City of Kansas City, Missouri
Job Class Specification

Job Title: COUNCIL MEMBER **Department:** CITY COUNCIL

Job Code: 0001 **Status:** EXEMPT **Grade:** UNCLASSIFIED

Summary

The mayor, council and staff, together with community partners, strive to achieve a common vision to make Kansas City best.

We employ innovative strategies to:

- Effectively and efficiently provide customer-focused services;
- Improve public safety;
- And develop sustainable, healthy communities where all prosper. We lead by inspiring, collaborating, measuring progress and celebrating success.

About City Council

- The 13-member City Council is the City's legislative and policy-making body. Its members, including the mayor, are elected to four-year terms and may serve two consecutive terms.
- Kansas City, Missouri is divided into six council districts that are revised according to population at least every five years. The mayor and six City Council members are elected at large. The other six members of the City Council are elected from within the districts they serve. Candidates for mayor and City Council positions must be at least 25 years old, qualified City voters, residents of the City for five years and of their district for six months and have paid City and county taxes for two years before election.
- The mayor is the chief elected official of the City, and president of the City Council. The mayor possesses all the powers and duties of a City Council member. The mayor appoints most members of council committees and the City's advisory boards and commissions. The mayor signs all ordinances and bonds authorized by the City Council and is an ex-officio member of the Board of Police Commissioners. The mayor also suggests, for City Council ratification, one City Councilmember as mayor pro tem to serve during the mayor's absence or a period of disability.
- The City Council sets the overall policy for the City by adopting resolutions and ordinances, making appropriations and approving budgets for all departments and conducting public hearings on City affairs. After an ordinance or resolution is passed or the budget is adopted, the City Council continues to monitor the results of its actions through studies, surveys and hearings.
- The City Council Handbook was created to provide policies and procedures for the City Council and their staff which are consistent with those followed by other city employees. In the event that updates or revisions are needed, those changes are the responsibility of and fall under the authority of the mayor pro tem.

Note: This description should not be construed to imply that these requirements are exclusive standards of the position. Incumbents will follow any other instructions, and perf any other related duties, as may be required. Reasonable accommodation will be provided qualified individuals with disabilities. The City of Kansas City has the right to revise this description at any time. The job description is not to be construed as a contract employment.

Created:10/2026