

TOWN OF ABITA SPRINGS

Job Description: Mayor

Band: Executive

Job Purpose

The Mayor performs statutory duties as defined in the State of Louisiana and in compliance with the Lawrason Act. It is the responsibility of the Mayor to review, understand and follow these regulations as well as stay current on updates to them. The primary function of the Mayor is to serve the citizens of the municipality as Chief Executive Officer and to oversee the Judiciary. The Mayor serves as administrator over personnel; ensures compliance with ordinance of law, including bid law; oversees general operations; and is responsible for financial results. The powers, duties, and responsibilities of the Mayor are listed in the Lawrason Act RS 33:361 and 33:404. A municipality is authorized to exercise any power and perform any function necessary, requisite, or proper for the management of its affairs not denied by law.

Reports to: Elected Official

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

§404 A. The Mayor shall have the following powers, duties, and responsibilities:

(1) To supervise and direct the administration and operation of all municipal departments, offices, and agencies, other than a police department with an elected chief of police, in conformity with ordinances adopted by the board of aldermen and with applicable provisions of state law; however, no such ordinance may limit the authority granted to the Mayor by this Paragraph. All administrative staff shall be subordinate to the mayor.

(2) To delegate the performance of administrative duties to such municipal officers or employees as he deems necessary and advisable.

(3) Subject to applicable state law, ordinances, and civil service rules and regulations, to appoint and remove municipal employees, other than the

Job Qualifications

- The mayor shall be an elector of the municipality, who at the time of qualification as a candidate for the office of mayor, shall have been domiciled and actually resided for at least the immediately preceding year in the municipality.

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employees of a police department with an elected chief of police. However, appointment or removal of a nonelected chief of police, the municipal clerk, the municipal attorney, or any department head shall be subject to approval by the board of Aldermen, except that in the case of a tie vote, the recommendation of the Mayor shall prevail. Furthermore, selection or removal of any person engaged by a municipality to conduct an examination, review, compilation, or audit of its books and accounts pursuant to R.S. 24:513 shall be subject to approval by the board of aldermen of that municipality.

(4) To sign all contracts on behalf of the municipality.

(5) To prepare and submit an annual operations budget and a capital improvements budget for the municipality to the board of Aldermen in accordance with the provisions of R.S. 39:1301 et seq. and any other supplementary laws or ordinances.

(6) To represent the municipality on all occasions required by state law or municipal ordinance.

(7) To be the keeper of the municipal seal and affix it as required by law.

(8) To sign warrants drawn on the treasury for money, to require that the municipal clerk attest to such warrants, to affix the municipal seal thereto, and to keep an accurate and complete record of all such warrants.

(9) To have any other power or perform any other duty as may be necessary or proper for the administration of municipal affairs not denied by law.

Direct Reports

- Town Clerk/Clerk of Court
- Public Works Director
- Human Resources Director

Mayor provides oversight of independent contractors:

- Art and Farmer's Market Manager
- Town Facilities Contractor