

## Overview of Duties for City of Vassar Boards, Committees, and Commissions

**The following provides a high-level overview of the general duties for each board/committee/commission in the City of Vassar. It should be noted that the preferred qualifications are a guide for interested parties, however, they are not absolute, and all citizens are encouraged to apply for a position of interest.**

### Board of Review

**General Responsibilities** – Members review the assessment role on behalf of City of Vassar residents and property owners and hear taxpayer appeals.

**Preferred Qualifications** – Members should have an interest in or demonstrated experience in banking, finance, property appraisals, assessing, real estate, or development law.

### Downtown Development Authority (DDA)

**General Responsibilities** – The DDA is responsible for the planning and implementation of economic development, historic preservation, and prevention of deterioration in the downtown business district. State law sets the powers, duties, and procedures.

**Preferred Qualifications** – Members should have an interest in or demonstrated experience in architecture, landscape architecture, building construction, civil engineering, land use planning, real estate development, or business management.

### Economic Development Corporation (EDC)

**General Responsibilities** - The Corporation actively pursues, within the goals and guidelines of the City Council, commercial and industrial business development, and investment for relocation into the City of Vassar to achieve a balanced tax base. It works with the business community in the retention and expansion of the businesses already within the City of Vassar. Finally, the EDC promotes the City in various manners as an excellent place to live and do business.

**Preferred Qualifications** – Members should have an interest in business management/ownership, community development, economic development, marketing, sales, business administration, public administration, and economics.

#### Parks & Recreation Advisory Commission

**General Responsibilities** – The Parks and Recreation Committee the City Council on the operation of the parks system and recreation programs.

**Preferred Qualifications** – Members should have an interest in, or demonstrated experience in, marketing, public relations, fitness recreation, forestry, land use planning, landscape architecture, physical education, or public administration.

#### Planning Commission

**General Responsibilities** – The Planning Commission is responsible for developing and adopting a Master Plan for the City, review development proposals, subdivisions, and make recommendations on zoning matters to the City Council. The Planning Commission also has authority to the Capital Improvement Plan (CIP) and present a yearly report that summarizes work done throughout the year to the City Council too.

**Preferred Qualifications** – Members should have an interest in or demonstrated experience in architecture, landscape architecture, building construction, civil engineering, land use planning, or real estate development.