

GUIDELINES AND DUTIES FOR ELECTED OFFICIALS

The Mayor and City Commissioners, as representatives of the City of Oregon City, can render better service if they understand their duties, are aware of their responsibilities, and are informed of the best methods for carrying out their charge. Among their public duties, the Mayor and City Commissioners provide leadership for constituents, arbitrate conflicting interests, and make sound decisions by studying problems and reviewing alternatives to determine the best course of action. The Mayor and City Commissioners, acting collectively, are responsible for establishing policy, adopting the City's budget, and providing direction to the City Manager. The Mayor and City Commissioners represent the City on local, regional, and state boards, commissions, and committees.

The City Manager is responsible for implementing the policy decisions of the Mayor and Commission. Because the City Manager is responsible for the day-to-day operation of City government, the preferred method for the Commission to issue priority orders and directives is through the City Manager. However, on occasion, the Mayor or a Commissioner may use the less formal process of making a request or suggestion directly to a department director. If the request or suggestion raises any policy or procedural questions, it should be brought to the attention of the City Manager.