

Mayor and Town Council Responsibilities Last Updated 12/12/19

MAYOR	PUBLIC WORKS/ WATER RESOURCES	FINANCE/ HUMAN RESOURCES	PUBLIC SAFETY	PARKS & RECREATION/ COMMUNITY APPEARANCE COMMISSION	ENVIRONMENT/ WATERWAYS	PLANNING
Mayor: John R. Kirkland	Liaison: John R. Kirkland	Liaison: Bud Van Slyke	Liaison: Don Fogle	Liaison: Bud McClard	Liaison: Brian Leonard	Liaison: Buddy Sheffield
Pro Tem: Bud Van Slyke	Backup: Don Fogle	Backup: Bud McClard	Backup: Buddy Sheffield	Backup: Brian Leonard	Backup: Buddy Sheffield	Backup: Bud McClard
<p>Serves as official head of Town for purpose of serving civil process and receiving all Town correspondence. Signs official documents approved by Council. Liaison with municipal, county, state governments & private sector.</p> <p>Presides over Town meetings.</p> <p>Town spokesman. Media representative.</p> <p>Represents Town for ceremonial purposes.</p>	<p>Liaison on water resources issues.</p> <p>Representative to New Bern Metropolitan Planning Organization</p> <p>Liaison with Public Works Advisory Board.</p>	<p>Serves as Town Finance Officer.</p> <p>Council liaison for financial operations of the Town.</p> <p>Responsible for oversight of Town accounts including enterprise funds.</p> <p>Oversees audit process. Chairman of Town's Audit Committee.</p> <p>Advisor for technology review and implementation and Human Resources.</p>	<p>Council liaison for emergency services in the community.</p> <p>Liaison with the Community Watch Program.</p> <p>Liaison with CERT.</p> <p>Coastal Environmental Partnership Liaison</p>	<p>Liaison with Parks & Recreation Board.</p> <p>Responsible for Town Commons Development.</p> <p>Liaison with Community Appearance Commission.</p> <p>Plans and implements Fourth of July and other special events.</p>	<p>Liaison with Waterways Advisory Board.</p> <p>Follows environmental issues.</p> <p>ABC Board Liaison</p> <p>Alternate to New Bern Metropolitan Planning Organization</p>	<p>Liaison with Planning Board.</p> <p>Responsible for Comprehensive Plan.</p> <p>Responsible for CAMA Land Use Plan.</p> <p>Liaison with Board of Adjustment</p>