

City of Newport

Job Description

Job Title: City Councilmember
Reports To: Citizens of Newport

SUMMARY

The City Council is the policy making body for the City of Newport. The City Council's principal job is to provide a forum for the discussion of community issues, build consensus and to adopt policies. It is legislative in nature, and is accomplished primarily through ordinances, resolutions and motions and define community policies and standards to guide program development and implementation. Administrative functions are the responsibility of the City Administrator and staff. Councilmembers exercise their authority only when acting in concert with other Councilmembers at publicly advertised meetings. Individual Councilmembers have no authority to act independently or to give direction to City employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned.)

Is a team player with the Mayor, other City Councilmembers, City Administrator and city staff by interacting in a courteous, efficient and helpful manner.

Attend council meetings on the first and third Monday of each month (Tuesdays in the event of a holiday) at 6:00 PM and any special hearings or meetings, unless excused for good cause.

Listen to both the requests and grievances of local citizens, and respond to the needs of residents of the community within the realm of local decision making powers.

Become educated to the City of Newport government and policies, procedures and practices to include the annual financial budget and ensuring adequate physical development to keep pace with the growth of the City of Newport.

Councilmembers are responsible for reading the Council agenda packet materials and should come to the council meetings prepared to discuss materials and/or make decisions for the benefit of the City at large.

Councilmembers are to contact the City Administrator with questions or comments in regard to the agenda packet **prior** to Council meetings.

Ensure that promises or quick answers are not given to citizens without getting all of the facts and information from all persons involved and affected.

Ensure that information or decisions made regarding the city complies with city procedures, policies or that the City is in a position to honor the promise or answer.

Know the Open Meetings Law to preserve the democratic quality of local government proceedings by not making decisions or discussing the business of Council except in a meeting which is open to the public.