

# SUNRIVER SERVICE DISTRICT CIVIL SERVICE COMMISSION

## Position Description

**Job Title:** Commissioner, Sunriver Service District Civil Service Commission (hereafter "DCSC")

**Reports to:** District Managing Board (hereafter "DMB")

**Supervises:** Chief Examiner, Sunriver Service District Civil Service

### GENERAL DESCRIPTION STATEMENT:

The person in this position will serve as a commissioner on a civil service board equivalent to ORS 242.702-242.824 for fire departments. There will be 3 commissioners with overlapping terms. Initial terms upon formation of the board shall be 1, 2, and 3 years.

The person in this position is an at-will appointment of the Sunriver Service District (hereafter "SSD") DMB with a term of 3 years.

The person in this position is a volunteer and will receive no compensation. Expenses will be reimbursed according to SSD policy.

### QUALIFICATIONS:

The person appointed to this commission:

Shall be able to attend regular and special meetings to be held within the SSD.

Shall not be an employee of the SSD or the Sunriver Owners Association (hereafter "SROA").

Shall not be a member of the SSD Governing Board

Shall not have been convicted of any crimes and shall be subject to a background check.

### ESSENTIAL TASKS:

Adopt/revise by majority vote the SSD Civil Service Rules (hereafter "Rules").

Assist in the development of and monitoring of a budget for the DCSC to be authorized by the DMB

Oversee implementation of the Rules, including hiring, promotion, and termination activities specified therein, taking through majority consensus any action necessary to ensure enforcement of the Rules.

Select candidates to fill vacancies under the Rules by majority vote according to the procedures outlined in the Rules.

Recommend by majority vote persons to fill vacancies which may occur from time to time in the DCSC to the DMB.