



**POSITION WRITE UP FOR A CITY OF PLYMOUTH
VOLUNTEER COMMITTEE & COMMISSION MEMBER**

ACCOUNTABLE TO: MAYOR AND CITY COUNCIL

3400 Plymouth Blvd, Plymouth, MN 55447 • 763-509-5000 • Fax: 763-509-5060

PRIMARY OBJECTIVE OF POSITION

To identify and discuss issues within commission range of responsibilities, receive and consider public input and provide appropriate recommendations to the City Council in a fashion which will facilitate the input of concerned parties into the City's decision-making process both through the public hearing process and the individual input supplied by each commissioner.

MAJOR AREAS OF ACCOUNTABILITY

Regularly and thoroughly prepares for each agenda item under consideration.

- Thoroughly reads and reviews agenda materials supplied.
- Becomes familiar with the City Comprehensive Plans and other city documents relating to area of accountability.
- Conducts site visitations as appropriate.
- Solicits and receives input from affected parties and the general public.
- Contacts affected parties to solicit input.
- Meaningfully participates in consideration of agenda items.

Actively listens to ensure a complete appreciation of each proposal and the respective positions of the petitioner, affected parties (businesses, residents, etc.) and the City staff.

Disqualifies self from participation where actual or potential conflict of interest occurs.

Participates in special study subcommittees or task forces to provide information for commission consideration.

- Assumes responsibility for accomplishing necessary research either by calling other communities, talking to appropriate individuals or requesting that the staff prepare appropriate research.
- Assumes a constructive and active role in the output of the task force.
- Serves as chair of commission or subcommittee if so assigned.
- Maintains close liaison between City Council members and City staff to maximize cooperative relationships.
- Discusses problems encountered within the scope of commission activities or with staff or Councilmembers to eliminate problems.
- Remains aware of and recommends areas for potential improvements in commission activities or standard operating procedures.

PERFORMANCE CRITERIA

- Regularly invests sufficient time and energy in conducting the necessary review of agenda materials, obtaining response to questions and visiting sites as necessary to be able to meaningfully participate in commission activities.
- Commissioners are expected to attend 100% of all meetings with an 80% minimum unless an excused absence has been previously arranged with the chair.
- Does not further an agenda of staff, Mayor, Councilmember or special interest group, but rather displays a perspective for the overall good of the community.
- Avoids conflict of interest and annual submits the conflict of interest disclosure form in accordance with City Policy.
- Becomes fully familiar with City comprehensive plans, budgets, capital improvement programs and other documents necessary to have a basic understanding of the role of the City and the commission.
- Active participation at meetings demonstrates completion of background research, site visitation and homework necessary for understanding and deliberation of issues.
- Behavior conforms to that of commission standards and commissioner recognizes the role of the commission as advisory, not policy making.
- Commissioner recognizes that the City Council may take final action which varies from commission recommendations after further consideration and deliberation.
- Since much of the City's leadership has evolved through advisory commissions, the commissioner should make citizens feel represented and heard through their activities on the commission.
- The commissioner is to be apolitical with respect to his/her commission duties.

QUALIFICATIONS

- Plymouth resident.
- Prefer previous activity in civic organizations or interests.
- Must have an ability to detect differences between perception, fact and fiction.
- Should possess considerable ability to assimilate a diversity of facts and draw a conclusion and position therefrom.
- A commitment to actively seek out the opinions of those proposing and affected by commission actions.
- An understanding of the presidential nature of commission decisions.
- A willingness to report problems to the chair or CCR in order that can be resolved promptly.