

TOWN OF FAIRFAX

TOWN COUNCILMEMBER

JOB SPECIFICATION

Definition

The government of a General Law town is vested in the Town Council of five members elected by the town electorate at a general municipal election. The Town Council serves the needs and desires of the people and fosters and maintains the Town of Fairfax as a great place to live consistent with the Town's vision and mission statements.

The primary mission of the Town Council as the governing body of the Town is to set policy and adopt and provide for the execution of ordinances, rules and regulations as may be necessary or appropriate to protect health, life or property, or to promote the comfort, convenience, security, good order, better government, or the general welfare of the Town and its citizens. Refer to Town Code Title 2 for a description of the responsibility and authority of the Town Council and Section 22842 of the Elections Code for eligibility and residency requirements.

Town Council authority, duties and responsibilities are in Town Code Section 2.08. Nothing in this job specification is intended to conflict with or supersede any provision of Section 2.08 or the California Government Code.

Duties

Council duties include:

Provide quality programs and municipal services for residents of the community;

Hold regularly scheduled public meetings, within the corporate limits of the Town at a place designated by ordinance, to consider and act upon those specific items of business that have been appropriately noticed and agendaized;

Attend special meetings and work sessions, within the limitations of the Ralph Brown Act, for in-depth review and discussion of major projects or policies;

Debate openly on matters before the Council, hear public testimony and act in good faith;

Enact local laws by Ordinance and formulate policies consistent with the intent of the Municipal Code, General Plan and any other relevant legal requirements;

Vote and decide issues legally, fairly and without favor;

Annually establish the compensation of all appointive officers and employees by resolution or ordinance;

Adopt the budget for Town operations and capital improvements and set all fees, fines and penalties;
Appoint members to advisory boards, commissions and committees and delegate certain authority to boards, commissions and committees as provided by the Fairfax Municipal Code.;

Determine long range goals and objectives of the Town as embodied in the Strategic Plan;

Appoint the Town Manager to develop a style and system of leadership that will ensure the effective provision of services, while supporting the delivery of Council goals and objectives;

Respond to questions from the media and citizens regarding their interpretation of policy and programs of Town government.

Mayor

In addition to all the duties and responsibilities outlined above for Council Members, the Mayor also:

Acts as official representative of the Town for ceremonial purposes;

Acts as the presiding officer at the meetings of the Town Council;

Preserves strict order and decorum at all regular and special meetings of the Council, stating each question that comes before the Council and after allowing each Council Member the opportunity to speak first, summarizes the discussion prior to the vote of final action and announces the decisions of the Council;

Controls public debate so that repetitive or irrelevant remarks are not made, provides everyone the opportunity to speak and expedites the business at hand;

Has the authority to sign on behalf of the Town Council, all resolutions, ordinances and other approved documents, adopted by a majority vote of the Town in his/her presence;

Performs all the functions and has the powers and rights of a duly elected Council Member, retaining the same voting rights as other elected Council Members and voting on all questions, with the Mayor's vote being called last;

Performs such other duties consistent with the office as prescribed by state law;

Directs inquiries and requests for administrative or staff action to the Town Manager for disposition.

Vice Mayor

Serves in the absence of the Mayor or when the Mayor is unable to perform his/her duties, continuing to serve until the Mayor returns and is able to act. The Vice Mayor has all the rights and privileges usually afforded the Mayor in his/her absence.

Mayor/Vice Mayor:

At a meeting where the Town Council reorganizes the position of Mayor and Vice Mayor, usually in late November or early December of each year the Town Council shall select one of its members as Mayor and one of its members as Vice Mayor. The Mayor and Vice Mayor serve at the pleasure of the majority of the Town Council.

Established: 10/06/10

Resolution #10-54

Department: Town Council

FLSA Status: Exempt