

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

Job Title

Town Council President

Department

Town Council

Description of Work General Statement of Duties

The same duties of other Council members. In addition, the Council President is the chief executive of the Town and responsible for supervising all of the operations of the Town in compliance with the policies adopted by the Council. Monitor the condition of Town property and propose repairs as needed. Work with the Clerk-Treasurer to insure expenditure of the Town's funds consistent with the budget. Prepares the Agenda for Council meetings; is the presiding officer during Council meetings; acts as chief spokesperson for the Town, including handling of press related issues signs all contracts, deeds, and other official documents on behalf of the Town; takes emergency action on the Town's behalf when necessary; and makes appointments to Town boards and committees as provided for by law and Town ordinance.

Note: The duties of the Town Council President must include, but are not limited to the current statutory requirements set forth in IC 36-5-2-1, et seq.

Supervision Received

Reports to Town Council and Constituents

Supervision Exercised

Appoints and monitors performance of appointed Town Board and Committee members per Indiana law; Supervises and manages all Town executive departments and employees, other than the Clerk-Treasurer's office; and all Town contractors, consultants, and vendors.

Supervisory Duties Exercised

- Prepare performance reviews and upon approval of the majority of the Town Council, deliver reviews to employees according to the policy manual schedule.
- Enforce compliance with Town employee policies as established in the Personnel Manual and Town ordinances.

Typical Activities Performed

- Chairs Town Council meetings

- Prepare the meeting agenda
- Call meetings to order
- Roll call
- Presentation of previous meeting minutes, Financial Statements, Claims, Petitions, presentations, or resident comments, Officer and committee reports, Old business, New business, Communications, Open meeting for public discussion, Adjourn
- Serves as spokesperson for the Town
- Meets with press when necessary
- With the Clerk-Treasurer, undertakes the efforts necessary to create and properly maintain a listing of all of the e-mail addresses of residents of the Town who have them
- Authorizes minor (up to \$500.00) or emergency Town purchases and allocates resources within the approved budget
- Appoints some members of the Board of Zoning Appeals and Plan Commission
- Serves as Chairperson of the Safety Board proceedings unless otherwise provided by vote of majority of the entire membership of the Safety Board
- Participates in Bi-Annual State Board of Accounts audits

Position Requirements Qualifications

Must be a member of the Council and elected by a majority vote of the members of the Council.

Helpful Knowledge, Skills, or Abilities

- Must know how to run a public meeting, abiding by proper rules of order
- Ability to communicate with Town Council, other governmental and private entities, groups, and residents.
- Critical thinking skills
- Analytical skills
- Decision making skills
- Management skills
- Sound judgment
- Effective public speaking
- Ability to read and understand Town Ordinances
- Ability to work in a collaborative manner