

**DECISION AREAS
FOR
COMMON COUNCIL VS. CITY ADMINISTRATOR/MAYOR***

COMMON COUNCIL AREAS

1. Accountable to each other and the public
2. Concerned with idea decisions
3. Concerned with long-term decisions
4. Determines overall objectives
5. Establishes policies
6. Approves goals
7. Makes long-range plans, committing resources, facilities, finances and manpower
8. Plans Administrator succession
9. Determines job responsibility, training and performance of the City Administrator
10. Sets standards of performance for City Administrator
11. Appraises organizational performance
12. Is a resource to, and communicates with public

CITY ADMINISTRATOR AREAS

1. Accountable to Common Council & Mayor
2. Concerned with action decisions
3. Concerned with short-term decisions
4. Decides how to carry out objectives
5. Proposes policies and manages within approved policies
6. Proposes goals
7. Handles intermediate and short-term commitment of resources, organization and control
8. Plans managerial succession in departments
9. Determines job responsibilities, training and performance with the assistance of human resources
10. Sets standard of performance for Managers & Directors
11. Appraises operational results
12. Is a resource to the Common Council, keeping them informed by supplying relevant, up-to-date information on a regular basis

*Generally City Administrator, sometimes Mayor, sometimes both Mayor and City Administrator