
422 -- District General Manager Position

1.0 SCOPE

The Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) recognizes that the orderly performance of its responsibilities requires, in part, regular administration of their activities. Such matters as contract management, financial management, program administration and internal communication are among such activities. The Board further recognizes that their primary responsibilities, as a Board, are the development of policy, crafting plans for the future and responsiveness to the citizens of the District. It is therefore the desire of the Board to employ an administrative head of District affairs in order to establish greater accountability for the execution of policy adherence and sound management to the daily affairs of the District.

2.0 DISTRICT GENERAL MANAGER, OFFICE CREATED

2.1 The Board, by a majority vote of its total membership, shall appoint a District General Manager (DGM) for an indefinite term and fix the manager's compensation. The DGM shall be appointed solely on the basis of education and experience in the accepted competencies and practices of local government management. The manager need not be a resident of the District or the state. The DGM may be removed from office by a majority vote of its total membership, with or without cause.

2.2 If the DGM should decline to resign at the request of the Board, the Board may suspend the DGM by a resolution approved by the majority of their total membership. Such resolution shall set forth the reasons for suspension and proposed removal. A copy of such resolution shall be served immediately upon the DGM. The DGM shall have fifteen days in which to reply thereto in writing, and upon request, shall be afforded a public hearing, which shall occur not earlier than ten days nor later than fifteen days after such hearing is requested. After the public hearing, if one is requested, and after full consideration, the Board, by a majority vote of its total membership, may adopt a final resolution of removal. The DGM shall continue to receive full salary and benefits until the effective date of a final resolution of removal.

3.0 POWERS AND DUTIES OF THE DISTRICT GENERAL MANAGER

3.1 The District General Manager (DGM) shall be the chief executive officer of the District, responsible to the Board for the management of all District affairs placed in the manager's charge by or under this resolution. The DGM shall:

1. Appoint and suspend or remove all District employees and appointive administrative officers provided for by resolution of the Board, except as otherwise provided by law, this resolution or personnel rules adopted pursuant future resolutions that may be adopted by the Board.
2. The DGM may authorize any administrative officer subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency; direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by resolution of the Board.
3. Attend all Board meetings. The DGM shall have the right to take part in discussion but shall not vote;

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4. See that all laws, provisions of this resolution and future acts of the Board, subject to enforcement by the DGM or by officers subject to the manager's direction and supervision, are faithfully executed;
5. Prepare and submit the annual budget and capital program to the Board, and implement the final budget approved by the Board to achieve the goals of the District.
6. Submit to the Board and make available to the public a complete report on the finances and administrative activities of the District as of the end of each fiscal year;
7. Make such other reports as the Board may require concerning operations;
8. Keep the Board fully advised as to the financial condition and future needs of the District;
9. Make recommendations to the Board concerning the affairs of the District and facilitate the work of the Board in developing policy;
10. Provide staff support services for the Board Members;
11. Assist the Board to develop long term goals for the District and strategies to implement these goals;
12. Encourage and provide staff support for regional and intergovernmental cooperation;
13. Promote partnerships among Board, staff, and citizens in developing public policy and building a sense of community; and
14. Perform such other duties as are specified in this resolution or may be required by the District Board of Commissioners.