



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Executive Director - OCC	Bargaining Unit	Non-represented
Functional Job Family	Executive Leadership	Classification #	8475
FLSA	<input checked="" type="checkbox"/> Exempt – Executive/Supervisory <input type="checkbox"/> Non-Exempt	Salary Grade #	329
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Plan, direct, manage and oversee all activities and operations of the Oregon Convention Center (OCC). Plan, develop and implement initiatives to accomplish goals identified in the MERC Strategic Plan. Plan, develop and implement policies, procedures, programs and services that support business objectives. Serve as member of the executive leadership team.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Plan, develop, direct, and manage business and operational goals, objectives, policies and procedures.
- Direct, manage and oversee the activities of all OCC departments; plan and direct departmental work plans; assign projects and programmatic areas of responsibility; collaborate and coordinate with subordinate managers to organize and prioritize activities; review and evaluate work methods and procedures.
- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods, policies, procedures and internal reporting relationships; identify opportunities for improvement; direct and oversee the implementation of changes
- Plan, direct and oversee the facility budget; establish fees for facility rental, equipment rental and services; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor, review and authorize the allocation of resources and expenditures; develop and maintain financial and statistical records.
- Direct and oversee the short and long-term development and maintenance of the facilities of the OCC; direct and oversee budgeted capital construction projects; plan for and make financial and operational decisions to support long-term operational success of large, complex public assembly



venues; ensure that venue and infrastructure maintenance is consistent with all standards applicable to public assembly venues, such as, public safety, accessibility, and environmental sustainability.

- Negotiate, review and execute license agreements and major business contracts.
- Represent facility to other MERC facilities, departments, elected officials, outside agencies and the community; explain and represent programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
- Participates in various meetings in the community, at professional forums and at industry related events; stay abreast of current trends and innovations within the facility management field; manage Portland Oregon Visitors Association (POVA) contract to provide maximum support and exposure for the OCC.
- Collaborate and coordinate with MERC and MERC facilities on agency-wide initiatives.
- Provide overall management of food and beverage contracted services for OCC, capital outlay, marketing and interface with OCC departments and staff.

Secondary Functions:

- Interfaces with the media on issues that affect the facility.
- Negotiate contracts with clients for facility rental and services; review and sign all space agreements.
- Oversee and approve the contracted advertising program.
- Negotiate labor agreements.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position achieves success by providing leadership and direction for the agency and assigned facility. The position is responsible to ensure that subordinate work groups have clear direction about the agency's goals, so that diverse work groups are able to function effectively and in concert to achieve those goals together. The incumbent is responsible to carry out the full spectrum of leadership responsibilities in accordance with the agency's policies and applicable laws, and to ensure that subordinate managers and supervisors provide leadership to their respective workgroups. Responsibilities include hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. This position provides essential support and specialized industry advice to the MERC Commission.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Bachelor's Degree with major course work in business administration, public administration, hospitality, marketing or related field, and
- A minimum of eight (8) years of facility management experience with a minimum of five (5) years in a senior management position, or
- An equivalent combination of education, experience and training that would provide the knowledge, skill and ability required for the successful performance of the essential job duties may be considered.

Necessary Knowledge, Skills and Abilities:

- Knowledge of operational characteristics, services and activities of a convention center or similar facility.



- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of applicable Federal, State and local laws, policies and regulations.
- Excellent organizational, communication and leadership skills.
- Strong analytical skills to evaluate plans, programs, policies and operations.
- Skill in public speaking and presenting information and ideas to individuals and in group settings.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to plan, organize, direct and coordinate the work of supervisory, professional and technical staff.
- Ability to develop, implement and administer goals, objectives and procedures.
- Ability to prepare and administer large and complex budgets and to allocate limited resources in a cost effective manner.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to establish and maintain effective, cooperative working relationships with all levels of staff, Commission members and outside stakeholders.
- Ability to work various hours, including evening, weekends, and holidays.

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist.
- Frequently required to sit for extended periods of time; stand and/or walk for extended periods of time.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date