

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS: City Councilmember 5th Ward to fill the remainder of the term which expires in 2021

General Summary: A Council member is one of seven members including the mayor. All powers of the city are vested in the council, except as otherwise provided by law or charter. The council shall provide for the exercise of powers and for the performance of all duties and obligations imposed on the city by law. City council is a policy making body without administrative duties. Except for the purpose of inquiries and investigations, the mayor and council shall deal with officers and employees who are subject to the direction and supervision of the manager solely through the manager. Neither the mayor nor members of the council, acting individually, shall give orders to any such officer or employee, either publicly or privately.

Physical Demands: The physical demands and work environment characteristics described here are representative of those an council member encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the council member is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting where the noise level is moderate. The position requires occasional travel to other work sites, conferences, and trainings.

Special Considerations: Applicants shall be registered electors of the 5th ward for at least one full year prior to appointment. The appointed person shall maintain their residence within the city and the 5th ward during their term of office.

Date Posted: June 20, 2018

Application Deadline: July 25, 2018 at 5:00PM

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- Job applications will be accepted in-person, fax (866-522-9005), email (apply@cityofjackson.org), or by mail at:

City of Jackson
Human Resources Division
161 W Michigan Ave
Jackson, MI 49201

**** EQUAL OPPORTUNITY EMPLOYER ****