



Vice-President

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: Board Commissioners

Pay Type: Non-exempt

Summary

In a timely and professional manner, in the absence or incapacitation of the President, to provide for all aspects of leadership of the Board in order to preserve, protect and increase the value of constituent/stakeholder investment in the Fargo Park Board.

Qualifications

Education/Experience – Reside within the boundaries of the District. Must be 18 years of age. Must be a Park Board Commissioner.

Board Duties & Responsibilities

In the absence of the President:

- To comply with all local, state and federal regulations as they apply to the Park District
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- To set the schedule and develop the agenda, in consultation with the Director, for all regularly scheduled Board meetings
- To cause timely notification of the Board of Commissioners of all meetings and activities related to their functions as Board Members.
- To appoint all Standing and Ad Hoc Committee Chairpersons and provide for their instruction and training
- To represent the Fargo Park District at public functions
- To sign legal documents at the direction of the Board or as necessary to the activities of the Fargo Park District
- To interpret the policies, procedures and intents of the Board when called upon to do so
- To see to it that Board Member training is conducted
- To serve as an Ex-Officio member of all Standing and Ad Hoc Committees of the Board
- To serve as the chief spokesperson of the Board of Commissioners with representatives of the public and news media

- To issue an Annual Report on the State of the Park District to its constituents/ stakeholders annually
- To meet regularly with the Director of the Park District to receive information and impart directives of the Board
- To initiate and conduct an annual performance review of the Director by a method agreed to by the Board
- To perform all other duties as may from time to time be assigned by either the Board or the President.

Relationships

- Convenes and conducts all meetings of the Board of Commissioners
- Supervises the Director and meets regularly with that individual or their designee
- Communicates with constituents/stakeholders, and the public as needed
- Communicates 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 hire, evaluate and fire Director at the direction of the Board
- Authority to speak on behalf of the Board
- Authority to sign legal documents such as contracts at the direction of and on behalf of the Board

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.