

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 95-27

Adopting a new job classification of Admissions Staffing Manager

The Metropolitan Exposition-Recreation Commission finds:

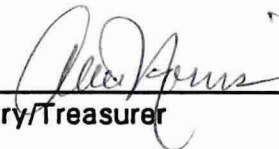
1. That this position is necessary to carry out the management of the part-time admissions staffing for events at MERC facilities, including scheduling of shifts and personnel, supervision, training, evaluation, administration of union contracts, and progressive discipline; and to provide support for the Event Services Manager;
2. That the Metropolitan Exhibition-Recreation Commission does not currently have a classification with the necessary duties and responsibilities which have evolved since the Coliseum and its complement of staff were removed from the MERC system, and since negotiation of revised procedures in union agreements;
3. That the Metropolitan Exhibition-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 Exhibition-Recreation Commission adopts the new Admissions Staffing Manager classification at salary range 38.

Passed by the Commission on June 14, 1995




Chairman



Secretary/Treasurer

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

By: 

Mark B. Williams
Senior Assistant Counsel

MERC STAFF REPORT

Agenda Item/Issue: **Adopt a new job classification of Admissions Staffing Manager at range 38**

Resolution No. 95-27

Date: June 14, 1995 **Presented By: Harriet Sherburne**

Background and Analysis: The current position of Admissions Scheduling Coordinator is held by LeAnn Miner, who has held the position since its initiation in 1993. The requirements and management responsibilities of the position have changed due to negotiated revisions in the system for scheduling part-time union personnel, increased number of events at Oregon Convention Center, Civic Stadium, Portland Center for the Performing Arts and recently at Expo, as well as management realignment in Event Services Department to perform more work with reduced staff resources. Metro Personnel Department has reviewed the assigned new duties and the attached revised position description, and as a result, concurs with the proposed upgrade of the position to Admissions Staffing Manager.

Fiscal Impact: The new classification of Admissions Staffing Manager is proposed at salary range 38. Ms. Miner will be placed at Step 2 in the new range in conformance with the Personnel Policy Section 3.02 (D) "Reclassification of an Incumbent." The salary for this position is shared between OCC, Stadium and PCPA, and the upgrade has been supported by Facility Managers to be effective in the current fiscal year. Facility budgets for Personal Services are sufficient to cover this change. Facility budgets for 95-96 were prepared to include this classification change.

Recommendation: Staff recommends that the Metropolitan Exhibition-Recreation Commission adopt the new Admissions Staffing Manager job classification.



METRO

June 6, 1995

TO: Pat LaCrosse

FROM: Paula Paris

SUBJECT: Admissions Staffing Manager

A large, stylized handwritten signature, likely of Paula Paris, written in black ink.

Attached is the final revised description of the Admissions Staffing Manager classification as agreed upon with MERC staff. As you know, the establishment of this classification at range 38 requires Commission approval. Once it is approved, we will initiate the reclassification of the Admissions Scheduling Coordinator (Leann Miner) to this new classification in accordance with the MERC Personnel Policies.

cc: Nancy Meyer
Michelle Cline
Pam Erickson
Harriet Sherburne
Patricia Iron

4:00 P.M.
COMMISSION

Metropolitan Exposition-Recreation Commission

Class No:	808949	Established:	6/95
Title:	Admissions Staffing Manager	Revised:	
Range:	0038	EEO:	3
Bargaining Unit:	Non-represented	AA:	31
FLSA:	Exempt		

GENERAL STATEMENT OF DUTIES:

Manages the part-time admissions labor pool for events at MERC facilities.

SUPERVISION RECEIVED:

Direction is received from the Event Services Manager.

SUPERVISION EXERCISED:

Provides technical and functional supervision to part-time event staff.

EXAMPLES OF ESSENTIAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Establishes and manages the staffing system for monthly schedule of shifts and staffing for events at MERC facilities; prepares event staffing requests as necessary.
2. Schedules admissions personnel to work events at MERC facilities; applies administrative personnel policies and/or applicable union contracts; resolves scheduling conflicts; fills event staff cancellations; notifies event staff of any schedule changes, event cancellations or additions.
3. Identifies and resolves staffing problems; assigns schedules, monitors staffing needs, assignments, and procedures; reviews and evaluates staffing methods, procedures and performance.
4. Assists Event Services Manager in selection and hiring of part-time event staff.
5. Provides or coordinates training of staff.

6. Completes employee probation and performance evaluations with input from house management staff; works with employees to correct deficiencies; advises employees on potential disciplinary actions; counsels employees as necessary; implements progressive discipline procedures according to established procedures.
7. Maintains departmental personnel and payroll records; prepares personnel and payroll actions; records and computes hours worked for preparation of payroll using automated timekeeping system.
8. Prepares billings for cost of labor as necessary.
9. Writes and produces the staff newsletter; prepares and maintains calendar of events.
10. Maintains accurate and complete files, records and other documents relating to assigned responsibilities.
11. Assists in planning and coordinating the work plan of admissions staff; provides information to operations and support staff as needed.
12. Maintains inventory of supplies, equipment, and uniforms; orders as necessary.
13. Originates and routes purchase orders and invoices.
14. Performs other related duties as assigned.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of pertinent Federal, State and local laws, codes and regulations.
- Knowledge of purchasing procedures and modern office procedures.
- Knowledge of principles of supervision, training and performance evaluation.
- Skill in organizing, prioritizing and effectively handling multiple tasks.
- Skill in basic mathematical computation as needed for payroll and other office duties.
- Skill in operation of a variety of office equipment including: word processor, typewriter, 10-key calculator, facsimile machine, computer equipment and photo copier.
- Ability to operate automated timekeeping system.
- Ability to apply MetroERC Personnel Policies, applicable union contracts, department policies and overtime regulations.

- Ability to schedule staff per event requirements.
- Ability to lead and coordinate the work of office/clerical staff.
- Ability to understand the organization and operation of the MetroERC and of outside agencies, as necessary.
- Ability to work shifts as necessary.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to type/word process at a speed necessary for successful job performance.
- Ability to work with detailed information with a high degree of accuracy.
- Ability to work independently with little supervision.

EXPERIENCE AND TRAINING:

High school diploma, or GED and three years of progressively responsible administrative or management support experience, or any combination of experience and training which provides the knowledge, skill and ability required for successful performance of the essential job duties.

LICENSES:

Possession of, or ability to obtain by completion of probationary period, a current Cardio Pulmonary Resuscitation (CPR) certificate.