



## Commissioner

**Department:** Fargo Park Board

**Last Revised:** August 2016

**Reports To:** Public

**Status:** Part Time / Temporary

**EEO Job Category:** N/A

**Job No.:** N/A

**Supervises:** N/A

**Pay Type:** Non-exempt

### Summary

In a timely and professional manner, to preserve, protect and increase the value of constituent/stakeholder investment in the Fargo Parks and Recreation District.

### Qualifications

**Education/Experience** – Reside within the boundaries of the District. Must be 18 years of age.

### Board Duties & Responsibilities

- To comply with all local, state and federal regulations as they apply to the Park District
- To elect leadership
- To set Vision, Mission, and Core Values, using them to form policy, goals, planning strategy
- To hire Director
- To receive and execute portfolio and committee responsibilities as assigned by the Board
- To set and distribute rewards
- To direct management through District
- To visit with and represent constituent/stakeholder
- To attend meetings and be prepared before meetings
- To review and establish policy
- To review financial information and understand and evaluate
- To set overall direction and approve all plans and goals for the Park District
- To participate in preparation and approval of budget
- To evaluate District's performance, and specifically that of the Director
- To represent the Park District

### Relationships

- To hire Director and manage that position
- To communicate with each other and constituent/stakeholder

- To communicate with staff through Director

### **Authority**

- Authority to vote on any and all issues before the Board
- Right to be informed and participate appropriately
- Authority to commit financial resources of the Park District at the direction of the Board
- Authority to execute all duties and responsibilities of the elected office of Park Commissioner
- Authority to hire, evaluate and terminate the Director

### **General Expectations**

The employee is to report suspected or actual harassment, abuse/neglect to the chain of command and work effectively and cooperatively with others inside/outside the agency. Must possess a valid driver's license and reliable transportation in case of driving within or beyond the Park District is required.

Preserving valid certifications, licensure or registration is expected for those positions that require such in order to continue employment. It is essential for the employee to maintain all training required by the position.

The Fargo Park District promotes a non-hostile and non-discrimination work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employees must adhere to respectful conduct and language at all times. The Board of Park Commissioners expects all employees to follow the department and Park District policies/procedures, rules and regulations.