

# PARKS & RECREATION COMMISSIONER

## ROLE DESCRIPTION

### PURPOSE

The Parks and Recreation Commission is responsible for giving advisory recommendations to the City Council on all regulations, resolutions, plans, policies, projects and proposals relating to the city parks system, recreational facilities or open space, to promote public use and awareness of the city's park facilities and services, to hold public meetings to solicit public input for the parks and open spaces planning process, and to apprise the City Council, Public Works Department and Parks and Recreation Department of the community's park and recreational needs.

### DUTIES & RESPONSIBILITIES

- Serve as an officially recognized advisory source to the City Council on matters pertaining to parks, recreational facilities, and recreation programming. Provide advisory recommendations to the State Environmental Policy Act official as needed.
- Actively solicit the public's opinion, needs and desires pertaining to parks, recreational facilities and recreational programming and allow time at meetings for City residents to express their opinion, needs, and desires.
- Regularly attend Parks & Recreation Commission meetings and additional meetings such as retreats, task forces, subcommittees. Strive to fulfill the responsibilities of the Parks & Recreation Commission per applicable resolutions in the Poulsbo Municipal Code.
- Be available to volunteer or attend Parks and Recreation events, work parties, and programs.
- Encourage individuals and community groups to give funds, manpower and property for the improvement and development of city parks and recreational facilities.
- Periodically prepare an update of the city's comprehensive Park, Recreation, and Open Space (PROS) plan - including the six-year park system capital improvement program - in conjunction with the public works director, the parks and recreation director and the planning director, for review and final approval of the city council.
- Establish and maintain effective working relationships with the City Council, staff, and public.
- Support and maintain the mission, vision and values of Poulsbo Parks and Recreation.

### REQUIREMENTS

- Be a resident of the City of Poulsbo at the time of appointment and throughout their tenure in office or be a non-resident of the city who lives within the North Kitsap School District boundaries.
- Ability to serve a 3-year term.