

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 219

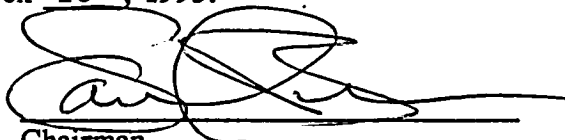
Adopting standards, criteria, and policy directives to be used in hiring Metro ERC's Interim General Manager.

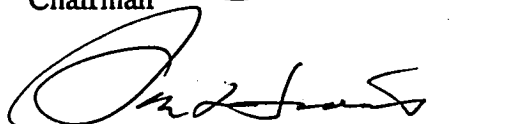
The Metropolitan Exposition-Recreation Commission Finds:

1. That the focus of the General Manager's duties need to be changed due to the demands placed on the Commission for future management concerns; and
2. That the Commission may find it desirable to hire an interim General Manager, due to changing conditions and substantial uncertainties faced by the Commission; and
3. That the Commission has the authority to adopt standards, criteria, and policy directives to used in hiring an interim General Manager; and
4. That adoption of such standards, criteria, and policy directives are desirable in order to initiate the process for selecting an interim General Manager.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission adopts the attached job description for the interim General Manager as the standards, criteria, and policy directives to be used by the Commission in hiring an interim General Manager.

Passed by the Commission on March 10, 1993.


Chairman


Secretary-Treasurer

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel

By: 
Mark B. Williams
Senior Assistant Counsel

INTERIM GENERAL MANAGER

RESPONSIBILITY

To plan, direct, coordinate and review the facilities, activities and operations of the Metropolitan Exposition-Recreation Commission including all MERC facilities; to coordinate MERC services and activities among the various facilities and departments and with outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Implement policy, goals and objectives as directed by the Metropolitan Exposition-Recreation Commission.

Exercises direct supervision over senior administrative staff.

Provide all information regarding policy issues to the Commission in a timely manner.

DUTIES *(including but not limited to)*

Represent MERC to elected officials and outside agencies, various public bodies and the media.

Meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.

Oversee and participate in the development and administration of the MERC budget; implement mid-year adjustments.

Coordinate and negotiate labor, food and beverage and major tenant contracts; analyze and prepare recommendations on special contract requests; monitor contract compliance with such anchor tenants.

Select, train, motivate and evaluate MERC senior personnel (implement discipline and termination procedures) as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; act as liaison with Portland Oregon Visitors Associations, community groups, and other organizations.

Administer a wide variety of programs and services; plan, organize and direct activities which support the goals and objectives of the Commission.

Establish, implement and monitor administrative and operating policies and procedures as directed by the Commission.

Review current literature for new concepts concerning the management and operation of public facilities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current social, political and economic trends and operating issues of local government.

Organizational and management practices as applied to the analysis and evaluation of MERC policies and operational needs.

Principles and practices of budget preparation and administration.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training and performance evaluation.

Principles and practices of collective bargaining and labor contract administration.

Methods and techniques of contract negotiation.

Research and reporting methods, techniques and procedures.

Modern principles and practices of public facility management, administration and organization.

Building operations, management practices and safety requirements of buildings utilized for large public assembly.

Ability to:

Provide effective leadership and coordinate the activities of multiple public facilities.

Effectively administer a variety of MERC-wide programs and administrative and budgetary activities.

Identify and respond to public and MERC issues and concerns.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Allocate limited resources in a cost-effective manner.

Effectively and fairly negotiate appropriate solutions and contracts.

Gain cooperation through discussion and persuasion.

Select, supervise, train and evaluate assigned staff.

Prepare and administer a large and complex budget.

Evaluate and develop improvements in operations, procedures, policies or methods.

Prepare clear and concise reports and develop appropriate recommendations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work including government officials, community groups, vendors, tenants, the general public and media representatives.

Experience and Training Guidelines

Experience:

Eight years of increasingly responsible managerial and administrative experience in public or private sector.

Experience with public policy development and government structure.

Training:

A Bachelor's Degree from an accredited college or university with major course work in business administration, public administration or a related field. A Master's Degree is highly desirable.