

Title: City Council Member
Status: Part-time, Salaried Elected Official
Accountable to: Citizens of Golden Valley

SUMMARY OF POSITION

To 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. 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, Capital Improvement Plan (CIP), City Policies, 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 issues, including requesting additional data and/or considering various personal perspective: both from a Council Members/Mayors personal perspective, as well as the citywide perspective 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.
 - ◆ Responds to constituent requests for information or assistance with problem resolution.
 - ◆ Acts as liaison between the City and the general public.
2. Participates in special study subcommittees or task forces to provide information for City Council consideration.
 - ◆ Assumes responsibility for accomplishing necessary research either by talking to appropriate individuals or requesting that the staff undertakes appropriate research.
 - ◆ Assumes a constructive and active role in the output of the task force.
3. Appoints the City Manager and City Attorney and annually evaluates the performance of the City Manager.
4. Establishes and modifies goals and objectives for the City.
 - ◆ Sets administrative policies.
 - ◆ Establishes public policy for the City.
 - ◆ Ensures the enforcement of City ordinances.

5. Reviews and approves an annual budget and tax levy.
6. Reviews and approves a capital improvements program for the City.
 - ◆ Views the long-range perspectives of the City.
 - ◆ Formulates the policies to solve future issues and adjust to social and economic trends.
7. Serves as Council Liaison to City commissions or other outside agencies serving Golden Valley.
 - ◆ Creates advisory boards, commissions and task forces.
 - ◆ 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 new programs to improve the community and its surrounding area.
8. Sets and Interprets Rules Governing its Own Proceedings
 - ◆ Preserves order at City Council meetings.
 - ◆ Establishes rules of procedure.
 - ◆ Encourages attendance of members at meetings and addresses non-attendance.
 - ◆ Identifies actual or potential conflicts of interest occurs and abstains from the related votes.

B. MINIMUM REQUIREMENTS

1. Elected by Golden Valley residents.
2. Must meet the State Requirements for Holding Office:
 - a. Eligible to vote in Minnesota;
 - b. Have not filed for the same or any other office at the upcoming primary or election;
 - c. Will be 21 years of age or more at time of assuming office;
 - d. U.S. citizen;
 - e. 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 30-50 hours.
 - ◆ Expected to attend all regularly scheduled and special council meetings each month.
 - ◆ If appointed serves as HRA Commissioner and attends all HRA meetings.
 - ◆ Serves as liaison to one or more commissions or committees as appointed.
 - ◆ Expected to attend community events as possible.

Approved By:

_____ X
Date

_____ X
Date