



The City of East Cleveland Council Office

ADMINISTRATION

BRANDON L. KING
Mayor
CHARLES IYAHEN
Finance Director
WILLA HEMMONS
Law Director

JUDICIAL

WILLIAM DAWSON
Municipal Judge

COUNCIL MEMBERS

JOIE N. GRAHAM
President, Ward 4
ERNEST L. SMITH
Vice President, Ward 3
BARBARA J. THOMAS
Ward 2
NATHANIEL MARTIN
At-Large
TIMOTHY R. AUSTIN
At-Large

City Council Member-Job Description

Title: City Council Member

Status: Part-time

Accountable to: Citizens of East Cleveland, Ohio

SUMMARY OF POSITION

To identify and discuss issues impacting the City of East Cleveland, receive and consider public input, make appropriate decisions in a manner which encourages full and open discussion, exercise the powers that the Ohio statutes and City ordinances empower to the City, Mayor, and Council Members to lawfully govern the community.

A. Essential Duties and Responsibilities

1. Regularly and thoroughly prepares for all City Council Meetings: committees, Agenda Review, Regular Council, Special and Executive.

- Researches, reads, and reviews materials affecting legislation and policy
- Becomes familiar with the City's Fiscal Recovery Plan, City Charter, and Robert's Rules of Order; general policies and procedures of Council
- Conducts site visits as necessary to make decisions related to legislation
- Considers input from the general public including but not limited to citizens, businesses, developers, City staff, and other affected parties
- Responds to requests for information or assistance with problem solution or resolutions
- Serves as liaison between the City and the general public
- Serves as Chair and participating member on special committees; hold ward meetings to address issues specific to the Ward or City at-Large
- 2-4 meetings weekly

2. Establish and modified goals and objectives for the City

- Establishes public policy for the city through legislative process
- Ensures enforcement of the City ordinances
- Reviews and improves the annual budget and tax levy
- Reviews and improves the capital improvements for the City
- Research ways to engage economic development and sustainability for the City

- Monitor the Mayor's Fiscal Recovery Plan, Action Plans, contracts, and agreements prepared for and with the City

B. Sets and Interprets Rules Governing its Own Proceedings

- Review and execute City Charter rules, Sunshine Laws, and Robert's Rules of Order
- Preserves order at the City Council Meetings
- Encourages attendance of members and residents
- Recommends and exercise votes in the legislative process

C. Collaboration, communication, and personal development

- Teamwork: works collaboratively with other members, departments, and administration to address concerns of the public and ensure resolution and solutions
- Attends required trainings for new public officials: Ethics, Sunshine Laws, New Public Officials Trainings, Public Records Training
- Reach out and develop relationships with other public officials, community leaders, state officials

Minimum Background/Necessary Requirements

- Minimum high school diploma/ equivalent or beyond
- Be a resident of East Cleveland for at least one year prior to the appointment
- Be a qualified registered voter (elector) and U.S. Citizen
- Not have been convicted of infamous and certain other crimes such as gross misconduct, malfeasance, felonies, bribery, fraud-related convictions, and moral turpitude
- Computer/smartphone literate
- Knowledgeable about the present state of East Cleveland
- Understands municipal administration
- Have a flexible schedule and attend evening meetings
- Public relations

Selected candidates may be subject to a background check and must not currently hold employment with the City of East Cleveland, East Cleveland School Board of Education, or other public office except Notary Public or member of State Militia. For elected council members the term is four years; appointed council members must serve out the remaining term and campaign at the next election to retain the seat as an elected official.

References:

City Charter Section 99 Qualifications of Members (City Council)

City Charter Section 100 Vacancy (City Council)

ORC 731.02 Qualifications of members of legislative authority

HR Council for the Voluntary & Non-profit Sector-HR Standards

SUBMIT RESUME/BIO TO:

Mail: 14340 Euclid Ave., East Cleveland, Ohio 44112

Fax: 216-681-5044

Email to: kguy@eastcleveland.org

CONTACT COUNCIL OFFICE AT (216) 681-2310