



CITY OF EPHRATA CITY COUNCILMEMBER

CLASSIFICATION ELEMENTS

The Councilmember is one of the elected officers of the City, serving the community by the will of the people. The Councilmember functions within the Constitutional framework- that is, our republican form of government where citizens elect leaders to do what is best for the community, but not necessarily what is popular. A Councilmember has no authority as an individual; rather it is only within the collective, legislative-group that a member's power is exercised. This position is not an employee position; no benefits are offered or implied.

MINIMUM QUALIFICATIONS

- Resident of Ephrata for at least 1-year
- Registered voter in Ephrata
- 18-years of age or older

SKILLS AND ABILITIES PREFERRED

- Previous experience in local government preferred
- Ability to learn and apply laws, policies, and procedures
- Ability to exercise independent judgement within established laws, policies, and procedures
- Effectively communicate clearly, tactfully, and courteously
- Effectively work within a team
- Ability to evaluate and understand people
- Ability to maintain self-control and professional attitude under occasionally adverse conditions
- Effectively assimilate information and formulate appropriate laws, policies, and procedures
- Involvement in the community is preferred
- Ability to fulfill the Job Description

Compensation: \$2,400/year, no benefits

Application forms may be downloaded at www.ephrata.org.

For a detailed job description visit www.ephrata.org or stop by City Hall.

APPLICATION PROCESS

Submit a complete application form to the City of Ephrata/Wes Crago, 121 Alder Street SW, Ephrata, WA 98823.

Application Deadline: 4:30PM 07 DECEMBER 2018

A committee consisting of the Mayor and two Councilmembers will review all applications. A recommendation will be made to the full Council during the regularly scheduled open meeting of the City Council on 19 DECEMBER 2018.

ESTIMATED TIMELINE [subject to change]

09 NOVEMBER 2018	Application Period Opened
07 DECEMBER 2018	Application Packet Cutoff
07- 14 DECEMBER 2018	Initial Evaluations and Reference Checks
17-19 DECEMBER 2018	Final Committee Meeting(s)
19 DECEMBER 2018	Appointment during City Council Meeting
01 JANUARY 2019	New Councilmember Assumes Office



1-6 HOURS/MONTH (VARIES)
\$2,400 ANNUAL COMPENSATION
NO VEHICLE ASSIGNED

CITY OF EPHRATA COUNCILMEMBER

LEGISLATIVE LEADERSHIP
LEAD AND REPRESENT COMMUNITY
POLICY AND AGREEMENT OVERSIGHT

CLASSIFICATION ELEMENTS

The Councilmember is one of the elected officers of the City, serving the community by the will of the people. This position has such powers and duties as are conferred upon them by the people, state laws, city ordinances, and resolutions. The ability to creatively resolve complex issues successfully, effectively communicate, and engender positive interaction with other Council, staff, and the public is critical to this position.

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GENERAL DESCRIPTION OF DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- To exercise all legislative authority
 - Approve all ordinances
 - Approve all resolutions
 - Approve all contracts and agreements
 - Approve the City budget
 - Approve all City policies
 - Approve all donations to the City
 - Confirm the hiring and termination by the Mayor of all senior staff positions.
 - Confirm appointments by the Mayor to the Council, various boards and commissions
 - Appoint a Mayor due to a mid-term death, resignation, or removal of a Mayor
- Comply with all applicable provisions of EMC 2.04
- General leadership of all City employees, but no supervisory authority
- Attend all meetings of the City Council, generally held the first and third Wednesdays of each month
- Comply with the Council Rules of Procedure, Policy 1020
- Accept recommendations for adoption such measures, as the administration may deem necessary or expedient
- Receive such reports as may be required by that body, or as the administration may deem it advisable to submit
- Stay informed of the financial condition of the City and its future needs
- Attend all study session, executive sessions, open houses, public forums, and the like
- Comply with all applicable laws, ordinances, policies, and procedures
- Represent the City in a positive and professional manner
- Provide advice and opinion to the Mayor

OTHER ABILITIES PREFERRED

- Ability to exercise independent judgment within established laws, policies, and procedures
- Ability to apply laws, policies, and procedures
- Effectively communicate clearly, tactfully, and courteously
- Ability to evaluate, analyze and review plans, applications, public statutes, contracts, and maps

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