Resident of the city for at least 1 year prior to the election