

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 94-52**

Adopting a new job classification of "Assistant Director, Oregon Convention Center for Management of the Portland Metropolitan Exposition Center."

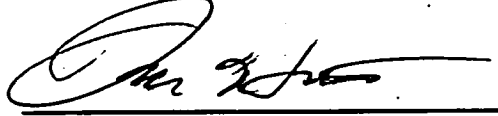
The Metropolitan Exposition-Recreation Commission finds:

1. That it is necessary to adjust the job description for the Manager of the Expo Center to more accurately reflect the relationship of the Expo facility to the Oregon Convention Center;
2. That the Metropolitan Exposition-Recreation Commission does not currently have a classification consistent with the duties now outlined in the attached job description;
3. That the Metropolitan Exposition-Recreation Commission has the authority to establish new job classifications as needed to manage and administer programs under its jurisdiction.


**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition-Recreation Commission adopts the new "Assistant Director, Oregon Convention Center for Management of the Portland Exposition Center" classification as salary range 58.

Passed by the commission on September 14, 1994.

  
Chairman

  
Secretary-Treasurer

Approved As To Form:  
Daniel B. Cooper, General Counsel

By:   
Mark B. Williams  
Sr. Assistant Counsel

**MERC Staff Report**

**Agenda Item/Issue:**

**Assistant Director, Oregon Convention Center for  
Management of the Portland Metropolitan Exposition  
Center**

**Resolution No 94-52**

**Date: September 9, 1994**

**Presented by: Pat LaCrosse**

**Background and Analysis:** The current position of Expo Center Manager is held by Chris Bailey due to a need to more closely align the Expo Center operations with the Oregon Convention Center operations and thus save time and money by promoting more common efforts between the two facilities; we are proposing a change in the classification and description of the Expo Center Manager position to reflect this. Personnel has reviewed the assigned duties and the attached job description, and concurs with the new description.

**Fiscal Impact:** The new classification of "Assistant Director, Oregon Convention Center for Expo Center Operation and Management" is proposed to remain in the same range as the former classification so there is no financial impact.

**Recommendation:** The General Manager recommends that the Metropolitan Exposition-Recreation Commission adopt the new job classification.

METROPOLITAN EXPOSITION-  
RECREATION COMMISSION

ASSISTANT DIRECTOR: OREGON CONVENTION CENTER  
for Management of the Portland Metropolitan Exposition Center

DEFINITION

To plan, direct, manage and monitor the activities and operations of the Portland Metropolitan Exposition Center (Expo Center); operate the facility in concert with the Oregon Convention Center as appropriate; provide administrative support to the Director, Oregon Convention Center; and coordinate assigned activities with other Metro/MERC facilities, departments and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Reports to the MERC Commission and General Manager on policy issues and receives general administrative direction from the Director, Oregon Convention Center on a day-to-day basis.

Exercises direct supervision of the Expo Center and, as directed, assists the Convention Center Director in management of supervisory, professional, technical and clerical staff.

DUTIES

Full management responsibility of the Expo Center and assists, as directed, in management responsibility at the Convention Center for services and activities including event services, operations, sales and marketing; and recommends and administers related policies and procedures.

Manage the development and implementation of Expo Center goals, objectives, policies and priorities for each assigned service area; within Metro/MERC policy, establish appropriate service and staffing levels; and allocate resources accordingly.

Represent the Expo Center and, as directed, the Convention Center to other Metro/MERC facilities, departments, elected officials and outside agencies; explain and represent programs, policies and activities; and negotiates and resolves sensitive, significant and controversial issues.

Research new products, services and facility capabilities; develop marketing plans in support of the Expo Center mission statement; and assess market competition and design market strategy accordingly.

Monitor and evaluate the efficiency of service delivery methods and procedures; assess and monitor work loads, administrative systems, support systems and internal reporting relationships; identify opportunities for improvement; and direct implementation of changes.

Negotiate agreements with licensees of the Expo Center for the rental and or use of facilities and services; review booking documents; sign license agreements and addenda; and approve event settlements.

Select, train, motivate and evaluate Expo Center personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Participate in labor negotiations and contract preparation; ensure facility compliance with labor contracts.

Direct and monitor activities of Expo Center subcontractors.

Plan, direct and or assist in the coordination of Expo Center and Convention Center work plans; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage, participate and or assist in development and administration of Expo Center and Convention Center budgets; forecast funds needed for personal services, materials, capital outlay, transfers and contingencies; approve and monitor expenses; and implement budgetary adjustments as necessary.

Coordinate and or assist Expo Center and Convention Center activities with those of other Metro/MERC facilities, Metro departments, outside agencies and organizations.

Provide staff assistance to the Director, Oregon Convention Center, General Manager and Commissioners of the Metropolitan Exposition-Recreation Commission; prepare and present staff reports and other necessary correspondence.

Participate in a variety of outside meetings including community and professional group meetings; remain current with new trends and innovations in the field of public facility management.

Respond to and resolve difficult and sensitive citizen, vendor, and licensee inquiries and complaints.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Operational characteristics, services and activities of a flat floor exposition, convention or similar facility.

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

Organizational and management practices as applied to the analysis and evaluation of public facilities, programs, policies and operational needs.

Operations and activities associated with event coordination, facility and public security, admissions box office management and facility maintenance.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Principles and techniques used in marketing and sales of a flat floor exposition, convention or similar facility.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel, delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Portland Metropolitan Exposition Center.

Identify and respond to vendor, Licensee, community and MERC issues; concerns and needs.

Develop, implement and administer goals, objectives and procedures for providing effective and efficient administrative services at the Portland Metropolitan Exposition Center.

Prepare and administer large and complex budgets.

Allocate limited resources in a cost-effective manner.

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

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Establish effective license agreements, rental rate structures and equipment inventory to maximize facility usage and services.

Prepare clear and concise reports.

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

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, accounting, marketing, or a closely related field and four years of progressively responsible experience in a public assembly facility with emphasis in convention, consumer, exposition and trade show experience including two years of managerial/supervisory responsibility; or any combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

License or Certificate:

Possession of, or ability to obtain, a current Cardio Pulmonary Resuscitation certificate.

Exempt

Msg From: Pat LaCrosse  
Title: CWB

Date: 9/ 9/94

Time: 13:41:12  
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BACKGROUND AND ANALYSIS: THE CURRENT POSITION OF EXPO CENTER MANAGER IS HELD BY CHRIS BAILEY. DUE TO A NEED TO MORE CLOSELY ALIGN THE EXPO CENTER OPERATIONS WITH THE OREGON CONVENTION CENTER OPERATIONS AND THUS SAVE TIME AND MONEY BY PROMOTING MORE COMMON EFFORTS BETWEEN THE TWO FACILITIES, WE ARE PROPOSING A CHANGE IN THE CLASSIFICATION AND DESCRIPTION OF THE EXPO CENTER MANAGER POSITION TO REFLECT THIS. PERSONNEL HAS REVIEWED THE ASSIGNED DUTIES AND THE ATTACHED JOB DESCRIPTION, AND CONCURS WITH THE NEW DESCRIPTION.

FISCAL IMPACT: THE NEW CLASSIFICATION OF "ASSISTANT DIRECTOR OF THE OREGON CONVENTION CENTER FOR EXPO CENTER OPERATION AND MANAGEMENT" IS PROPOSED TO REMAIN IN THE SAME RANGE AS THE FORMER CLASSIFICATION SO THERE IS NO FINANCIAL IMPACT.

RECOMMENDATION: THE GENERAL MANAGER RECOMMENDS THAT THE METROPOLITAN EXPOSITION-RECREATION COMMISSION ADOPT THE NEW JOB CLASSIFICATION.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 94-52

ADOPTING A NEW JOB CLASSIFICATION OF "ASSITANT DIRECTOR OF THE OREGON CONVENTION CENTER FOR EXPO CENTER OPERATION AND MANAGEMENT".

THE METROPOLITAN EXPOSITION-RECREATION COMMISSION FINDS:

1. THAT IT IS NECESSARY TO ADJUST THE JOB DESCRIPTION FOR THE MANAGER OF THE EXPO CENTER TO MORE ACCURATELY REFLECT THE RELATIONSHIP OF THE EXPO FACILITY TO THE OREGON CONVENTION CENTER;
2. THAT THE METROPOLITAN EXPOSITION-RECREATION COMMISSION DOES NOT CURRENTLY HAVE A CLASSIFICATION CONSISTENT WITH THE DUTIES NOW OUTLINED IN THE ATTACHED JOB DESCRIPTION;
3. THE THE METROPOLITAN EXPOSITION-RECREATION COMMISSION HAS THE AUTHORITY TO ESTABLISH NEW JOB CLASSIFICATIONS AS NEEDED TO MANAGE AND ADMINISTER PROGRAMS UNDER ITS JURISDICTION

BE IT THEREFORE RESOLVED THAT THE METROPOLITAN EXPOSITION-RECREATION COMMISSION ADOPTS THE NEW "ASSISTANT DIRECTOR OF THE OREGON CONVENTION CENTER FOR EXPO CENTER OPERATION AND MANAGEMENT" CLASSIFICATION AS SALARY RANGE --.

PASSED BY THE COMMISSION ON SEPTEMBER 14, 1994.