



City of Lakewood City Council

Council At Large
Sarah Kepple, President
Thomas R. Bullock III
Angelina Hamilton Steiner

Ward Council
Kyle Baker, Ward 1, Vice President
Bryan Evans, Ward 2
Cindy Strebig, Ward 3
Matthew Bixenstine, Ward 4

President of Council Job Description

Council Member Duties

In Addition to the duties below, the President of Council performs all of the MEMBER OF COUNCIL JOB DESCRIPTION duties.

President of Council Duties

- Create and distribute Council member committee assignments
- Supervise the Council Clerk's Office including holding bi-monthly meetings with the Clerk.
- Work with Clerk to plan a swearing in ceremony for all newly elected and re-elected members on or after Jan 1st of each election year.
- Work with Clerk to manage the process of filling a vacancy on Council within the timetable provided by the City Charter.
- Work with the Clerk's Office to manage staff vacancies and internship program including but not limited to designing the evaluation process, reviewing applications, and conducting interviews.
- Address any and all Human Resources-related issues or questions among Clerk's Office staff including performance reviews, rates of pay, discipline, professional coaching and mentorship.
- Initiate and manage the annual process of soliciting applications for and making appointments to the city's volunteer boards and commissions.
- Work with the Clerk to ensure that new legislation is codified in the Lakewood Codified Ordinances.
- Review and sign all ordinances and resolutions adopted by Council.
- Perform duties of the Chair at all Committee of the Whole and General Meetings of Council.
- Lead Council communication to the public and media.
- Serve as main point of contact and representative of Council with all levels and branches of government, including holding meetings at least monthly with the Mayor and periodically with directors as needed.
- Support Council Office staff in balancing workload and negotiating assignments from councilmembers.
- Negotiate logistical conflicts among members and have the final word on matters related to scheduling, deadlines, group communication, and staff relations, among other matters.

- Proactively anticipate and take action to respond to the needs and requests of all members of council.
- Lead by example to set a tone of professionalism, collegiality, public service, and collaboration becoming of the role of a City Council.
- Provide ongoing supportive mentorship to new members of council, including advice and guidance on Council customs, procedures, and culture.
- Through a process of consensus building, goodwill, and collaboration, guide City Council towards a focused legislative agenda rooted in the City's community vision that does not conflict with or undermine the legislative agenda of any individual councilmember.
- Plan and facilitate a Council retreat for each new term of Council.
- Each year, work with the Clerk to prepare a budget for the operation of the Council Office and present to Council.