

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 97-16

Adopting standards, criteria, and policy directives to be used in hiring Metropolitan Exposition-Recreation Commission's General Manager.

The Metropolitan Exposition-Recreation Commission Finds:

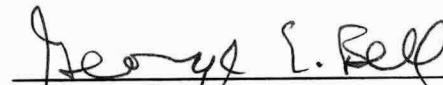
1. That the focus of the General Manager's duties need to be changed due to the demands placed on the Commission for future management concerns; and
2. That the Commission may find it desirable to hire a General Manager, due to changing conditions and substantial uncertainties faced by the Commission;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

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

Passed by the Commission on April 9, 1997.



Chair



Secretary-Treasurer

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

By: 
Kathleen Pool
Senior Assistant Counsel

MEMORANDUM

TO: MERC Commissioners
FROM: Alice Norris, Baruti Artharee, Mitzi Scott
DATE: March 28, 1997
RE: Revised Job Description for Permanent General Manager

At our recent retreat, attending commissioners discussed the need to reach a decision regarding the hiring of a permanent General Manager. After discussion of different approaches to making this decision, and the agreement of all that Mark Williams has done an excellent job as interim GM, a majority of commissioners proposed that, since MERC is a public body operating under public laws and spending public money, some sort of public process is necessary. Although MERC has new freedoms, it remains a public body and to completely ignore *any* public process, could result in negative criticism from the press, various elected officials, and publics - something we don't need at this particular time as we embrace new authorities.

Chair Alice Norris appointed a subcommittee, consisting of Commissioners Artharee, subcommittee chair Scott and MERC chair Norris, to review and revise the existing job description to accurately reflect any changed circumstances (e.g. new agreements with City, Metro) and different or new skills/experience required by today's MERC. The subcommittee has met and revised the job description, a copy of which is enclosed for your review.

Through this memo, the subcommittee is seeking your approval of two items: 1.) the job description, as written; and 2.) the hiring process outlined below. Formal action will be taken at the April 9th meeting; please contact subcommittee chair Scott with comments before that time: telephone 224-1541; fax 224-0172.

Finalize both the job description, incorporating suggested changes/additions, as well as this selection process, voting approval of both at the April 9th regular MERC meeting.

Publish notice of the job opening in ONLY local publications (the subcommittee recommends that the General Manager *must* be familiar with local governments and officials, precluding any national advertising or search). Ads will be placed immediately following the April 9th meeting, with all responses due not later than April 25th.

Subcommittee reviews responses and determines responsiveness of candidates. Based on the qualifications of applicants, subcommittee determines eligibility of respondents and if interviews are necessary.

Subcommittee conducts interviews (if necessary) during the week of April 27th, and prepares recommendation of full commission.

Upon consensus of Commission, negotiation of contract with successful applicant, for approval and action at regular May 14th meeting (or sooner, by special meeting, if the Commission so desires).

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Metropolitan Exposition-Recreation Commission

Job Description: General Manager

SUMMARY OF PRINCIPLE DUTIES

Administrative/Management

Assumes full management and leadership responsibility for all MERC facilities, services, staff and activities, including personnel, finance, marketing and administration.

Directs and manages the development and implementation of MERC policies, procedures, goals and facility business plans, allocating required personnel and financial resources accordingly.

Oversees and participates in the development and administration of MERC annual budget, including the establishment of annual net operating goals for existing profit centers.

Directs the negotiation of major contract including labor, anchor tenants, concessions and catering.

Communications

Establishes and manages effective and timely communication procedures and practices internally, externally, among user groups, and with the Commission.

Represents MERC to elected officials, outside agencies, press, publics and interest groups.

Assures development and implementation of aggressive marketing programs, including personal participation in variety of professional groups, committees, boards and commissions, POVA.

Personnel

Implements MERC personnel policies, including staff training and evaluations; hires/fires senior staff.

Develops and practices "intrapreneurial" procedures to promote team building and organizational development.

REQUIRED SKILLS AND EXPERIENCE

Administrative/Management

Knowledge of operating and managing public assembly facilities, including commensurate

budget, and administrative responsibilities.

Extensive knowledge and experience with public-sector and government operations; as well as the development of public policy, its related laws and procedures.

Proven ability to implement and administer all aspects of public policies as developed by MERC, including demonstrated skills and understanding of local politics, and the ability to develop and execute politically sensitive issues.

Experience in the development and implementation of budgets, fiscal procedures and financing methods pertaining to public bodies.

Experience developing and implementing entrepreneurial business plans, including setting, measuring and meeting quantified marketing and profit projections.

Knowledge of labor and collective bargaining laws and procedures pertaining to public bodies; familiarity with legal contracts; experience in contract negotiation.

Communications

Experience managing effective communications among large staff in various locales, as well as with citizen boards/commissions.

Thorough understanding of and experience communicating with: local elected officials; local, regional and state governments/agencies with jurisdiction over MERC; local press entities and representatives.

Experience in the design and management of strategic marketing programs, including membership/participation in promotional organizations.

Personnel

Experience managing large and diverse staff; familiarity with personnel policy development, procedures, laws and administration.

Experience in team building practices and organizational development procedures that promote staff development and maximize operational efficiencies.

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