

**Town of Beverly Shores
Park Board President
Job Description**

Job Title

Park Board President

Department

Park Department

Description of Work

General Statement of Duties

- Same as other Park Board members; organize, chair, and facilitate meetings, projects, and events; draft agendas; Supervise Secretary; monitor compliance with budget and work with Clerk-Treasurer on financial matters; sign Park documents.

Supervision Received

- Town Council

Supervision Exercised

- Park Department Employee and Secretary

Typical Activities Performed

- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Duties as listed in the Town Ordinances:
- With other members, prepare and submit annual park budget to Clerk-Treasurer
- With other members, establish and promulgate rules for the use of the beaches and park by public
- Prepare agendas and run regular Park Board meetings and special meetings according to Robert's Rules of Order
- Meet with Clerk Treasurer on a regular basis regarding fiscal matters of the Park Board
- Attend Town Council meetings when necessary
- Appoint member to Capital Planning Committee

Position Requirements

- Appointed to Board and Elected by majority vote of Board members

Education/Experience

- High School Diploma or GED, four year degree preferred

Special Knowledge, Skills, or Abilities

- Must be able to run a public meeting abiding by proper rules of order • Knowledge of town park and beaches (preferred)
- Knowledge of appropriate maintenance practices (preferred)
- Ability to communicate with town counselors, groups, and residents
- General knowledge of budgeting and contracting
- Flexible schedule allowing for volunteer commitments on projects and events