

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF CONFIRMING THE ) RESOLUTION NO. 91-1427  
APPOINTMENT OF NEIL E. SALING )  
TO THE POSITION OF DIRECTOR OF ) INTRODUCED BY RENA CUSMA,  
REGIONAL FACILITIES ) EXECUTIVE OFFICER

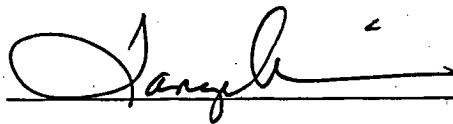
WHEREAS, The code of the Metropolitan Service District,  
Section 2.02.040, requires that the Council of the Metropolitan  
Service District confirm the appointment of a candidate to the  
position of Director of Regional Facilities; and.

WHEREAS, Neil E. Saling has been appointed Director of  
Regional Facilities; now, therefore,

BE IT RESOLVED,

That the appointment of Neil E. Saling to the position of  
Director of Regional Facilities 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 Regional Facilities CLASS NO. 080-0391

APPLICATION DEADLINE: March 21, 1991

SALARY RANGE: \$44,054 - \$64,251

**DUTIES:** Plans, organizes, and directs the development of key facilities within the region; manages the daily administration and operation of the Regional Facilities Department. Manages facility construction, agency procurement and other program areas assigned. Develops policies and sets long range goals and objectives relating to regional facilities and Metro capital improvement program. Organizes and coordinates the work of the Regional Facilities Department. Defines departmental work programs and projects, assists the Executive Officer in the development and implementation of policies and programs relating to regional facilities, construction and procurement. Performs cost control activities and monitors all fiscal operations of the department. Prepares and justifies the budget requests and amendments. Negotiates, drafts and administers contractual agreements. Responsible for supervision over department staff.

**QUALIFICATIONS:** Thorough knowledge of: public administration, procurement and budgeting principles and practices; principles and practices of construction contracting and project management. Familiarity with relevant Oregon laws desired.

Ability to: plan, organize and direct the operation of the various assigned functions, manage controversial projects subject to public, legal and technical scrutiny, perform research and write and/or present comprehensive reports for internal or external use, analyze and evaluate department activities and develop effective alternative solutions to resolve problems, and establish and maintain effective working relationships with federal, state and local agencies.

Education and experience equivalent to a Bachelor's degree in civil engineering, architecture, construction management or related field and a minimum of four years of diversified experience in commercial/industrial construction and construction management working on a variety of large projects simultaneously; experience in public sector procurement and construction; professional registration is desired; or any combination of experience and education which provides the applicant with the desired skill, knowledge and ability 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

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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. 91-1427, FOR THE PURPOSE OF CONFIRMING THE APPOINTMENT OF NEIL E. SALING TO THE POSITION OF DIRECTOR OF REGIONAL FACILITIES

Date: April 10, 1991

Presented by: Councilor Buchanan

Committee Recommendation: At the April 4, 1991 meeting the Committee voted 4 to 0 to recommend Council adoption of Resolution No. 91-1427. Voting in favor were Councilors Buchanan, Devlin, Hansen and Van Bergen. Councilor Wyers was excused.

Committee Issues/Discussion: 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. 91-1427.





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