

# City Hall Overview

## Business Overview



The center of government and social services. It is responsible for collecting taxes, handling town legal matters, operating radio station, holding a town election, and assisting citizens in all matters.



### MAYOR (CEO)

1. Submits loan application.
2. Signs all business payroll checks.
3. Oversees business operations and makes business decisions.
4. Opens Utility Account.
5. Signs Insurance Policy and Rental Agreement.
6. Completes the Business Improvement Plan.
7. Prepares and gives speech at the Opening and Closing Town Meetings.
8. Prepares and delivers Certificate of Appreciation to all volunteers.
9. Interviews citizens, teachers, and volunteers for award nominations.
10. Prepares certificates for various awards.

### CFO

1. Places supply order.
2. Submits online request for business loan.
3. Inputs employee payroll information.
4. Processes business payroll.
5. Prepares direct deposit enrollment paperwork.
6. Completes Loan Promissory Note.
7. Makes business expense payments.
8. Makes business loan payments and tracks loan payoff progress.



### AD EXECUTIVE

1. Prepares and sends advertising invoices.
2. Collects Radio advertisements and delivers to the DJ to read on the air.
3. Sets up Point of Sale system.
4. Greets customers, assists them with song requests and retail purchases, and processes payments.
5. Solicits song requests from JA Staff.

### ATTORNEY

1. Reviews and signs legal documents (i.e. loan agreements, rental agreements, bank charter, non-profit charter).
2. Investigates criminal case(s) and prepares case results and recommendations.
3. Prepares and gives speech at the Closing Town Meeting, if time permits.



### DIRECTOR OF COMMUNICATION

1. Responsible for capturing pictures and video of citizens and businesses to be used for communicating with sponsors of JA BizTown.
2. Will assist the Ad Executive and DJ in gathering PSA's and advertisements for broadcasting on air during JA BizTown visit.

### DJ

1. Selects music for airtime.
2. Completes scheduling of on-air play list, news and sports reports, ads, weather, announcements, etc. to avoid "dead air".
3. Clearly reads ads, announcements, and song requests with enthusiasm and energy.
4. Assists Ad Executive with greeting customers, taking song requests, and processing payments, when necessary.



### ELECTION OFFICER

1. Distributes supplies received from the Supply Center.
2. Welcomes and greets visitors to City Hall.
3. Prepares voting system.
4. Registers citizens for voting.
5. Creates election marketing.
6. Prepares end of day voting results report.
7. Assists others as needed.

### IRS AGENT

1. Completes JA BizTown census to record official population.
2. Signs the 501(c)3 form for the Non-Profit Agent.
3. Collects personal income taxes from citizens.
4. Prepares and sends property and payroll tax invoices

