TOWN OF FAIRFAX

STAFF REPORT

To: Mayor and Members of the Town Council

From: Michael Rock, Town Manager

Date: September 1, 2010

Subject: **Approve a Resolution Creating a Job Specification for the Town Council Member and Town Manager positions**

RECOMMENDATION

Approve a Resolution creating a job specification for the positions of Town Council Member and Town Manager.

DISCUSSION

On July 5, 2005, the Town Council adopted Ordinance 712 creating the Council/Manager form of government and creating and establishing the position of Town Manager. The Ordinance outlines the major duties and responsibilities of the Town Council and Town Manager. In January of 2006, the first Town Manager was hired but no job specification was ever adopted by the Town Council for this new position. The Town was incorporated in 1931 but no job specification has ever been adopted for the position of Town Council Member. It is important to clearly define the duties and responsibilities of a Town Council Member and of the Town Manager so that the Town Council, Town staff and the community have a more detailed and common understanding of the duties and requirements of the positions. Both attached job specifications define a wide range of duties and responsibilities for both positions.

Neither job specification is intended to conflict with or supersede any requirements for either position as outlined in Town Code Sections 2.08 and 2.12 or the California Government Code.

ATTACHMENTS

1. Resolution 10-
2. Town Council Member and Town Manager Job Specifications

AGENDA ITEM # 14

RESOLUTION 10-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX APPROVING THE TOWN COUNCIL MEMBER AND TOWN MANAGER JOB SPECIFICATIONS

WHEREAS, the position of Town Manager was created on July 5, 2005 by the Town Council through Ordinance 712; and

WHEREAS, the Town Council did not create the job specification for the position of Town Manager at the time Ordinance 712 was adopted; and

WHEREAS, the Town wishes to create the job specification for the position of Town Manager; and

WHEREAS, the Town wishes to create a job specification for the position of Town Council Member, which currently does not exist; and

WHEREAS, it is important to clearly define the duties and responsibilities of a Town Council Member and of the Town Manager so that the Town Council, Town staff and the community have a more detailed and common understanding of the duties and requirements of the positions; and

WHEREAS, the Town Council is required to approve any revisions to the Town's approved list of job specifications.

NOW THEREFORE, BE IT RESOLVED, that the Fairfax Town Council approves the attached job specification of Town Council Member and Town Manager.

The foregoing was duly adopted at a Regular meeting of the Town Council of the Town of Fairfax held in said Town on the 1st day of September 1, 2010 by the following vote, to wit:

AYES:
NOES:
ABSENT:

_____
Lew Tremaine, Mayor

Attest:

_____
Town Clerk

TOWN OF FAIRFAX

TOWN COUNCIL MEMBER

JOB SPECIFICATION

Definition

The government of a General Law town is vested in the Town Council of five members elected by the town electorate at a general municipal election to serve the needs and desires of the people and to foster and maintain the Town of Fairfax as a great place to live.

The primary mission of the Town Council as the governing body of the Town is to set policy and adopt and provide for the execution of ordinances, rules and regulations as may be necessary or appropriate to protect health, life or property, or to promote the comfort, convenience, security, good order, better government, or the general welfare of the Town and its citizens. Refer to Town Code Title 2 for a description of the responsibility and authority of the Town Council and Section 22842 of the Elections Code for eligibility and residency requirements.

Town Council authority, duties and responsibilities are in Town Code Section 2.08. Nothing in this job specification is intended to conflict with or supersede any provision of Section 2.08 or the California Government Code.

Duties

Council duties include:

Provide quality programs and municipal services for residents of the community;

Hold regularly scheduled public meetings, within the corporate limits of the Town at a place designated by ordinance, to consider and act upon those specific items of business that have been appropriately noticed and agendized;

Attend special meetings and work sessions, within the limitations of the Ralph Brown Act, for in-depth review and discussion of major projects or policies;

Debate openly on matters before the Council, hear public testimony and act in good faith;

Enact local laws by Ordinance and formulate policies consistent with the intent of the Municipal Code, General Plan and any other relevant legal requirements;

Vote and decide issues legally, fairly and without favor;

Annually establish the compensation of all appointive officers and employees by resolution or ordinance;

Adopt the budget for Town operations and capital improvements and set all fees, fines and penalties;

Appoint members to advisory boards, commissions and committees and delegate certain authority to boards, commissions and committees as provided by the Fairfax Municipal Code.;

Determine long range goals and objectives of the Town as embodied in the Strategic Plan;

Appoint the Town Manager to develop a style and system of leadership that will ensure the effective provision of services, while supporting the delivery of Council goals and objectives;

Respond to questions from the media and citizens regarding their interpretation of policy and programs of Town government.

Mayor

In addition to all the duties and responsibilities outlined above for Council Members, the Mayor also:

Acts as official representative of the Town for ceremonial purposes;

Acts as the presiding officer at the meetings of the Town Council;

Preserves strict order and decorum at all regular and special meetings of the Council, stating each question that comes before the Council and after allowing each Council Member the opportunity to speak first, summarizes the discussion prior to the vote of final action and announces the decisions of the Council;

Controls public debate so that repetitive or irrelevant remarks are not made, provides everyone the opportunity to speak and expedites the business at hand;

Has the authority to sign on behalf of the Town Council, all resolutions, ordinances and other approved documents, adopted by a majority vote of the Town in his/her presence;

Performs all the functions and has the powers and rights of a duly elected Council Member, retaining the same voting rights as other elected Council Members and voting on all questions, with the Mayor's vote being called last;

Performs such other duties consistent with the office as prescribed by state law;

Directs inquiries and requests for administrative or staff action to the Town Manager for disposition.

Vice Mayor

Serves in the absence of the Mayor or when the Mayor is unable to perform his/her duties, continuing to serve until the Mayor returns and is able to act. The Vice Mayor has all the rights and privileges usually afforded the Mayor in his/her absence.

Mayor/Vice Mayor

At a meeting where the Town Council reorganizes the position of Mayor and Vice Mayor, usually in late November or early December of each year the Town Council shall select one of its members as Mayor and one of its members as Vice Mayor. The Mayor and Vice Mayor serve at the pleasure of the majority of the Town Council.

Established: 4/07/2010
Resolution #:
Department: Town Council

TOWN OF FAIRFAX

TOWN MANAGER

JOB SPECIFICATION

Definition

Receives policy direction from the Town Council in planning, organizing and directing of overall administrative activities and operations of the Town; advises and assists the Town Council; represents the Town's interests with other levels and agencies of government, business interests and the community at large; exercises direct supervision over management, professional and clerical staff; and performs related work as required.

The Town Manager's authority, duties and responsibilities are in Town Code Section 2.12. Nothing in this job specification is intended to conflict with or supersede any provision of Section 2.12.

Duties:

Plan, organize, coordinate, and direct through managers and support staff the work of the Town; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Town; work closely with the Town Council, boards and commissions, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems; advise the Town Council on policy issues and programs; prepare and recommend long-range plans for Town services and programs; develop specific proposals for action on current and future Town needs; recommend legislation and policies required in the public interest; enforce the provisions of public utility franchises, contracts, leases, and agreements; make final interpretations of Town regulations and various ordinances, codes and applicable laws to ensure compliance; direct the preparation and administration of the annual budget and capital projects for the Town; represent the Town in contacts with various governmental agencies, community groups, and business, professional, and other organizations directly or through subordinate staff; direct the selection, supervision, and the work evaluation of departmental personnel; direct employee relations, staff development and grievance procedures including directing and participating in labor negotiations; direct the development and implementation of management systems, procedures and the application of standards for program evaluation; and perform related duties as assigned.

Knowledge of:

Modern and highly complex principles and practices of municipal government administration, departments, organization and economic development functions and services; current social, political and economic trends and operating problems of municipal government; principles and practices of municipal budget preparation and administration; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms and other levels of government; pertinent federal, state and local laws, codes and regulations.

Ability to:

Provide effective leadership and coordinate the activities of the municipal organization; serve effectively as the administrative agent of the Town Council; select, supervise, and evaluate assigned staff; interpret and apply laws, rules and regulations; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; develop and implement goals, objectives, policies, procedures, work-standards, and internal controls; analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action; prepare clear and concise reports, correspondence, and other written materials; exercise sound, independent judgment within general policy guidelines.

Education

A Bachelor's degree in political science, government, public administration, business administration or related field; a Master's degree in public administration or business administration is highly desirable.

Experience

Five (5) years of responsible administrative experience including fiscal and personnel management responsibilities.

Certifications/Licenses: Possession of a valid California Class C driver's license.

Physical Demands and Work Environment:

Employee is regularly required to sit at desk and in meetings for long periods of time; talk or hear in person in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze budget and technical reports; interpret and evaluate staff reports; understand laws, regulations and codes; observe performance and evaluate staff; problem solve community issues; explain and interpret codes, policies and procedures; interact with Town management, other governmental officials, contractors, vendors, employees and the public.

Established: 09/01/10
Resolution #:

Department: Town Manager
FLSA Status: Exempt