

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF CONFIRMING THE) RESOLUTION NO. 91-1426
APPOINTMENT OF JENNIFER A. SIMS)
TO THE POSITION OF DIRECTOR OF) INTRODUCED BY RENA CUSMA,
FINANCE AND MANAGEMENT) EXECUTIVE OFFICER
INFORMATION)

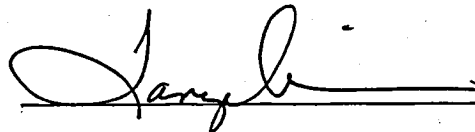
WHEREAS, The code of the Metropolitan Service District,
Section 2.02.040, requires that the Council of the Metropolitan
Service District confirm the appointment of a candidate to the
position of Director of Finance and Management Information; and

WHEREAS, Jennifer A. Sims has been appointed Director of
Finance and Management Information; now, therefore,

BE IT RESOLVED,

That the appointment of Jennifer A. Sims to the position
of Director of Finance and Management Information is confirmed by
the Council of the Metropolitan Service District.

ADOPTED by the Council of the Metropolitan Service
District this 11 day of April, 1991.



Tanya Collier, Presiding Officer



Metro Job Announcement

INTERNAL RECRUITMENT

Metro is an equal opportunity employer. 2000 SW First Avenue Portland, OR 97201-5398 (503) 221-1646

RECRUITING FOR: Director of Finance and
Management Information

Class No. 084-0391

APPLICATION
DEADLINE:

March 21, 1991

SALARY RANGE:

\$44,054 - \$64,251

DUTIES:

Plans, organizes and directs the daily administration and operation of the Finance and Management Information Department which includes: information services, data processing, accounting, risk management and finance programs. Directs the development of policies and procedures relating to fiscal management, budget, data processing, risk management and other support services. Organizes and coordinates the work of self-insurance and risk management, finance, data processing, accounting and information programs. Performs cost control activities and monitors all fiscal operations. Prepares and justifies department budget requests and amendments. Negotiates, drafts and administers contractual agreements. Acts as Chief Financial Officer and Budget Officer. Provides managerial leadership and supervision to the Chief Accountant, Data Processing Administrator, Senior Management Analysts and Risk Manager in addition to office staff.

QUALIFICATIONS:

Thorough knowledge of: public administration principles and practices; municipal finance, local budget law and accounting principles and procedures.

Knowledge of data processing principles and procedures and contract administration policy and practices.

Ability to: plan, organize, and direct the operation of the various assigned functions; analyze and evaluate operations and develop and implement effective alternative solutions to resolve problems; establish and maintain effective working relationships; negotiate complex business and financial agreements.

Education and experience equivalent to a Bachelor's degree in public administration, business administration, economics or related field and five years of experience in a high level management position with experience in organizational management and operation, personnel and labor relations, public budgeting and finance, and public relations; or Master's degree and three years of work experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

APPLY/
DATES:

This position opens Friday, March 15, 1991. Resumes will not be accepted in lieu of nor in addition to the standard application form. Application forms are available from the Metro Personnel Office, 2000 S.W. First Ave., Portland, Oregon 97201. All applications must be submitted to the Personnel Office no later than 5:00 p.m., on Thursday, March 21, 1991.

All applicants must be current employees of Metro having regular, regular part-time or temporary full time employment. Temporary full time employees must have completed three consecutive months of employment at Metro and have gone through a selection process for the position currently held.

-- CALL METRO'S JOBS AVAILABLE NUMBER 220-1177, FOR OTHER CURRENT OPENINGS --

STAFF REPORT

CONSIDERATION OF RESOLUTION NO.91-1426 AND RESOLUTION NO. 91-1427 FOR THE PURPOSE OF CONFIRMING THE APPOINTMENTS OF JENNIFER SIMS TO THE POSITION OF DIRECTOR OF FINANCE AND MANAGEMENT INFORMATION AND NEIL SALING TO THE POSITION OF DIRECTOR OF REGIONAL FACILITIES

Date: March 25, 1991

Presented by: Dick Engstrom

Background

On February 28, 1991 the Metro Council approved Ordinance No. 91-378 and Resolution No. 91-1406 regarding the establishment of the Departments of Finance and Management Information and the Department of Regional Facilities. These actions created the following position of:

- Director of Finance and Management Information
- Director of Regional Facilities

These positions require confirmation by the Metro Council.

The position of Director of Finance and Administration was deleted as part of these actions.

Recruitment and Selection Process

Job announcements were posted internally. With only one application being submitted for each position, the Executive Officer has determined that both candidates were well qualified with backgrounds and experiences that are directly related to the duties and responsibilities of the two positions.

The Executive Officer has appointed Jennifer Sims as Director of Finance and Management Information and Neil Saling as Director of Regional Facilities.

Background and Qualifications

Jennifer Sims:

Ms. Sims has been employed at Metro for twelve years and prior to that was with the Columbia Regional Association of Governments for four years. For the last nine years,

she has been the Manager of Financial Services for Metro. This has included responsibility for a full-range of internal service functions. She currently manages twenty-nine employees in the areas of finance, accounting, data processing, risk management and office support services. As the budget officer for Metro, Ms. Sims has been responsible for preparation and monitoring of a \$223 million budget.

Ms. Sims has a degree from Portland State University and is a Masters Candidate in the Public Administration Program at Lewis and Clark College.

Neil Saling:

Mr. Saling has been employed at Metro for over three years. Mr. Saling has most recently served as the Acting Director of Finance and Administration. Mr. Saling joined Metro as Construction Manager with specific responsibility for the construction of the Oregon Convention Center. This included supervision of project staff and related consultants and contractors. Due to the vacancy of the Director of Finance and Administration and the Regional Facilities Manager, Mr. Saling has been asked to accept an extensive and varied work load during the past year.

Prior to coming to Metro, Mr. Saling was with the U. S. Army Corps of Engineers in a variety of high level positions.

FINANCE COMMITTEE REPORT

RESOLUTION NO. 91-1426, FOR THE PURPOSE OF CONFIRMING THE APPOINTMENT OF JENNIFER A. SIMS TO THE POSITION OF DIRECTOR OF FINANCE AND MANAGEMENT INFORMATION

Date: April 10, 1991

Presented by: Councilor Devlin

Committee Recommendation: At the April 4, 1991 meeting the Committee voted 4 to 0 to recommend Council adoption of Resolution No. 91-1426. Voting in favor were Councilors Buchanan, Devlin, Hansen and Van Bergen. Councilor Wyers was excused.

Committee Discussion/Issues: Richard Engstrom, Deputy Executive Officer, presented staff's report. The Committee considered Resolutions 91-1426 and 91-1427 concurrently and held the same discussion on both.

Councilor Devlin noted the Centralization/Decentralization Report for the Metropolitan Service District March 25, 1991 made some recommendations which if implemented could lead to modification of the job descriptions for the Director of Regional Facilities and the Director of Finance and Management Information positions. He asked if staff would return for implementation of some of the recommendations for FY 1991-92. Mr. Saling said staff would only identify recommendations already listed in the Proposed Budget and would identify the study's recommendations in the next budget cycle.

The Committee had no further comments or questions and voted unanimously to recommend Council adoption of Resolution No. 91-1426.



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