

ATTACHMENT A

TO EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

The Park District Board of Commissioners and the Executive Director operate as a team, with the roles and responsibilities separate but compatible and sometimes overlapping. This list identifies many of the most common responsibilities and whether the Board or the Executive Director is primarily responsible or whether there is joint responsibility. This list of responsibilities is not complete. If a responsibility is not included on this list and there is a question whether the Board or the Executive Director has the primary responsibility, then the Executive Director should confer with the Board to clarify the division of responsibility. Note that when the Board has a responsibility, it is most often the case that the Board gives direction to the Executive Director to prepare or otherwise be engaged in the matter at hand, with the Board retaining oversight and decision-making authority. Similarly, with the Executive Director has a responsibility, it is often the case that the Executive Director will advise the Board about the matter at hand.

<u>RESPONSIBILITY</u>	<u>BOARD</u>	<u>ED</u>
Setting Park District policies	<u>X</u>	<u> </u>
Day-to-day implementation of Board policies	<u> </u>	<u>X</u>
Formulating personnel policies / handbook	<u> </u>	<u>X</u>
Approving personnel policies / handbook	<u>X</u>	<u> </u>
Day-to-day management of staff	<u> </u>	<u>X</u>
Setting salary ranges	<u>X</u>	<u> </u>
Determining salaries within salary ranges	<u> </u>	<u>X</u>
Conducting performance reviews	<u> </u>	<u>X</u>
Determining salary increases, merit bonuses within budget	<u> </u>	<u>X</u>
Establishing range and scope of employee benefits	<u>X</u>	<u> </u>
Establishing full- and part-time employment positions	<u>X</u>	<u>X</u>
Creating and maintaining job descriptions	<u> </u>	<u>X</u>
Hiring full- and part-time employees	<u> </u>	<u>X</u>
Managing employment / personnel matters	<u> </u>	<u>X</u>
Setting budget policies	<u>X</u>	<u>X</u>
Preparing draft budget	<u> </u>	<u>X</u>
Approving final budget	<u>X</u>	<u> </u>
Setting general spending policies and direction	<u>X</u>	<u> </u>
Conducting capital improvement planning / strategy	<u>X</u>	<u>X</u>
Approving capital-improvement plan	<u>X</u>	<u> </u>
Formulating overarching program / facilities policies	<u> </u>	<u>X</u>
Approving overarching program / facilities policies	<u>X</u>	<u> </u>
Determining sports and recreation programs, activities	<u> </u>	<u>X</u>
Setting program and facilities fee policies	<u> </u>	<u>X</u>
Approving program and facilities fees	<u> </u>	<u>X</u>

Managing administration functions	<u> </u>	<u> X </u>
Managing documents and information	<u> </u>	<u> X </u>
Recommending a tax levy	<u> </u>	<u> X </u>
Determining and approving a tax levy	<u> X </u>	<u> </u>
Determining tax abatements	<u> X </u>	<u> </u>
Choosing an auditor	<u> X </u>	<u> </u>
Conduction special audits / investigations	<u> X </u>	<u> </u>
Establishing ad hoc committees / task forces	<u> X </u>	<u> X </u>
Approving appointments of committee / task force members	<u> X </u>	<u> </u>
Establishing staff level advisory groups	<u> </u>	<u> X </u>
Conceptual approval of parks, facilities	<u> X </u>	<u> </u>
Determining locations of park, facility components	<u> X </u>	<u> X </u>
Determining components within a park	<u> </u>	<u> X </u>
Preparing intergovernmental agreements	<u> X </u>	<u> X </u>
Approving intergovernmental agreements	<u> X </u>	<u> </u>
Hiring of contractors within purchasing limits	<u> </u>	<u> X </u>
Approving purchases less than \$20,000	<u> </u>	<u> X </u>
Approving purchases greater than \$20,000	<u> X </u>	<u> </u>
Maintaining parks, facilities, equipment	<u> </u>	<u> X </u>
Altering parks, facilities, equipment	<u> </u>	<u> X </u>
Legal / legislative / political advocacy	<u> X </u>	<u> X </u>
Building and maintaining positive relationships	<u> X </u>	<u> X </u>
Developing long-range community vision	<u> X </u>	<u> X </u>
Implementing long-range strategies, relationships	<u> X </u>	<u> X </u>
Preparing and filing grant, other funding requests	<u> X </u>	<u> X </u>