



## JOB DESCRIPTION

Title: **COUNCIL EXECUTIVE DIRECTOR**  
Department: Council  
Class Code: 0550  
FLSA Status: Exempt  
Effective Date: October 8, 2012 (Rev. 09/2023)

### GENERAL PURPOSE

Under the general direction of the Council Chair and Vice Chair performs highly responsible and complex administrative assignments in support of the Council. Acts as liaison between the City Council and Administration as requested by the Council. Exercises budgetary and legislative review, research and analysis. Manages, directs, plans and oversees staff, operations, and activities of the Murray City Council office.

This is an appointed position to the Murray City Council and is exempt from the Career Service System.

### ESSENTIAL DUTIES

- Maintains a collaborative relationship and acts as liaison for the City Council with the Mayor and administrative staff, communicates Council policies, programs, and activities, and resolves controversial issues.
- Fulfills requests for review, research, analysis, and reporting related to Council policies and programs as directed by Council.
- Effectively communicates with constituents; problem solving, researching and involving appropriate administrative departments in the successful resolution of problems, requests or questions.
- Reviews land use issues coming before the Council for consideration, coordinating with the City Attorney and Community Development, offering background, objective analysis, and direction ensuring Council Members have appropriate information to make wise decisions.
- Evaluates ordinances and resolutions presented for Council consideration, researching as necessary, and coordinating with the City Attorney to determine legal concerns, providing unbiased perspective to Council members.
- Coordinates the annual budget and capital improvement program process in conjunction with the Budget and Finance Chair. Scrutinizes budget proposals formulating recommendations for the Council to consider. Strategizes on appropriate action to achieve desired goals. Examines quarterly financial statements and reports inconsistencies to the Council. Reviews budget amendments ensuring compliance with Council policy.
- Develops annual City Council budget and monitors and approves Council purchases, travel authorizations, mileage and phone reimbursement, and payroll expenditures for the City Council and staff.

- Coordinates, guides, and provides staff support for Council review or audit of departments within the City as requested.
- Develops, implements, and communicates Council policies, procedures, and programs as directed.
- Reviews and prepares materials, agendas and packets for Council meetings, Municipal Building Authority, Budget and Finance committee meetings, workshops, open houses and training meetings, including proper posting and notification of the public and press in compliance with the Utah Open and Public Meeting Act and ensuring the timely distribution of legislative materials to Council Members.
- Coordinates and attends Council meetings, committee meetings, administrative meetings, workshops, open houses, and training meetings.
- Attends various board meetings on behalf of Council members, following the issues as they affect Murray City, distributing and reporting information to Council members.
- Consults with and provides staff support for individual Council Members to bring forward initiatives of community concern.
- Selects, trains and supervises Council staff, assigns workloads and completes annual evaluations.
- Coordinates and conducts training and orientation for newly elected Council Members.
- Regularly attends Utah League of Cities and Towns conferences, training sessions, and Legislative Policy Committee meetings reporting to the Council.
- Monitors, reviews and analyzes proposed State Legislation that impacts Murray City and advises Council Members on pertinent issues or action required.
- Builds relationships with other cities to discover best practices, share information, and determine issues with potential impact on Murray City.
- Organizes and implements activities of the Audit Committee.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from a college or university with a bachelor's degree in the social sciences, municipal planning, public administration, accounting, or business management or related fields.
- Four (4) years of administration experience in government or non-profit private sector.
- Any equivalent combination of education and experience.

### Special Requirements

- Must be flexible in working hours; including attending evening and weekend meetings.
- Occasional travel for conferences and training.

### Necessary Knowledge, Skills and Abilities

- Knowledge of public administration; experience in municipal government.
- Research, evaluation, and analytical process and reporting.
- Create and administer policy, goals and objectives.
- Experience in municipal budgeting, analysis, and recommendations.
- Experience in land use and urban planning principles.
- Establish and maintain effective working relationships with employees, other agencies, governing bodies and the public.
- Ability to communicate effectively, orally and in writing.
- Management skills of supervision, training and operations.
- Expertise in discernment, discretion and judgement.
- Self-motivated and able to prioritize assignments.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit or stand for long periods of time. The employee must occasionally lift and/or move up to 10 pounds and may require moderate physical activity of stooping and kneeling. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet. Pressure and fatigue may be present due to frequent exposure to stressful situations, overtime, deadlines. Work assignments are broad and performed with little or no supervision.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_