

**CURRY COUNTY
POSITION DESCRIPTION**

POSITION TITLE: County Commissioner

EXEMPT: Yes
SALARY LEVEL: (As determined by the Compensation Committee)
SUPERVISOR: Electors
PREPARED BY: Commissioner Boice, January 3, 2019

POSITION SUMMARY:

The position of County Commissioner is an elected, full time position and responsibility. The three commissioners are expected to work hours in excess of the normal business hours established for County employees.

County Commissioners, by a majority vote, establish policies, procedures and direct long term planning. Specifically, they oversee the following; propose revenue sources; adjust and adopt the budget; set the tax rate; authorize levies; adopt and participate in fiscal policies; expenses; adopt ordinances; establish and appoint advisory boards and committees, participate in the overall business management of the County. They also serve the ceremonial function of the County in representations to the public for the public good and betterment of Curry County and its citizens.

The Commissioners are the full and final authority of all County affairs not under authority of other elected county officials.

The Commissioner(s) serve as the legislative arm of the county as well as the executive and quasi-judicial branches of Curry County government. Commissioners are responsible for planning, formation and implementation of the annual budget – then adoption. In addition, Commissioners represent County concerns before local, state and national boards and commissions. They serve on federal, state and local mandated governmental panels, boards and commissions with fiscal duties and authority over public monies.

Commissioners must always be aware that at various times they play different roles: As advocates, who strive to advance the legitimate needs of their citizens; as legislators, who balance the public interest and private rights in considering and enacting ordinances, policies, orders, and resolutions; and as decision-makers, who arrive at fair and impartial determinations.

The Board of County Commissioners must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each

official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

ESSENTIAL POWERS AND AUTHORITIES:

The board of commissioners shall have the authority and powers to perform any and all acts necessary to conduct properly county business where the law does not otherwise expressly provide, *including but not limited to the following:*

- A. To acquire real or personal property by lease or purchase.
- B. To provide, establish, maintain, repair, improve, demolish, purchase, sell, lease, administer, manage or regulate:
 - 1. Public buildings, courthouses, jails, and other facilities for the use of the county;
 - 2. County fair, athletic and exposition grounds and facilities;
 - 3. County parks and recreational grounds and facilities;
 - 4. Public bridges upon any public road or highway within the county;
 - 5. County roads, highways and rights-of-way including the establishment, alteration and vacation thereof;
- C. To provide, appoint, hire, discipline, promote, regulate, terminate, administer or manage:
 - 1. Persons, firms, partnerships, corporations employed or contracted with for the purpose of performing services for the county;
 - 2. Employment conditions including facilities, salaries, vacations, sick leave, retirement and other benefits;
 - 3. Persons serving on county advisory boards and commissions.
- D. To issue, grant, suspend, revoke, terminate or regulate licenses and permits for business and other purposes.
- E. To collect, disburse, or refund fees, fines, costs and other assessments.
- F. To perform any and all acts necessary to enforce the provisions of this chapter and applicable state laws.
- G. To appropriate and expend county funds to advocate, oppose, and provide information on Federal and State legislation, regulations, and administrative rules that affect the county and to authorize county officers, employees, and agents to communicate on matters of concern to the county with members, officers, employees, and agents of the United States Senate, the United States House of Representatives, the Oregon Senate, the Oregon House of Representatives, and Federal and State agencies.

DAILY EXPECTATIONS:

Day-to-day operations include but are not limited to attendance, participation and travel to and from meetings, and appointments, to further the interests of Curry County with the intent to carry-out Commissioner Duties to the County citizenry.

The public expects a strong work ethic and civility to all, including fellow commissioners and County employees.

Commissioners are expected to attend all County Board of Commissioners meetings.

Responsibly exercise the trust conferred by the people upon their elected officials.

COMPENSATION:

Commissioner salary shall be based on the range of salaries recommended by the Compensation Committee, with the first year in office paid at the lowest rate and rising incrementally to the fourth year, which will be paid at the highest rate. Salary for any subsequent terms (re-election) shall be paid at highest rate.

Without exception, each commissioner shall be paid their full salary at the appropriate level for their year of service. Except by unanimous vote of the Board, no addition or reduction in commissioner salary shall be allowed.

LIAISON ROLES:

Serves as a liaison to the County department(s) appointed by the Board.

Performs community relations functions that includes external communications, media relations, and citizen assistance.