

# **COUNCIL MEMBER**

**Department: Town Council**  
**Classification: Unclassified**  
**Specification Number: 1100**  
**Approved: 9/16/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**This position is in the unclassified service, therefore there are no minimum qualifications. However, Council Members must be a resident of the Town, must be at least 18 years of age and must be a United States citizen.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**This position is elected for a four-year term to serve as one of four council members of the Town Board. The Council Members are empowered to carry out the legislative responsibilities of the Town. Council Members have the power to appoint officers, commissions, boards and other personnel necessary to carry out the town's business.**

## **TYPICAL WORK ACTIVITIES**

- Attend town board meetings.**
- Appropriate funds necessary to carry out town affairs.**
- Adopt local laws, ordinances and certain resolutions affecting the public health, safety and welfare and to provide penalties for the enforcement of the town.**
- Make appointments of Department Heads, members of commissions and boards.**
- Formulate overall town policy.**
- Maintain the Town Code.**
- Conduct public hearings.**
- Interact with town constituents and assist them in resolving problems.**

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

**General knowledge of the population and demographics of the Town; working knowledge of the town's laws, rules and regulations; basic knowledge of meeting procedures, good knowledge of public relations, ability to express ideas clearly and effectively, both orally and in writing; ability to get along well with others; physical condition commensurate with the demands of the position.**