

Wells County, North Dakota

Wells County Courthouse  
**Board of County Commission**  
700 Railway ST N  
Fessenden, ND 58438

**Job Description**

<b>Job Title: Commissioner</b>	<b>Job Status: Part-Time</b>
<b>Department: Board of County Commission</b>	<b>FLSA Status: N/A (Elected)</b>
<b>Reports To: Electorate</b>	<b>Effective Date: October 2019</b>

❖ **Nature of Work:**

As duly elected officials, are responsible for duties and powers prescribed to the Board of County Commissioners as outlined in North Dakota Century Code, Chapter 11-11.

❖ **Essential Functions of Work:**

- Perform all responsibilities of Board of County Commissioners as outlined in North Dakota Century Code Chapters 11-11.
- Responsible for the management of the county budget and fiscal affairs of the county.
- Supervise the conduct of the respective county officers.
- Responsible for administrative decisions.
- Make and enforce county policies.
- Responsible for goal-setting and long-range planning.
- Responsible for appointments to county offices and the hiring of county employees.
- Responsible to make appointments to boards and to serve on other boards, as appointed.
- Responsible for the purchase, erection, repair, and maintenance of county buildings.
- Perform other duties, as required, to address other county concerns.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to travel and be exposed to extremes of weather when going on location to attend meetings or tend to Commissioner related duties.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

❖ **Desired Minimum Training and Experience :**

- Must be duly elected by the citizens of Wells County.

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Board of County Commissioner related positions. The job description does not constitute an employment contract or an employment agreement. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.