



CITY OF TULELAKE

591 Main Street
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JOB DESCRIPTION

City Council Member

The City Council is a common form of local government in the United States. City Council members are generally elected to office by voters to represent the community's best interests and supervise the operation of the municipal government. Under some circumstances council members may be appointed to a council seat. Council members exercise voting powers to pass ordinances that protect the public, formulate land use policies and approve building projects. In smaller communities, a council member can also be appointed mayor. City Council members will work approximately 10 hours each month and earn \$250.

Responsibilities (the following duties are in addition to the California statutory duties)

- A council member must attend public meetings twice per month to conduct city business
- City Council members must read the council agenda packets before each meeting
- Must attend annual budget meetings and implement a spending and revenue policy
- Must vote on issues pending before the council and should articulate his reasons for the vote to the public
- Council members are required to attend closed session meetings, to participate in the decision-making process involving city-related litigation or personnel issues
- City Council members can, as the entire council, hire or fire any City employee.
- City Council members have the authority to sign checks and other important City documents as designated.
- City Council members have the authority and are responsible for passing municipal ordinances and budgets

Qualifications

City Council members must be a citizen of the United States and at least 18-years of age. Interested parties must be a resident of the City and a registered voter. Anyone with a felony conviction or any bribery or fraud-related conviction may be subject to disqualification.