

City of Carlton Job Description for Mayor

Job Title: MAYOR

Department: CITY COUNCIL

Position Classification: ELECTED OFFICIAL

Position Reports to: CITIZENS

DEFINITION

As the head of a City, the Mayor speaks for both the government and the community as a whole. In all statutory and most charter cities, the Mayor is the presiding officer and a regular member of the City Council. The Mayor has all the powers and duties for the office of Council Member in addition to those of Mayor. Many Mayors belong to the Minnesota Mayor's Association (MMA), which is affiliated with the League and has annual conference on issues of interest to Mayors.

QUALIFICATIONS

To hold elective city office, individuals must be qualified city voters, at least 21 years of age on the date of taking office, U.S. citizens, and residents of the city for at least 30 days before the election. An individual who has been convicted of a felony under either state or federal law cannot hold elective office in Minnesota unless the individual's civil rights have been restored.

If an individual fails to qualify for elective office within the allotted time, the city council may, by resolution, declare a vacancy and proceed to fill it by appointment. Individuals appointed to fill vacancies must also satisfy the requirements for elective office.

RESPONSIBILITIES

Primary Responsibilities

- First, the Mayor usually serves as the City's representative before the Minnesota Legislature, Federal agencies, and other local governments.
- Second, the Mayor performs ceremonial duties on behalf of the community. The Mayor usually greets important visitors, gives formal and informal talks, and participates in public events. Because local civic groups frequently ask the Mayor to speak, the Mayor must be prepared to explain and defend city problems and programs.
- A third responsibility is to exert leadership in City affairs. Because the Mayors of statutory cities lack significant individual authority, this responsibility frequently calls for tact rather than overt acts of direction or supervisory control.

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Secondary Responsibilities

- Only the Mayor can declare a local emergency. A local emergency cannot last for more than three days except by or with the consent of the City Council. A local emergency must receive prompt and general publicity. The clerk must promptly file any order or proclamation declaring, continuing, or terminating the emergency.
- The Mayor of a statutory city must sign ordinances, contracts authorized by the Council, and written orders for payment of claims that are audited by the Council. These are ministerial duties, and the Mayor may not refuse to sign if the purpose, approval, and form are legally correct and complete.
- The Mayor serves as presiding officer, the Mayor recognizes speakers for debate and motions, and rules on questions of Council procedure. The power to rule on Council procedure is especially significant because once rulings are made they are binding on the Council unless the Council votes to challenge them.
- Mayors may call special meetings.
- A statutory City Mayor can vote on all motions put before the Council, but does not have the right to veto Council actions. The right of the Mayor to make and second motions is implied from the Mayor's privilege of voting and taking part in regular Council deliberations. The Mayor has an obligation to be impartial and objective in conducting the meeting. To maintain this objectivity, many Mayors choose to minimize making or seconding motions, and allow other members of the Council to speak before expressing his or her opinion. Mayors should not use their power to freely support their own convictions.
- The power to appoint usually resides in the Council. The Mayor of a statutory city may not hire nor fire city employees. The Mayor has no special supervisory duties over the department apart from membership on the Council.

COUNCIL COMMITTEES

Although the statutes do not require the use of committees, some councils find they are helpful in reducing workload. By dividing their membership into several committees, a council enables its members to devote most of their time to specific areas of the city's operations. Each councilmember becomes a relative specialist in these areas and that councilmember's services become of greater value to the council as a whole. Council action is necessary to establish committees either in the council's bylaws, by special resolution, or through a motion. The council may set up special and standing committees. The council appoints special committees to deal with a single transaction or project. For example, the council might appoint a special committee to study the advisability of purchasing land for a new park. Standing committees concentrate on work that is continuous or repeated from time to time during the year. Many cities, for example, have a standing committee on finance.

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WEED INSPECTOR

The weed inspector is responsible for examining all lands, including highways, roads, alleys, and public ground in the territory over which their jurisdiction extends to ascertain if section 18.78 and related rules have been complied with and to see that the control or eradication of noxious weeds is carried out in accordance with section 18.83 and related rules. This includes the issue permits in accordance with section 18.82 and related rules for the transportation of materials or equipment infested with noxious weed propagating parts.

The city may appoint assistant weed inspectors, who have the same power, authority and responsibility of the Mayor in the capacity of weed inspector.

SUMMARY

- The Mayor term of office is for 2 years.
- Oath of office is given at the first regular meeting in January following the election
- A Mayor's term begins at the first meeting held in January following the election
- The salary for the Mayor is \$225.00 per month. The Mayor is paid monthly.
- City Council meetings are held on the second Tuesday of each month at 6:00 pm in the Council Chamber in the Carlton Civic Center located at 310 Chestnut Avenue.
- The City Council consists of one (1) Mayor and four (4) Council members. .
- The City of Carlton is a Statutory Plan "B" City.

In addition to participating in civic events, city officials must provide leadership by promoting new ideas and suggesting new programs to improve the community and its surrounding areas.