

Jefferson County Parks and Recreation District #1 Commissioner Position

Position: Commissioner
Stipend: None
Reports to: Residents & Jefferson County Auditor
Term: An elected position with a term of 4 years
Overview: Responsible for the ongoing activities and upkeep of District #1 owned assets including the Laurel B. Johnson Community Center and adjoining grounds.
Responsible for the maintaining of the budget.

A. General Responsibilities

1. Develops policies in alignment with Washington State law and Jefferson County guidelines
2. Monitors building and grounds status and suggests agenda items as needed for discussion or resolution
3. Develops Levy documents, amounts and does associated filing

B. Yearly Responsibilities

1. Approves the yearly budget prepared by the Treasurer
2. Participates in yearly contract position reviews
3. Elects chairperson of the board

C. Monthly Responsibilities

1. Monitors the budget and reviews vouchers submitted by the Treasurer for approval
2. Participates in monthly meetings (currently the second Tuesday at 6:00pm)
3. Reviews minutes of meetings for accuracy and approval

D. Other

1. Once elected, takes a class on guidelines for being a commissioner
2. Will appoint a new commissioner if a vacancy occurs
3. Cannot discuss commissioner activity outside of monthly meeting

Authorities

1. Assigns contract positions of Secretary, Treasurer, Building and Grounds Manager, Cleaning Services, Kitchen Manager and Grounds Maintenance
2. Oversees work of Secretary, Treasurer, Building and Grounds Manager
3. Requests bids from contractors, approves bids and may oversee work done by contractors
4. Approve/deny building access based upon established policies

Qualifications

1. Ability to work with a group to meet the needs of the community
2. Ability to read a spreadsheet and understand the budgeting process
3. Ability to attend most meetings in person