



# SHAKER HEIGHTS

## Requirements for Mayoral Candidates

Mayor Earl M. Leiken has announced his resignation effective March 31, 2018 at 11:59 p.m. to become Chief of Staff to Cuyahoga County Executive Armond Budish. Pursuant to the [Charter of the City of Shaker Heights](#), upon the resignation of the Mayor, City Council has the authority to appoint by majority vote, a person qualified as Mayor. The Charter does not specify the process and Council has determined that the best way to fill this appointment is to seek applications from interested, qualified candidates. Council will conduct interviews of the most highly qualified candidates.

The term for this appointment will end December 31, 2018. To continue serving, the appointed Mayor must run in the general election November 6, 2018 to complete the unexpired term of Mayor Leiken, which ends December 31, 2019. The regularly scheduled mayoral election will take place in November 2019 for a full four-year term. Both mayoral elections will be open to all candidates seeking to run for the office of mayor.

Council seeks applicants in time to announce who will fill the position before April 1. Applicant must submit a letter of interest that includes a brief description of involvement in the Shaker Heights community and experience in or with Shaker Heights government. In addition, please submit a resume and responses to the Applicant Questionnaire. All material can be submitted online or hand delivered to City Hall reception desk by noon on Friday, March 9, 2018. Council expects to conduct interviews the week of March 19 in executive session.

### Role of the Mayor

- Chief Executive Officer of the City
- Presides over Council but has no vote
- Appoints and removes all employees
- Executes all contracts
- May serve as Safety Director
- Sets strategic direction for the City
- Supervises administration of the City, including Chief Administrative Officer who assists in the coordination of all departments
- Chairs City Planning Commission/Board of Zoning Appeals
- Annual Salary \$87,000 through December 31, 2019

### Qualifications for Appointment as Mayor\*

- Must be an elector (i.e., a voter) of the City of Shaker Heights
- Must have lived in the City of Shaker Heights continuously for at least one year, through the date of appointment by Council
- Must not hold any other public office or employment with the City or School District as of the date of appointment, and afterwards
- Must not have any financial interest in any contract with or expenditure by the City other than compensation for the position as of the date of appointment, and afterwards

*\*Article VII, Section 2 of the Charter of the City of Shaker Heights*