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CITY OF OTSEGO

Otsego, MI 49078

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***City Commissioner***

City Commissioner is an elected position that sets direction for City operations. The City of Otsego City Commission consists of 5 Commissioners. There are 3 openings every 2 years. The top 2 vote getters receive 4-year terms. The third highest vote getter is given a 2-year term.

***Form of Government***

Otsego operates under a Commission/Manager form of government. Commissioners are responsible for representing the public’s view on overarching goals and sets direction for the City of Otsego moving forward. The Commission then allows and supports the City Manager to accomplish those goals and facilitates the various departments to take that direction with the day-to-day operations relating to employees and services provided.

***Job Description***

* Represents all of the citizens of Otsego.
* Sets direction for the City of Otsego with the approval of Ordinances and such items that direct the City Manager.
* Approval of agreements the City may participate in such as labor related or for events conducted on City property.
* Approval of the annual City Budget, along with any alterations throughout the year as required by State law.
* Participate in an annual evaluation of the City Manager.

***Job Qualifications***

* Must be a registered voter in the City of Otsego
* Must reside within the city limits for at least 1 year

***Job Duties***

* *Attend City Commission Meetings-* There are two Regular City Commission Meetings per month. There is always the possibility to have Special City Commission Meetings when needed. Commissioners should attend all meetings, unless they are excused for an illness or emergency situation. Commissioners are expected to review the packet of information prior to the meeting and be prepared to discuss and vote on items at the meetings.
* *Join a Departmental Board-* Each Commissioner will be appointed by the Mayor to a City of Otsego Departmental Board (Planning Commission, DDA/Main Street or Fire Department). In addition, Commissioners need to join a Main Street Committee (Design, Economic Vitality, Organization or Promotion)

***Suggested Traits***

There are many different types of successful City Commissioners. Below is a brief list of some of the types of traits that are often relied upon by City Commissioners:

* *Professionalism-* Experience with “Robert’s Rules of Order”. Open-mindedness and public decorum is necessary during public meetings.
* *City Government Experience-* Knowledge of city governance as a whole and the workings of the various departments. Along with an understanding of the City of Otsego governmental structure and the interdepartmental relationships.
* *Big Picture Thinking-* The Commission is responsible for setting overall policy. They are not involved in the day to day operations of the city. Nor do they deal directly with City employees.
* *Willingness to Sacrifice Time-* Meetings will run long. Commissioners are approached during their daily lives by constituents. Commissioners are also expected to attend as many community functions as possible.

***Things to Remember:***

* The City Commission has one employee, the City Manager. The City Manager is then responsible for all other employees within the City of Otsego government model. Commissioners do not give direction to individual City employees.
* The roles of Mayor and Commissioner are different. The Mayor role is more direct in the supervision of the City Manager, makes City Board appointments and is also the one who conducts meetings and makes executive decisions if needed.
* The City of Otsego must comply with the Open Meetings Act. Which requires for an allowance for the public to speak at every public meeting.
* There are legal expectations put on Commissioners that if not followed, can result in their removal and even potential prosecution (such as ethic violations or personal financial gain from confidential information).