

**JOB DESCRIPTION  
CITY COUNCIL MEMBER**

**DEPARTMENT: Mayor and City Council**  
**POSITION STATUS: Elected Official**  
**FLSA STATUS: Not Applicable**  
**ACCOUNTABLE TO: Citizens of Columbia Heights**

**PRIMARY OBJECTIVE**

To serve as a member of the City of Columbia Heights' five-person decision making body. To identify and discuss issues impacting the City, to receive and consider public input, and to make appropriate decisions and policies in a manner which advances the best interests of the City.

**SCOPE OF RESPONSIBILITY**

1. Regularly attends and thoroughly prepares for each City Council meeting.
  - 1.1. Thoroughly reads and reviews agenda materials supplied.
  - 1.2. Becomes familiar with the City's Comprehensive Plan and other city documents and understands how these documents impact City policy.
  - 1.3. Conducts site visits as appropriate.
  - 1.4. Solicits and receives input from affected parties and the general public.
  - 1.5. Disqualifies self from participation where actual or potential conflict of interest occurs.
  - 1.6. Participates in discussion of issues keeping a city-wide perspective and respect of other councilmembers' views of the impact of a proposal.
  - 1.7. Assumes responsibility and directs requests to the City Manager for further research or additional information.
2. Responds to constituent requests for information or assistance with problem resolution.
3. Serves as Council liaison to City Commissions and Boards and participates on City committees and task forces serving Columbia Heights.
  - 3.1. Responsible for keeping the City Council informed of commission, committee, or task force actions affecting Columbia Heights.
  - 3.2. Assumes a constructive and active role by attending additional meetings and work sessions as necessary.
4. Discusses pertinent legislative issues impacting the City with appropriate representatives.
5. Establishes and modifies goals, objectives, and policies for the City.
6. Reviews and approves the annual budget, tax levy, and capital improvement programs.
7. Stays current on City Council matters by networking with elected officials from other jurisdictions and attending elected official training opportunities.