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Job Description Public Committee, Commission, or Board Member

General Definition of Work

Polk County is a body corporate of the State of Wisconsin. State law or County policy has established a number of committees that report to the County Board of Supervisors, several of which have citizen (non-County Board) members. Under State law, these committees do not have direct supervisory authority over a department – that is specifically assigned directly to the department head – but instead perform the critical functions of providing policy direction and advice to the department as well as overseeing how policy is implemented. Polk County Policy 10 lists the general duties and responsibilities for each governing committee as well as duties where specific to an individual committee.

Under State law, citizen members are appointed by the county administrator subject to confirmation by the County Board. These members are therefore accountable to both the County Board and the administrator for the performance of their duties. Citizen members may receive per diems for attendance at meetings as outlined in Polk County rules and policy.

Qualification Requirements

Must be an elector of Polk County

Must not currently be serving on another Polk County standing committee

Must be willing and able to devote the time necessary to perform the duties of a public committee member

Other qualifications as specified by State law or County Board policy.

Essential Functions

Familiarization with the subject matter of the committee

Attendance at committee meetings and County Board meetings or workshops as needed

With the department head, setting the policy direction for a department within the context of the strategic plan for the entire County

Assisting with the development and periodic review of the department's strategic plan

Selecting programs for evaluation and reviewing evaluations when completed

Reviewing all resolutions and ordinances assigned to the committee, including making recommendations to the full County Board as to whether that resolution should be amended and whether it should be adopted.

Reviewing and making recommendations on the annual budget

Knowledge, Skills and Abilities

Knowledge – or a demonstrated willingness to learn – about:

- Parliamentary procedure and the legislative process
- The work of departments that report to the committee on policy issues
- Strategic planning
- Budgeting, program evaluation, and performance measurement

An understanding of how the work of the committee fits with the County's overall processes

An ability to articulate a position and respond to a question in any discussion

An ability to distinguish between policy and management decisions

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An understanding of the difference between results and activities and an ability to focus on the former, rather than the latter

An ability to critically review programs administered by a department in a positive manner

Other Requirements

An open mind

A positive outlook

An ability to distinguish between the important and unimportant