

1. Roles And Responsibilities Section

Documents:

[2020-01-30 LOC Training Roles And Responsibilities.pdf](#)

Roles and Responsibilities

Understanding Your Role and Obligations



Forms of Local Government in Oregon

- **Council – Manager.**
 - Majority of Oregon cities.
 - 55% of cities nationwide utilize this form of government.
 - Most popular in the Southeast and Pacific coast areas.
- **Strong Mayor.**
 - Beaverton, Oregon.
 - 34% of cities nationwide utilize this form of government.
 - Most popular in the Mid -Atlantic and Midwest.
- **Commission.**
 - Portland, Oregon.
 - Only 1% of the country utilizes.
 - Oldest form of local government in the country.

Council – Manager Form of Government

- Council.
- Mayor.
- City Manager/Administrator/Recorder.
- Committees/Commissions.
- Citizens.



Council's Role

- **Legislative body.**
 - Adopt the budget.
 - Adopt local laws and regulations.
- **Power is centralized.**
 - Act as a body, not as individuals.
- **City's policy makers – the visionaries.**
 - Plan for your city's future.
 - Establish strategic comprehensive plans to build the city your citizens want.
- **Limited hiring authority**
 - Hire a city manager/administrator/rec order.
 - Depending on city charter, may also hire:
 - City Attorney.
 - Municipal Judge.
 - Police Chief.

Mayor's Role

- **Public face of the community.**
 - Represents the city at community events or government functions.
 - Spokesperson for the council.
- **Presiding officer of the council.**
 - Presiding officer during council meetings.
 - Sets the agenda for council meetings.
 - Appoints citizens to committees and workgroups.
 - Signs ordinances and resolutions on behalf of the council.
- **Chief facilitator between the city manager and the city council.**
- *Role may shift depending on the city charter.*



Manager/Administrator's Role

- **Chief Executive Officer of the City.**

- Prepares the budget (or oversees preparation by the budget officer) for the city council's consideration.
- Recruits, hires, supervises and terminates city employees.
- Responsible for ensuring the city council's vision and strategic plans are brought to fruition.

- **Chief Advisor to the City Council.**

- Provides the council with objective information about local operations.
- Provides reasoned analysis and assessments of the benefits and consequences of city council actions.
- Makes policy recommendations for the council to consider.

Committee's Role

- **Administrative Committees**

- Typically statutorily created.
- Generally have managerial, supervisory, or investigative powers.
- Oftentimes are provided decision-making powers.
- For example: Planning Commission.

- **Advisory Committees**

- Typically created by ordinance.
- Generally their authority is limited to giving advice and performing specific council designated tasks.
- While decision-making authority may be provided by the council, it's typically rare.
- For example: Parks Committee.

Citizens' Role

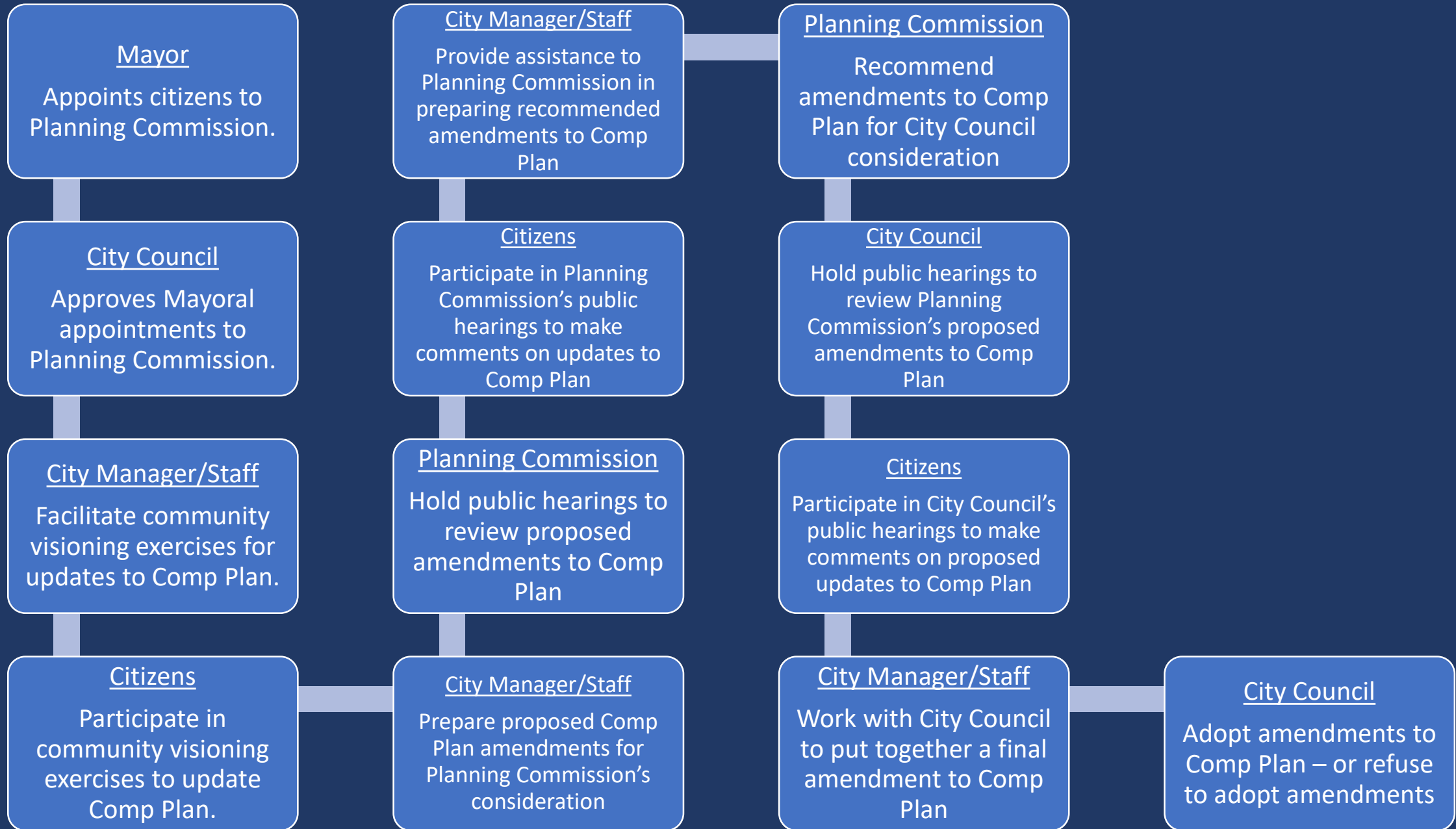
- **Participation.**
 - Providing public comment during council hearings and meetings.
 - Serving on city boards and commissions.
 - Participating in visioning and strategic planning sessions.
 - Voting for elected officials, initiatives and referrals.
- **Attendance.**
 - Attending public meetings.
 - Attending one -on-one sessions with elected officials.



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Everyone's Connected





Questions?



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League of Oregon Cities

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