



City of Maple Valley
22017 SE Wax Road, Suite 200, Maple Valley, WA 98038

Job Description

PARKS AND RECREATION COMMISSIONER

DEFINITION:

The Parks and Recreation Commission is an advisory body to the City Council, on matters pertaining to parks, open space, natural areas, trails, and recreational facilities and programs.

The Parks and Recreation Commission affords residents the opportunity to actively participate in the planning of the recreational areas of the city and to learn all facets of the regulations governing such functions; and interact with a wide variety of citizens participating in shaping Maple Valley's future.

TERMS OF OFFICE:

The City Parks and Recreation Commission consists of seven (7) members who are appointed by the Mayor with a majority vote of the City Council. The Parks and Recreation Commission Members serve terms of three (3) years commencing on January 1st, with terms expiring December 31st of the third year.

TIME REQUIREMENTS:

A minimum of one (1) evening per month, (currently the third Wednesday of each month) attending Parks and Recreation Commission meetings.

ESSENTIAL DUTIES:

The following duties of the Parks and Recreation Commission are illustrative only and are not intended to be all-inclusive:

- Study, discuss, and evaluate matters within the scope of parks, open space, natural areas, trails, and recreational facilities and programs for the purpose of gathering and compiling information in order to advise, or make recommendations to the City Council on matters within purview of its authority.
- The Commission shall review all parks and recreation-related matters submitted to the Committee by the City Council;

ADDITIONAL DUTIES:

- May conduct field trips, either as a Commission or individually as Commissioners, to view property that may be proposed for development or annexation to better understand the relationship of the proposed development or annexation with surrounding land uses.
- May attend other meetings such as the City Council's, or other various boards or committees, as deemed necessary.

QUALIFICATIONS:

Candidates for the Parks & Recreation Commission must reside within the corporate limits of the City of Maple Valley.

SKILLS AND ABILITIES:

There are no minimum skills and abilities that an applicant must have to be appointed as a Parks and Recreation Commissioner, however, the following list has been identified as those skills and abilities that make a quality Commissioner:

- Attention to detail
- Patience
- Ability to think in abstract terms
- Open mindedness
- Willingness to listen and learn
- Ability to compromise and work within a team framework
- Ability to make decisions based on the best interests of the community, rather than the interests of the applicant or other special-interest group

SUPERVISION RECEIVED:

The Commission receives direction from, and is responsible to, the City Council, and is supported by the Administrative Assistant III and the Director of Parks and Recreation.

WORKING CONDITIONS:

This position primarily conducts business indoors, completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, applicants and the public. This position requires a lengthy attention span.