

CITY OF SPRINGVILLE

POSITION DESCRIPTION

TITLE: Mayor

DEPARTMENT: City Council

LOCATION: Springville, IA

POSITION REPORTS TO: N/A

SUPERVISORY RESPONSIBILITIES: All City employees

POSITION FUNCTION: As an elected official, the Mayor shall have such power and perform such duties as are authorized or required by state law and City ordinances, resolutions, rules and regulations to address citizen's problems and concerns, uphold and enforce the laws and constitution and fairly, ethically, objectively and without discrimination represent the best interests of the citizens and the City regardless of personal views.

MAJOR RESPONSIBILITIES:

The Mayor shall have such powers and shall perform such duties as are authorized or required by state law and by the ordinances, resolutions, rules and regulations of the City.

The Mayor is elected at large for a term of four years. The Mayor is not a member of City Council and is not entitled to vote on issues before the Council.

Essential Tasks:

1. May sign, veto or take no action on an ordinance, amendment or resolution passed the Council with appropriate written explanation of any vetoes.
2. Appoints City Council member as Mayor Pro Tem. Also appoints City Attorney, Fire Chief, Marshall and Peace Officers, Park Board, Library Board; Administers the oath of office to all appointed officers.
3. Maintain balance between policy-making and administrative duties as defined: Policy making involves confronting the broader problems and issues facing the City, considering alternative actions and making decisions on what should be done. Administration involves overseeing the City operations at a lower level, getting involved in directing and managing specific activities and participating directly in carrying out City policies.
4. Execute the laws of the City--measures passed by the City Council including ordinances, resolutions and amendments.
5. Serves as Chief Executive Officer of the City and supervises the activities of all City officers and departments by providing work direction to the

department heads concerning the functions of the department; this responsibility may require a duty to investigate charges of misconduct and administer discipline.

6. Does not have the power to arrest people but may take command of the police and govern the City by proclamation in a state of emergency.
7. May perform other miscellaneous administrative duties such as those connected to special elections, issuing and/or revoking various licenses and involvement in labor disputes during the arbitration process in conjunction with the Governor's office.
8. May have other informal duties and powers such as chairing holiday parades, ground-breaking ceremonies and speaking at various community events.
9. Makes appropriate provision so that duties of any absentee officer be carried on during such absence.
10. Presides over all regular and special Council meetings; may call special meetings of the Council when deemed necessary.
11. Makes oral and written reports to Council as required.
12. Represents the City in all negotiations properly entered into in accordance with law or ordinance except where this duty has been specifically delegated to another officer.
13. Signs all contracts on behalf of the City whenever authorized by the Council; Signs licenses and permits granted by the Council as needed.
14. Secures specialized and professional services not already available to the City upon order of the Council.

Discretionary Tasks: None

CONTACTS: The incumbent in this position makes frequent contact with both supervisory and non-supervisory personnel within the City. When direct contact is made, it is usually to exchange and interpret information or to persuade to a different point-of-view. Frequent contact with City Council members and other City officers and Boards consists of activities involving information exchange and interpretation as well as securing cooperation, persuasion and establishment and discussion of policy issues. Other contacts within the City are quite frequent, include various boards and City officials and usually involve the exchange and interpretation of information. Contacts made with persons outside the City are infrequent and are usually with state government officials and representatives and usually involve the exchange and interpretation of information as well as persuading to a different point-of-view. One of the most important contact of this office is with citizens of the City in order to listen to and act upon concerns, questions and recommendations.

EQUIPMENT USED: None.

QUALIFICATIONS:

- A. Education – none required.
- B. Experience – none required.
- C. Special Abilities - Should have broad knowledge of City operations from financial and administrative perspective to enable control and effective utilization of an annual budget of \$500,000+.
- D. Physical Requirements - Must be able to sit, listen and talk for prolonged periods.
- E. Mental Requirements - Must have the ability to concentrate for prolonged periods on the analysis (including math calculations) and organization of ideas to enable detailed interpretation, planning and scheduling in accordance with established deadlines; Must be capable of performing under moderately to highly stressful conditions created by the need to solve problems, manage projects and meet citizen's expectations under time deadlines; Must be able to maintain total confidentiality at all times; Must understand and follow all employee conduct policies.
- F. Election Requirements – Must have been elected during a municipal election or appointed by the Council to fill a vacancy according to Iowa Code.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.