

## Job Descriptions for Municipal Offices

### Mayor

The mayor, elected by popular vote of the entire city for a term of four years, is the chief administrative and executive officer of the city. The mayor serves as chairman of the common council in cities of the third class.

A mayor's duties include the following:

- Executing and supervising enforcement of the ordinances of the city and laws of the state
- Communicating to the common council, at least once a year, a statement of finances and the general condition of the city and other information related to city affairs
- Making such written recommendations to the council as may be necessary and calling special meetings of the council when deemed necessary
- Performing executive or administrative duties prescribed by law, supervising subordinate officers and being responsible for the efficiency of city government. A mayor may also appoint a deputy to serve at the mayor's pleasure
- Appointing the heads and employees of departments of city government and making other appointments provided by law or by city ordinances; the mayor may, at any time, suspend or remove from office any appointed person or people unless otherwise provided by law. Signing bonds, deeds and written contracts of the corporation and department licenses issued pursuant to law
- Approving or vetoing, within 10 days, in writing, ordinances passed by the common council; the mayor may veto items of an appropriation or levy measure, which can be overridden by a two-thirds vote of the council
- Calling monthly meetings of city department heads in which the officials are empowered to adopt rules and regulations for the conduct of affairs of individual departments
- Fixing the salaries of all appointive officers, employees, deputies, and assistants and of departmental and institutional heads, except members of the city police and fire departments, subject to approval of the city council
- Issuing proclamations commemorating special events, weeks, days, etc.

### City Clerk

In Indiana, every city (except Indianapolis) must elect a clerk or clerk-treasurer by popular vote for a four-year term. In Indianapolis, the clerk is appointed for a one-year term and serves at the pleasure of the city-county council. In third-class cities, the office of the clerk is included in that of the clerk-treasurer.

The duties of the clerk include the following:

- Keeping a record of the city council's proceedings
- Preparing an ordinance book and compiling ordinances
- Retaining charge of city documents and books
- Retaining the city seal
- Licensing and collecting a license fee from any person desiring to conduct a sale of merchandise as an insurance, salvage, removal, closing out, liquidation or creditor's sale, except in those cities in which this duty is assigned to the city controller; the clerk must secure an inventory of the merchandise to be offered for sale

In cities of the second class, the clerk also serves as clerk of the city court. In this capacity, the clerk is empowered to administer oaths, issue processes, and affix the seal of the court to documents of that court. In third-class cities, the clerk-treasurer is authorized to appoint the number of full-time and part-time employees, subject to approval by the common council, for the operation of his or her office. Furthermore, in all counties, a city clerk or clerk-treasurer may perform marriages.

### City/Town Council

Members of town or city councils serve as voting members of the legislative branch of local government. Members of these councils are responsible for adopting budgets, levying taxes, and authorizing financial appropriations to fund city operations.

Councilors are responsible for proposing as well as enacting local laws and city ordinances. The councils also appoint members to a variety of boards and commissions that serve the community interest.

Council members represent a district or ward within their city or are elected at-large, and district information can be found through the town or county clerk's office. Elections for members of the legislative bodies typically take place every four years, but the year varies according to location.

### Clerk/Treasurer

The primary function of the Clerk-Treasurer, a four-year elected official, is to serve as the fiscal officer of a city. The Clerk-Treasurer's responsibilities include, but are not limited to:

- processing the receipts and expenditures of all city money
- prescribing the payroll for the city and issuing checks on behalf of the city
- determining the manner in which vendors, officers and employees are paid
- managing all city financial accounts, including investing money on behalf of the city
- preparing the budget estimates of revenue, financial statements, and the proposed tax rate
- managing all city records including city ordinances and resolutions
- keeping minutes of various city meetings
- reporting all the city's finances to the appropriate local, state, and federal agencies

Clerk-Treasurers combine many of the functions of the separate clerk and treasurer positions in larger cities. They may also be responsible for issuing a variety of municipal licenses, including business registration licenses, taxicab licenses, and building or demolition permits. The Clerk-Treasurer also holds records of all public documents for citizens to review and responds to requests for copies of those records.

### City Judge

All City courts have jurisdiction over city ordinance violations, misdemeanor and infractions. The city courts also have civil jurisdiction over cases where the amount in controversy does not exceed \$500. They have no jurisdiction in action for libel, slander, real estate foreclosure, where title to real estate is at issue, matters relating to decedents' estates action in equity and action involving the appointment of guardians. Because city and town courts are not courts of record, appeals are tried de novo in the circuit or superior courts of the county. City and town courts have exclusive jurisdictions over all violations of town ordinances and jurisdiction over all misdemeanors and infractions.