



# Define Roles & Responsibilities





#### **City Councils - Generally**

**Legislative Body** 

**Policy Makers/Visionaries** 

**Centralized Power** 

**Limited Hiring Authority** 

Limited Administrative & Quasi-Judicial Powers



#### **City Management - Generally**

**Policy Support** 

**Policy Implementation** 

Management Role & Authority

**Staff Oversight** 

Quasi-Judicial: Adherence to ORS / Charter / Policies



## Mayors, Generally



#### **Public Face of Community**

- Represent city at events
- Council spokesperson

#### Presiding Officer

- Keeps order
- Sets agendas
- Appoints committee members
- Signs documents

#### Chief Facilitator

- Facilitates discussions between councilors
- Facilitates dialogue between council and manager



#### Council President, Generally

Acting Mayor when Mayor absent

Can be elected to represent head of Councilors\*

May retain voting privileges when acting as Mayor\*





#### City Managers, Generally



#### **Chief Executive Officer of the City**

- Manages the city and its personnel
- Recruits, hires, supervises and terminates city employees
- Prepares the budget (or oversees its preparation) for the council's consideration
- Responsible for ensuring the council's vision and strategic plans are brought to fruition

#### **Chief Advisor to the City Council**

- Provides the council with objective information about local operations
- Provides reasoned analysis and assessments of the benefits and consequences of city council actions
- Makes policy recommendations for the council to consider

### **Council-Staff Partnership**

#### GOVERNANCE/POLICY PROCESS ADMINISTRATOR/ A D M COUNCIL'S SPHERE MANAGER'S SPHERE 0 L I C Y I · Staff and Community implementation · Political factors A continuum/interaction · Performance issues Values · Values and expertise Gratification Gratification G D OUN A M 0 D M M A S N N S O-A G R R A 0 M U A 0 N N T 0 N



# **Allocate Time Appropriately**









