

Metropolitan Exposition-Recreation Commission

Resolution 97-59

The Metropolitan Exposition-Recreation Commission finds:

For the Purpose of Appointing Maria Rojo de Steffey as Civic Stadium Manager.

Whereas, Civic Stadium is an important public asset managed by the Commission on behalf of the City of Portland, and

Whereas, the Commission is in need of a Stadium Manager to take responsibility for day to day operations of the Stadium, as well as helping the Commission and its public and private partners to plan for the future of the Stadium, and

Whereas, Commission staff formed a hiring committee and conducted a national search for an appropriate individual to assume this important position, and

Whereas, appointment of Facility Directors is subject to formal approval by the Commission, and

Whereas, as a result of the national search, the General Manager has recommended that the Commission retain Maria Rojo de Steffey as Civic Stadium Manager, and

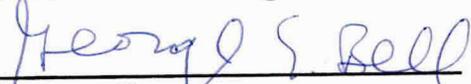
Whereas, the Commission has determined that Rojo de Steffey has the skills and qualification necessary for this position.

BE IT THEREFORE RESOLVED that Maria Rojo de Steffey is hereby appointed Civic Stadium Manager.

Passed by the Commission on November 12, 1997.



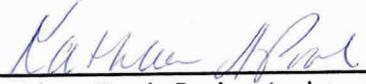
Chair



Secretary-Treasurer

APPROVED AS TO FORM:

Daniel B. Cooper, General Counsel

By: 

Kathleen Pool, Senior Assistant Counsel

MERC Staff Report

Agenda Item: Appointing Maria Rojo de Steffey as Civic Stadium Manager.

Resolution: 97-59

Date: November 12, 1997

Presented by: Mark B. Williams

Background:

As you will recall, we began recruiting for a new Civic Stadium Manager after the departure of the former manager, Candy Cavanagh. We conducted an intensive local and national search, including advertisements in a national publication widely circulated among facility managers. The process included screening of applications by all members of the MERC Senior Management Team. A hiring team was formed which consisted of General Manager Mark B. Williams, Metro Human Resources Director Judy Gregory, OCC Director Jeff Blosser, and OMSI Business Manager Candy Cavanagh, who by virtue of her prior employment has some insight into the requirements of this position.

As you know, the future of Civic Stadium is now under intensive discussion. One of our goals was to select an individual who not only could operate the Stadium on a day to day basis, but also assist in developing the public-private consensus necessary to obtain the investments in the Stadium necessary to see it into the next century as a viable and important public assembly facility.

A total of five candidates were interviewed. After the interviews were completed, we determined that Maria Rojo de Steffey best meets the qualifications for this job. A copy of Ms. de Steffey's resume is attached for your reference.

Recommendation:

Staff recommends that the Commission approve this resolution and appoint Maria Rojo de Steffey as Civic Stadium Manager.

MARIA ROJO de STEFFEY

2528 NE 24TH AVENUE
PORTLAND, OREGON 97212
(503) 287-4491 Home
(503) 248-3955 Work

EXPERIENCE

Multnomah County Chair Beverly Stein's Office, August, 1993 to Present

County Operations Management

- Manage day to day activities for the Chair's Office in relationship to department managers.
- Manage Board of County Commissioner's agenda.

Special Project Management for the Chair

(Examples include)

- Hotel/Motel Tax Distribution
- Bridge Pedal Event
- Founder and Producer of the 1st Annual County Diversity Conference
- Workforce Development Management supervising transition of the Private Industry Council to the Workforce Development Board; managing internal workforce project; and supervising the Strategic Investment Program Manager.
- County Housing Issues

Management of political and policy issues with other local elected officials - liaison from Chair's office to other local elected officials.

Management of policy issues with county departments.

Multnomah County Department of Environmental Services, November 1988 - August, 1993

- Deputy Director/Management Assistant

Managed development and coordination of department's activities and projects; reviewed and monitored department's contracts; assisted in development and coordination of annual budget; monitored budgets; member of departmental and county-wide committees; liaison for legislative issues in the Oregon legislature - tracked and monitored bills; supervised daily workflow and staff for administrative office; managed citizen complaints; worked closely with elected officials' offices and division managers.

- Acting Expo Manager

Managed daily operations for Expo

- **Multnomah County Fair Manager**

Produced the 1993 Multnomah County Fair

The Private Industry Council, November 1984 - February, 1988

- **Executive Assistant to the President**

Assisted the President and the PIC Board Members in conducting daily activities including coordinating and staffing Board and Committee meetings. Provided briefings for President on corporate and community activities. Liaison to Mayor's and Commissioner's offices. Supervised daily communications workflow. Liaison between staff and President.

- **Communications Manager**

Responsible for organizing various organization and task timelines; coordinated all Portland Private Industry Council Board (PPIC) and Committee Activities; managed personnel office; EEO/AA and grievance officer; organized internal and external communications; managed office operations including supervising staff. Promoted to Executive Assistant to President with the consolidation of the Portland Private Industry Council and the Multnomah/Washington Private Industry Council. Promoted to Executive Assistant to the President.

- **Senior Account Representative**

Worked with Portland employers to determine how PPIC resources could meet employer needs. Developed jobs for youth and serviced accounts with employers. Assisted youth in completing career development programs toward employment. Supervised the Summer Youth Program Account Representatives. Member of 4 person team who created and opened the Youth Employment Institute on NE Broadway. Promoted to Communications Manager.

University of Maryland, 1983-1984

- **Assistant Director of Orientation**

Developed, implemented and evaluated all Orientation programs for new students; developed the selection, training and evaluation of staff; supervised 30 employees; made presentations to new students and parents on behalf of the university; coordinated production of the University of Maryland Handbook.

University of Oregon, 1977 to 1982

- **Assistant Director of Admissions**

Planned and implemented programs for recruitment of students - worked with high schools and community colleges; coordinated all minority student admissions; assisted with high school and community college visitations including travel throughout the United States. Supervised 10 member clerical staff.

- **Admissions/New Student Orientation Liaison**

Position concurrent with Assistant Director of Admissions position. Hired, trained and supervised orientation staff and interns; managed all Orientation steering committee meetings; coordinated parent's programs; coordinated and supervised registration for students and parents; assisted Director of Orientation in development, implementation and evaluation of all aspects of the program.

- **Career Planning and Placement Assistant Director**

Coordinated scheduling, staffing, training performance and evaluation for resume, interview and job search workshops; assisted students and alumni with career planning decisions; assisted students and alumni identify and pursue specific career employment opportunities; participated in the design and implementation of programs and services to equip students and alumni with necessary job search skills and materials; coordinated programs to publicize services to the university community.

- **Minority Student Placement Coordinator**

Developed and coordinated outreach program for minority students; developed and taught accredited Job Skills class and Minorities in Business classes; made presentations to groups regarding services; met with corporate recruiters and employers; counseled students; researched materials; supervised practicum students; provided extensive job and internship development.

EDUCATION

Graduate Work, College Student Personnel Administration, University of Maryland, College Park, Maryland

B. S., Wallace School of Community Service and Public Administration, University of Oregon, Eugene, Oregon

COMMUNITY ORGANIZATIONS

Board Member, Vice Chair, Milagro Theater
Advisory Committee Member, Neighborhood Arts Program (Program of the Regional Arts and Culture Commission)
Co-Founder and Former Board Member, Hacienda Community Development Corporation
Former President, Board of Directors, Oregon Council on Alcoholism and Drug Addiction
Former Board Member, Jesuit Volunteers
Former Steering Committee Member, Oregon Hispanic Women's Association
Volunteer Mentor, Portland Public Schools
Former Board Member, Eugene Saturday Market

REFERENCES

Commissioner Beverly Stein
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248-3308

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