

Metropolitan Exposition-Recreation Commission

Resolution 97-42

For the Purpose of Reorganizing MERC Administration

**Whereas**, MERC Administration is charged with the duty of administering Commission policies consistently and MERC-wide; and,

**Whereas**, the Commission has recently been granted greater autonomy over its business affairs; and,

**Whereas**, the Commission has identified a need for reorganizing its central administrative staffing level in order to ensure a greater level of administrative assistance to MERC's facilities;

**BE IT RESOLVED AS FOLLOWS:**

1. The position of Director of Administration is hereby created, as is further specified in Attachment A to this Resolution. The Director of Administration shall be supervised by and answer to the General Manager.

2. The General Manager is directed to begin immediate recruitment for a suitable individual to fill this position. Standard MERC hiring procedures, including Internal and First Opportunity recruitment policies shall apply.

3. Upon filling the Director of Administration position, the General Manager is authorized to abolish the current Purchasing/Systems Manager position, at such time as the General Manager deems advisable.

Passed by the Commission on August 13, 1997.


  
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Chair

  
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Secretary-Treasurer

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

By:   
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Kathleen Pool, Sr. Assistant Counsel

## MERC Staff Report

**Agenda Item/Issue:** Approving reorganization plan for MERC administration—abolishing Purchasing/Systems Manager position and creating Director of Administration Position.

**Resolution No.:** 97-42

**Date:** August 13, 1997

**Presented by:** Mark B. Williams  
MERC General Manager

**Background and Analysis:** By approving this resolution, the Commission will do the following:

- Eliminate the current Purchasing and Systems Manager Position—precise date of implementation of this action to be designated by the General Manager
- Create a new, upgraded, management team level Director of Administration Position
- Authorize immediate recruitment for the Director of Administration position, with normal MERC rules regarding internal, target area, and outside recruitment (in that order) to apply.

There are several reasons which make this change necessary and desirable. In past years, MERC had two senior level positions which effectively ran the day to day operations of MERC: the Director of Finance and Administration and the Assistant to the General Manager. Under the previous general manager, both of those positions were eliminated, and the facility directors were given enhanced authority to run their businesses without total central control of even small decisions. While this change was desirable, staff has identified a need for a greater level of day to day administrative assistance for our facilities from MERC centrally, as well as a greater level of central control in order to ensure that MERC wide policies are being followed efficiently and consistently. Additionally, in light of MERC's newly gained autonomy and ability to choose its service providers, staff recommends that the Commission begin to focus more resources on our internal activities—controls and planning. We believe that restructuring MERC's administrative staff in this manner is necessary as MERC continues to focus on becoming a more entrepreneurial and autonomous organization.

**Fiscal Impact:** The Purchasing/Systems Manager position is currently classified at salary range 47, slated to increase to salary range 49 upon Commission approval of the compensation study. Salary range 49 currently runs from 38,039-48,568 annually. Judy Gregory, Metro Human Resources Director, has recommended that the Director of Administration position be classified at salary range 65, which currently runs from 56,368-71,965 annually (see attached memo dated August 6, 1997). Based upon the midpoint of each range as currently set, we would expect the additional salary for this position to be

approximately 20,000 per year, although this figure may vary depending on the actual placement of the successful candidate in the range. There are sufficient funds available in MERC Administration's budget to cover this additional amount without requiring any transfer from contingency.

**Recommendation:** Staff recommends approval of Resolution No. 97-42, approving the reorganization plan, creating the Director of Administration position, and authorizing the General Manager to abolish the Purchasing/Systems Manager position.



**METRO**

**Date:** August 6, 1997  
**To:** Mark Williams, MERC General Manager  
**From:** *Judy* Judy Gregory, Human Resource Director  
**Re:** Salary Range for MERC Director of Administration

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I have reviewed the proposed classification description for your new position of Director of Administration. I recommend that the position be placed at Salary Range 65, \$56,368 - \$71,965 per year. If you have any questions, please let me know.

**cc:** Human Resource Staff

## ATTACHMENT A

### MERC DIRECTOR OF ADMINISTRATION—Salary Range 65

#### GENERAL STATEMENT OF DUTIES:

Direct and manage the day to day administrative affairs of MERC. Serve as member of senior Management Team. Direct and manage MERC's capital/construction program; computer program and support; purchasing and contracting programs and policies; any human resource functions not provided by Metro; employment and contracting diversity programs; staff training and career development programs; risk management; support services program and relationship with Metro and other outside contractors; and related functions. Provide highly responsible administrative support to the General Manager.

#### SUPERVISION RECEIVED:

Receives general administrative direction from the General Manager.

#### SUPERVISION EXERCISED:

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

#### ESSENTIAL JOB 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.

Direct and manage the day to day administrative affairs of MERC. Serve as member of senior Management Team.

Supervise all MERC Administration staff except: 1) Senior Management Team Members, 2) Staff who report to the Director of Fiscal Operations, and 3) the Executive Secretary.

May act as MERC's Acting General Manager in the absence of the General Manager.

Direct and manage MERC's capital/construction programs and supervise the Capital/Construction Projects Manager.

Direct, develop and manage the information systems operations and all related support staff, including training and maintenance staff.

Determine information system support, training and staffing needs; design and recruit centralized MERC administration information system staff team.

Develop and manage information system policies and procedures and ensure compliance with such policies and procedures. Manage system development and maintenance programs.

Manage and coordinate administrative support services for mail distribution, information system, copier, postage and telecommunication services and maintenance.

Manage the MERC services relationship with Metro; cooperate with the Director of MERC Fiscal Operations on the financial services provided by Metro.

Direct, plan, and manage all MERC contracts and purchasing programs; develop policies and procedures as appropriate.

Review all purchase orders, write, submit and approve contracts; prepare requests for proposals and requests for bids documents; prepare and submit advertising documents and public announcements for publications.

Design, develop and manage all minority contracting outreach policies and programs, and ensure compliance with such policies and programs in all contracting. Ensure MERC compliance with such policies and programs; including MERC first opportunity target area guidelines and state of Oregon legislation. Maintain related directories, statistics, information. Prepare compliance reports.

Serve as MERC liaison to MBE/WBE/ESB business community, Portland Federal Executive Board, Minority Business Opportunity Committee.

Administer contracting process for temporary light industrial and clerical support at MERC facilities.

Analyze and develop solutions to meet current and future needs in all areas of responsibility.

Develop and manage MERC employment diversity program and ensure compliance with the program.

Manage MERC risk management program; determine optimum means of handling risk management.

Work cooperatively and as a team with Metro HR to manage the MERC end of MERC's human resource needs including:

- Serve as MERC's liaison with Metro HR on all HR matters

- **Work with Metro HR to manage design, development of and transition to performance-based compensation system**
- **Represent MERC on union negotiating teams as required**
- **Provide leadership and direction to management on MERC personnel policies.**
- **Manage and process all recruitment requests; write and edit job descriptions, job announcements, advertisements**
- **Design and manage MERC-side and facility specific training programs;**
- **Manage and develop the staff Career Development Program**
- **Provide timely responses/information to management and staff on HR matters**
- **Devise and manage implementation of solutions to HR problems**
- **Draft resolutions and staff reports on HR matters for MERC commission**
- **Serve as counselor to management and staff on HR matters**
- **Devise and manage implementation of solutions to HR problems and serve as counselor to management and staff on HR matters**
- **Maintain up-to-date files on all MERC classifications, job descriptions, personnel policies**
- **Handle employee complaints/grievances on behalf of the General Manager at the General Manager's level of the grievance procedure.**