City of McMinnville
ROLES &
RESPONSIBILITIES of Mayor,
Council, and City Manager
May 14, 2019

Mayor

- No-voter
- Catalyst for Council
- Council leader
- Spokesperson for City and Council
- Influences Council agenda
- Performs ceremonial duties as head of the City
- Represents the City
- Can call Council meetings
- Presides over Council meetings

Council Members

- Voters
- Decision makers
- Establish City policy
- Represent ward constituency in specific problems
- Approve and monitor budget
- Listen to citizens, other City Council members, staff input
- Give feedback and evaluate the City Manager
- Approve any policy changes
- Set policies
- Communicate questions, opinions, etc., to other City Council persons, City Manager, and staff as appropriate
- Respect staff's role as member of the team
- Set the example for staff, public
- Positive, constructive tone
- Are democratic in process
- Participate in discussion

City Manager

- City chief of staff
- Spokesperson/advocate for City departments
- Liaison with departments and Council
- Serves at pleasure of Council
- Administers Council decisions

- Manages City's budget
- Presents relevant City issues to the Council
- Keeps Council informed of new issues
- Makes recommendations to Council as requested
- Carries out City Council policy directives, goals, and objectives
- Provides information and makes recommendations to City Council
- Leads the management team and other employees
- Is the "link" between Mayor, City Council, and staff
- Communicates; keeps Mayor and City Council informed
- Sets the tone and standard for employees by personal and professional example
- Represents the City