

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 001-13**

**Eff. 2/21/12**

**ASSIGNMENT OF COMMISSION  
PORTFOLIOS**

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At the second County Commission meeting of the year, the chairperson elected at the first meeting of the year shall assign the portfolio of each department to a County Commissioner. The assigned County Commissioner is to serve as an advisor and liaison to the County Commission for the assigned Department Manager. An individual County Commissioner has no direct authority over a Department Manager, as each Department Manager reports to the County Commission as a whole.

General policies, as adopted by the County Commission, are the guidance provided to Department Managers for the operation of his/her department. Department Managers may adopt operational policies for his/her department, as long as they conform to the general policies adopted by the County Commission.

The following departments will have a County Commissioner assigned to them:

- Administrative Services/Human Resources**
- Building Maintenance**
- Correctional Center**
- County Highway**
- Emergency Management**
- Finance and Tax**
- Information Systems**
- Juvenile Detention**
- Planning and Zoning**
- Sheriff**
- Social Services**
- States Attorney**
- Veterans Service Office**

As needed, County Commissioners may be given additional assignments, i.e. election official.