

City of Atkins

City Council Member

Job Responsibilities:

1. Read and understand all City codes and ordinances.
2. Help to enforce all City codes and ordinances.
3. Expected to help educate and answer any questions raised by the public.
4. Come prepared to City Council meetings.
 - A. Reviews the agenda and perform research prior to the meeting if necessary.
 - B. Research can be contacted through the library, internet, & other government entities.
5. Attends all City Council meetings.
 - A. Your presence is extremely important to help represent all view points of the citizens of Atkins.
6. Support the final decision made by the Council.
 - A. A member might disagree with the decision but must provide support to help ensure that the decision is successful.
7. Will be responsible for one division or area of the City.

These are:

 - A. Parks & Trails
 - B. Sewer & Water
 - C. Mayor Pro-tem & Finance
 - D. Streets & Sidewalks
 - E. Marketing & Clubs/Organizations & Library

Responsibility in these areas are the following:

1. Review budget to ensure expenses are covered.
2. Present projects and future plans and purchases.
3. Field calls from the public concerning your area of responsibility
4. Ensure City Code and Ordinances are complied with.
5. Present new codes or ordinances that are needed.
6. Research and find additional funding sources ie: grants, fundraisers, etc.

8. Any additional assignments assigned by the Mayor or City Clerk.

Shawn Steffen, Mayor of the City of Atkins

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