

## Mayor Job Description

The Mayor of Yarrow Point is a full-time elected position serving as the chief executive officer (CEO) of the Town, responsible for overseeing the administration of the local government, recommending and implementing strategic plans and policies, enforcing municipal code, and promoting the welfare of the community. As Town Representative and Agent, the Mayor serves as the primary liaison between the Town Council, Commissions, staff, and external stakeholders, including neighboring municipalities, town associations, regional authorities, and other government levels. Performing the duties of both the Ceremonial Leader and Town Administrator, the Mayor plays a crucial role in promoting community engagement, overseeing Town development, and communicating with residents to ensure the effective functioning of local governance. All facets of the Mayor's role require the keen perspective of a Yarrow Point resident.

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## Major Responsibilities

### 1. Chief Executive Officer (CEO) 10-15 hours/week

- Oversee the daily operations of the Town, including all departments, staff and contractors.
- Recommend, Develop and Implement Town Council policies and directives.
- Establish agendas and Preside over Town Council meetings.
- Recruit, appoint, staunchly support and empower Town committees, three Town Commissions: Planning, Park, Wetherill Nature Preserve, and the Climate Planning Action Team.
- Develop, propose and monitor the annual budget.
- Respond to communications and emergencies with the Town residents and Town stakeholders.
- Facilitate and encourage interdepartmental and interjurisdictional collaboration and cooperation.
- Screen, interview, select and hire town staff and contractors with Council approval.

### 2. Town Representative and Agent 10-15 hours/week

- Represent the Town at local, regional, state, and federal agencies and forums, advocating for the Town's best interests.
- Cultivate and nurture symbiotic partnerships with neighboring officials, municipalities, regional authorities, and various regional and State agencies.
- Act as the Town's primary risk management officer and official agent in all matters related to legal proceedings, contracts, ILAs, MOUs, franchise and lease agreements, public disclosure records, and municipal business.

### 3. Ceremonial Leader 10-15 hours/week

- Serve as the Town figurehead, presiding over Town events, celebrations, and gatherings.
- Foster community spirit by engaging with residents and creating opportunities for civic involvement. Recruit and collaborate with Town Event Chairs.
- Respond to resident concerns and complaints.
- 24/7 Point Person in all official Town Communications and emergencies.

### 4. Town Administration 15-25 hours/week

- Ensure the implementation and cost-effective, timely delivery of municipal services, such as public safety, infrastructure, sanitation, emergency response, and recreation.
- Perform annual written staff performance reviews with feedback to be completed by the October Council meeting each year to support compensation budget planning.
- Cultivate and maintain excellent partnerships with Clyde Hill Police Department, Bellevue Fire Department, and Mercer Island Marine Services.
- Act as a liaison between Town staff, elected officials, and residents.
- Enforce municipal code fairly and consistently.
- Monitor Town expenditures and explore efficient revenue sources to remain within budget.
- Secure additional Town revenues from grants and non-traditional sources.
- Remain current with training from various agencies to properly administer Town mandates.
- Craft ILAs, MOUs, and communications among jurisdictions/legislature/state agencies.
- Prepare regular Admin reports to keep Council abreast of Town projects and issues.