

CITY OF HALLSVILLE

JOB DESCRIPTION: Mayor --
DEPARTMENT: General

Job description specifications are intended to present a descriptive list of the range of duties performed by employees in this job, along with any other job task that is asked of you. Specifications are not intended to reflect all duties performed within the job.

GENERAL PURPOSE

Performs a wide variety of professional, legislative, and ceremonial duties, exercises appointive powers, and signatory authorities.

REQUIRED DUTIES AND RESPONSIBILITIES

- Per State Statute, ensures that the laws and ordinances of the City are faithfully enforced
- Serves as presiding officer at all City Council meetings and votes only in case of a tie
- Per State Statute, inspects the conduct of all subordinate officers in the Municipal Government, and all cause negligence, carelessness, and other violations of duty to be prosecuted
- Calls special meetings of the City Council whenever the Mayor deems necessary, or upon application of three council members
- Administers Oaths of Office
- Fills by appointment any vacancy in any municipal office, except of council members, they are to be confirmed by the City Council
- Serves as budget officer and prepares a budget each year and following its adoption by the City Council, executes the budget
- Per State Statute, provides City Council any information and shall recommend any measures that relate to improving the finances, police, health, security, cleanliness, comfort, ornament, or good government of the city
- Performs such other duties as the City Council may direct
- Signs contracts and bonds of the municipality
- Performs ceremonial duties
- Enforces employment policies and procedures as established by the City Council regarding City personnel
- Maintains an "open door" policy with the citizens of the City by telephone, letter, or in person
- Promotes and supports local businesses
- Meets with City attorneys, engineers, and accountants regularly
- Upon citizen's request for a new ordinance, oversees research and makes appropriate contacts in order to present ordinance to City Council if deemed necessary
- Performs yearly evaluations on city employees
- Can formally object to ordinances and other resolutions passed by the City Council
- Works with department heads on matters that need attention each day
- Signs proclamations recognizing special events and personal achievements