

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 09-08

For the Purpose of Adopting a Job Description for the MERC Chief Executive Officer/General Manager.

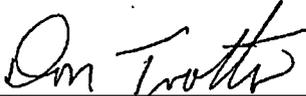
WHEREAS, the Metropolitan Exposition-Recreation Commission finds that the focus of the MERC Chief Executive Officer/General Manager's duties have evolved due to changing business conditions and demands; and

WHEREAS, the Metropolitan Exposition-Recreation Commission has authority to adopt standards, criteria, and policy directives for the MERC Chief Executive Officer/General Manager.

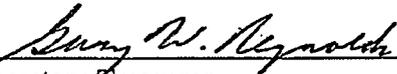
BE IT THEREFORE RESOLVED AS FOLLOWS:

1. The Metropolitan Exposition-Recreation Commission adopts the attached job description, Exhibit A, for the MERC Chief Executive Officer/General Manager position.

Passed by the Commission on May 27, 2009.



Chair



Secretary/Treasurer

Approved As To Form:
Daniel B. Cooper, Metro Attorney

By: 

Nathan A. Schwartz Sykes
Senior Attorney



EXHIBIT A to MERC Res. #09-08

Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	MERC Chief Executive Officer (General Manager)	Bargaining Unit	Non-represented
Functional Job Family	Executive Leadership	Classification #	
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Grade #	By Contract
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	

Summary:

Serving as MERC's Chief Executive Officer, the CEO determines the organization's vision, directs the senior leadership team, and implements strategies and goals with a concentration on internal management and external relationships. In conjunction with MERC senior leadership team, the CEO manages the growth of revenue generating enterprises and operates at a high level of engagement with various public officials and public and private organizations. The CEO is accountable to the MERC Commission for leadership, development, and management of the organization.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Set agency vision and strategy and lead senior leadership team to develop and implement short and long-term strategies and goals with concentration on internal management and external relationships. Provides organizational excellence and responsiveness to stakeholders and customers.
- Establish and maintain a collaborative relationship with Metro senior management and the Metro Council.
- Lead an agency workforce by developing effective management practices. Lead MERC directors in the effective management of existing MERC facilities including the recruitment, development, evaluation and retention of qualified employees.
- Serves as a catalyst in raising the visibility and viability of the MERC and its Commission with its stakeholders, clients, elected officials and business community partners through strategic insight and leadership.
- Set agency direction for sustained financial performance and seek out new and enhanced revenue sources to ensure long-term financial stability for MERC. Working in conjunction with the Chief Operating Officer, oversees the establishment of disciplined and effective financial management and reporting.



- Working with the Director of Business and Community Development and Venue Directors, lead the development of current projects and/or new public or private business opportunities in line with MERC's strategic plan. Manage risks, identify issues, drive critical decisions to success and communicate key issues.
- Working with the Director of Communications and Strategic Development and Venue Directors, lead the development and execution of marketing programs in line with the MERC strategic plan.
- Responsible for overseeing MERC organizational development including recruitment, selection and evaluation of senior staff.

MERC Core Competencies:

The MERC Core Competencies are integral to MERC's organizational culture and the CEO must be able to provide leadership for all employees who are evaluated annually in the following areas:

Respect: Employee treats colleagues, customers and guests with care and appreciation. Employee seeks to understand the perspective of others and treats colleagues as partners. Employee demonstrates respect for others, even when addressing divergent or opposing viewpoints.

Excellence: Employee actively pursues exceptional results. Employee identifies opportunities to improve the work product, faces challenges constructively, and actively seeks the best solutions. Employee serves as a mentor or role model for colleagues. Employee exercises sound judgment in business decisions.

Teamwork: Employee collaborates with colleagues inside and outside the immediate workgroup, pursuing positive, cooperative relationships. Employee uses honest communication appropriately and accepts accountability for own actions. Employee actively identifies opportunities to assist colleagues and share information and expertise to help others be successful.

Innovation: Employee explores new and alternative approaches to the work, appropriately anticipating risks and potential benefits, and communicating well with others who may be impacted by the alternatives. Employee demonstrates flexibility and openness to change as MERC's business priorities evolve.

Supervisory Responsibilities:

This position achieves success by providing leadership and direction for the agency. The position is responsible to ensure that all employees have a clear understanding of the agency's goals so that diverse work groups are able to function collaboratively to achieve those goals. The CEO is responsible for carrying out the full spectrum of leadership responsibilities in accordance with the agency's policies and applicable laws, and to insure that executives, managers, and supervisors provide leadership to their respective workgroups. This position provides executive guidance to the MERC Commission and represents MERC interests to the Metro Council.

Education and/or Experience; Qualifications and Characteristics:

- Master's Degree with major course work in business or related field; and
- A minimum of ten (10) years of progressive experience in an executive management role demonstrating management and growth of a business or an enterprise activity in the public sector.
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- Strong financial operations skills with proven background in leading an organization with sustained financial performance.
- Proven ability to think strategically, understand industry trends and dynamics, and visualize and develop short and long-term plans.
- Knowledge of various factors specific to the Pacific NW and the Portland region, including its public organizations and structures, its politics, its business and cultural communities.



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- Record of accomplishment of building strong management teams
- Proven ability to build and maintain a strong corporate culture.
- Experience in hospitality, tourism, economic development or the convention industry is preferred.
- Experience with the dynamics and transparency associated with a public entity is required.
- Demonstrate integrity, ideas, and performance consistent with MERC and Metro policies and practices.
- Possess a strong public presence with the ability to motivate and inspire people at all levels.
- Possess strong business acumen and be results oriented.
- Demonstrate ability to be innovative, creative and entrepreneurial.
- Possess superior organizational leadership experience.
- Ability to work various hours, including evenings, weekends and holidays.
- Must possess a valid driver's license and the ability to meet MERC's Safe Driving Standards Policy.

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist; sit for extended periods.
- Rarely required to stand and/or walk for extended periods of time; reach with hands and arms, lift, push, pull and/or carry objects up to 10 pounds; stoop, keel, crouch or crawl; twist and/or bend.

"MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors."

APPROVED:

Joni Marie Ju
MERC Human Resources Manager

6/11/09
Date

Don Trotter
MERC Commission Chair

5/27/09
Date