**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