

Local Government Informational Tutorial: Council & Staff Roles and Responsibilities



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THE FOCUS OF THIS LESSON IS TO PROVIDE AN UNDERSTANDING OF YOUR ROLE AND WHAT RESPONSIBILITIES COME WITH THAT ROLE

Definitions

Alaska Statutes 29 - Authority

Organizational Charts and Why they are Important

Discussion Question

Scenario



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Black's Law Dictionary

Definitions:

Roles: A position or job that has certain expectations that go with them.

Official Responsibilities:

The duties and responsibilities that accompanies one's position in office. It differs from moral responsibility in the sense that more than one individual cannot hold an official responsibility, and it can thus be taken away.



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AS 29.20.130

Each first-class city has a council of six members elected by the voters at large. Each second-class city has a council of seven members elected by the voters at large. The council of a first- or second-class city may by ordinance provide for election of members other than on an at-large basis for all members.



Legislative Power – Governing Bodies

AS 29.35.010 grants all municipalities general powers (subject to other provisions of law) including powers to:

- establish a municipal department;
- levy a tax, and impose a lien for its enforcement;
- enforce an ordinance and prescribe a penalty for violation of it;
- acquire, manage, control, use, and dispose of real and personal property;
- expend money for a community purpose, facility, or service;
- regulate the operation and use of a municipal right-of-way, facility, or service;
- borrow money;
- provide facilities or services for the confinement and care of prisoners



AS 29.20.220(b)

The mayor acts as ceremonial head of government, executes official documents on authorization of the governing body, and is responsible for additional duties and powers prescribed by this chapter or by home rule charter



AS 29.20.360

Unless otherwise provided by ordinance, the municipal clerk, attorney, treasurer, and police chief are appointed by the chief administrator.

Unless otherwise provided by ordinance, an official described in this section serves at the pleasure of the appointing authority and, if appointed by the chief administrator, must be confirmed by the governing body.



AS 29.20.400

Departments. (a) The governing body may establish municipal departments and distribute functions among them. (b) Each municipal department is administered by a department head. With the consent of the governing body, the mayor may serve as head of one or more departments, or a single administrator may serve as head of two or more departments.



Organizational Charts

- An organizational chart shows the lines of authority and communication.
- It shows the chain of command within the organization, depicting the supervisory responsibilities, relationships, and flow of information from the governing body through the chief executive to the staff and employees.
- Every organization should have an organizational chart.
- When creating an organizational chart, refer to the ordinances and the policies and procedures manual to determine accurate chain of command.



Council

Role	Responsibility
Policy Makers	Formulate guiding principles.
Financial Managers	Budget and oversee money.
Personnel Managers	Oversee staff.
Planners	Develop land, economic, and capital improvement plans.
Utility Managers	Determine services, fees, and rates.
Lobbyists	Lobby for support or funding from outside sources.
Ombudsmen	Hear and resolve concerns and complaints.



Staff

Role	Responsibility	Authority
Election Administrator	City Clerk	Title 29/Ordinance
Animal Control	? – Discussion	Ordinance/Org Chart
Records Manager	City Clerk	Title 29/Ordinance
Water Operator	? – Discussion	Ordinance/Org Chart
Personnel Officer	Mayor as Chief Administrator or Manager	Title 29/Ordinance/org chart
Custodian of funds	Treasurer	Title 29/Ordinance
Parliamentarian	City Clerk	Title 29/Ordinance



Policy – Procedures – Tasks

Authority 29.26.010



Administer 29.20.380 (7)



Procedures



Tasks

The governing body shall prescribe the rules for conducting an election.

The municipal clerk shall administer all municipal elections.

Election Judges
(Officials)



Scenario

During closing council comments in a meeting, a councilmember states he will be introducing an ordinance that provides for animal control within the city. The city has three full time employees, the mayor is the chief administrator.

- 1). What should the councilmember take into consideration?
- 2). What roles and responsibilities does the staff have?
- 3). What roles and responsibilities does the mayor have?
- 4). What role and responsibilities does other councilmembers have?



Questions/Comments?

LeGIT: Council & Staff Roles

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