



TOWN OF CEDAR FORT

PUBLIC NOTICE

Town Council Member Position Available

The Town of Cedar Fort is hereby accepting applicants for the position of
Town Council Member Chair
See Job Description Attached

Interested person must submit a letter containing a statement of your desire to be considered for the position together with any relevant skills and experience.

Mail Letter to:
Cara Lyon
Town of Cedar Fort
PO Box 389
Cedar Fort Utah 84013

Letters must be RECEIVED by the Town on or before February 10, 2020 at 5:00 p.m.

The Town Council intends to act on applications at their March Town Council Meeting to be held
on February 13, 2020
at the Cedar Fort Town Hall
50 East Center
Cedar Fort Utah

For Questions, call Mayor or Town Clerk at 801-768-2147

*Job applicants residing in the Town of Cedar Fort will be given preference

**The Town of Cedar Fort is an Equal Opportunity Employer*

Job Description

Title: Town Councilmember (The committee chair sets the date, time and place of activities within the community)

GENERAL PURPOSE:

Role of the individual councilmember. Councilmembers' statutory duties are to be performed, almost without exception, by the council as a whole. For example, the council, not individual members, must supervise administrative officers, formulate policies, and exercise city powers.

ESSENTIAL JOB FUNCTIONS:

- The most important single responsibility of a council member is participation at council meetings. In statutory cities, each councilmember, including the mayor, has full authority to make and second motions, participate in discussions, and vote on every matter before the council.
- Establishing policies and programs for the effective delivery of Town services; Approving the annual financial plan and budget and setting the property tax rate and all user fees; and. Providing all ordinances, rules, and regulations for the welfare of the Town.
- Duties can be performed from home and some may require your presence at the Town Hall.

Pay: Volunteer Position