

**Town of Beverly Shores
Town Council Member
Job Description**

Job Title

Town Council Member

Department

Town Council

Description of Work General Statement of Duties

The Council, as the Town's fiscal and legislative body, is responsible for supervising and directing the Town's business, development, policies, and services. It oversees the Town finances. Council action requires a majority vote of its members and in the event of a tie vote, the Clerk-Treasurer casts the tie-breaking vote. Each Council member has the duty to participate in all Council meetings and fulfill their assignments as liaisons to or members of other Town agencies and departments.

Note: The duties of the Town Council Members must include, but are not limited to the current statutory requirements set forth in Indiana Code, Title 36, Article 5, Chapter 2 (IC 36-5-2-1, et seq).

Supervision Received

Residents of the Town of Beverly Shores

Supervision Exercised

Town agencies and departments other than Clerk-Treasurer's office.

Supervisory Duties Exercised

- Conduct performance reviews for department heads and upon approval of the majority of the Council deliver reviews to department heads according to the Personnel Policy Manual schedule.
- Enact appropriate personnel policies for Town employees and volunteers.

Typical Activities Performed

- Meets with citizens, businesses and neighborhood groups to help resolve issues
- Attends and prepares for regular and special meetings of the Town Council
- Accepts and fulfills department liaison positions and other special positions as needed
- Help prepare the Town's annual budget
- Propose, discuss, and vote on motions, resolutions, and ordinances during Council meetings
- With the Clerk-Treasurer's assistance, monitor compliance with the budget and propose changes to the budget as appropriate

- Monitor the Town's finances and the use and condition of the Town's property, including streets
- Nominate residents for positions on Town boards and committees

Position Requirements Qualifications

- Be elected. Council member must declare a political party affiliation, if any, when he/she files to run for office. Upon election in November, he/she is sworn in before the first meeting of the New Year following the election, beginning a four year term.

Helpful Knowledge, Skills, or Abilities

- Ability to communicate with the public and other Council members
- Ability to interpret information
- Critical thinking skills
- Analytical skills
- Decision making skills
- Sound judgment
- Effective public speaking
- Ability to read and understand Town Ordinances
- Ability to work in a collaborative manner