



## POSITION DESCRIPTION

**Title:** Mayor

**Status:** Part-time, Salaried Elected Official

**Accountable to:** Citizens of Golden Valley

### SUMMARY OF POSITION

To officially speak for both the government and the community, act as presiding officer at meetings, identify and discuss issues impacting the City of Golden Valley, receive and consider public input, make appropriate decisions in a manner which encourages full and open discussion, and exercise all the powers that State statutes and City Ordinances empower to the City, Mayor and Council Members to lawfully govern the community.

### A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as Official head of the City.
  - ◆ Provides leadership in city affairs.
  - ◆ Serves as the city's representative before the Minnesota Legislature, federal agencies, other local governments, and other official meetings.
  - ◆ Performs ceremonial duties on behalf of the community.
  - ◆ Greets important visitors, gives formal and informal talks, and takes part in public events.
  - ◆ Can explain city issues and programs.
  - ◆ Ex-officio member of the Golden Valley Fire Relief Association Board of Trustees.
2. Serves as Presiding Officer at Council Meetings
  - ◆ The Mayor recognizes speakers for debate and motions, and rules on questions of Council procedure.
  - ◆ Runs meeting using *Roberts Rule of Order* and abides by the open meeting law.
  - ◆ Is one of five voting members of the Council and votes on all motions before the Council.
  - ◆ May call special meetings.
3. Executes Official Documents
  - ◆ Must sign ordinances, contracts and other documents authorized by the Council.
4. Regularly and thoroughly prepares for each City Council Meeting.
  - ◆ Reads and reviews agenda materials supplied.
  - ◆ Becomes familiar with the City Comprehensive Plans, Plan B Statutory form of government, City Budget, City Capital Improvement Program, City Policies and procedures and other City documents that impact City policy.
  - ◆ Conducts site visits as appropriate.
  - ◆ Solicits and receives input from affected parties and the general public.
  - ◆ Contacts affected parties to solicit input.
  - ◆ Participates meaningfully in consideration of agenda items.

- ◆ Participates in discussion of issue; including requesting additional data and/or considering various perspectives whether the Council Member's personal views, those of testifying citizens or as well as citywide impacts on policies and proposals before the Council.
  - ◆ Actively listens to ensure a complete appreciation of each proposal and the respective positions of the petitioner, affected parties (businesses, residents, etc.), and the City staff.
5. Responds to constituent requests for information or assistance with problem resolution; sometimes acts as liaison between the City and the general public.
  6. Participates in special study subcommittees or task forces to provide information for City Council consideration.
    - ◆ Assumes responsibility for accomplishing necessary research by talking to appropriate individuals or requesting that the staff undertake appropriate research.
    - ◆ Assumes a constructive and active role in the output of the task force.
  7. Discusses issues impacting the City with State Legislators, Met Council representatives, and other local governments.
  8. Appoints the City Manager and annually evaluates the performance of the City Manager in concert with the City Council.
  9. Appoints the City Attorney upon recommendation of City Manager in concert with the City Council.
  10. Establishes and modifies goals and objectives for the City.
    - ◆ Sets administrative policies.
    - ◆ Establishes public policy for the City.
    - ◆ Directs the enforcement of City ordinances.
  11. Reviews and approves an annual budget and tax levy with City Council.
  12. Reviews and approves a capital improvements program for the City with City Council.
    - ◆ Views the long-range perspectives of the City.
    - ◆ Formulates the policies to solve future issues and adjust to social and economic trends.
  13. Conducts Intergovernmental Affairs and Provides Community Leadership when dealing with outside entities as
    - ◆ Serves as Council Liaison to City commissions or other agencies serving Golden Valley.
    - ◆ Creates advisory boards.
    - ◆ Conducts City business with state and federal agencies
    - ◆ Participates in intergovernmental programs and the work of the League of Minnesota Cities.
    - ◆ Participates in civic events providing leadership and promoting new ideas and programs to improve the community and its surrounding area.
  14. Sets and Interprets Rules Governing its Own Proceedings
    - ◆ Preserves order at City Council meetings.
    - ◆ Establishes rules of procedure.
    - ◆ Encourages the attendance of members at meetings and addresses non-attendance.
    - ◆ Identifies actual or potential conflicts of interest and abstains from related votes.
  15. Serves as Weed Inspector and appoints the Assistant Weed Inspector.

## **B. MINIMUM REQUIREMENTS**

1. Elected by popular election by citizens of Golden Valley.
2. Must meet the State Requirements for Holding Office:
  - ◆ Eligible to vote in Minnesota;

- ◆ Have not filed for the same or any other office at the upcoming primary or election;
- ◆ Will be 21 years of age or more at time of assuming office;
- ◆ U.S. citizen;
- ◆ Residents of the city for at least 30 days prior to the election

**C. ATTENDANCE**

1. Monthly Attendance of Meetings is required with an approximate per month time commitment consisting of 40-60 hours.
  - ◆ Chair all regularly scheduled and special council meetings.
  - ◆ Based on Council Appointments serves as Commissioner at HRA meetings and liaison to one or more advisory commissions or committees.
  - ◆ Expected to act as spokesperson for the city with media, such as Cable 12 TV, *Sunpost* and *Star Tribune* Newspapers.
  - ◆ Serves as representative of Golden Valley in working with State Legislature, surrounding cities, school districts, Chamber of Commerce and other collaborative organizations.
  - ◆ Expected to attend community events as possible consistent with the duties as official head of the City of Golden Valley.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:

\_\_\_\_\_ Date

\_\_\_\_\_ Date