

Date: February 28, 2018

To: Board of Directors

From: Shelley Devine, Interim General Manager

Subject: RESOLUTION 18-02-23 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) APPROVING A REVISED GENERAL MANAGER JOB DESCRIPTION

1. Purpose of Item

The purpose of this item is to approve a revised general manager job description.

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other: Approve a revised general manager job description

3. Reason for Board Action

The TriMet Board of Directors (Board) previously approved a job description for the general manager position. This resolution makes a minor modification to the previously Board approved job description.

4. Type of Action

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

At its October meeting, the Board adopted Resolution 17-10-81, which approved a job description for the General Manager.

Pursuant to ORS 267.135, the Board shall appoint a general manager on the basis of the qualifications of the general manager with specific reference to the duties of the office of the general manager. The duties of the TriMet general manager are set forth in ORS 267.140 and ORS 267.145, and in Sections 2.15 and 2.40 of the TriMet Code (TMC).

The proposed revision amends the job description to include urban planning as part of the general manager job description and designates the general manager as the district's chief urban planning officer. Knowledge of urban planning and land use planning is added as a new item in the "Knowledge, Skills & Abilities" portion of the description. While urban planning is implied in numerous aspects of the existing job description, it is not expressly referenced. Doing so carries over a responsibility from Doug Kelsey's job description as the Chief Operating Officer that he will continue to perform as general manager. Making the references to urban planning responsibilities clearer and more explicit will also assist Mr. Kelsey's renewal of his TN-1 visa. While he could apply for a different type of visa, renewal of his TN-1 visa is the most expedient option.

A copy of the revised general manager job description is attached to the Resolution as Exhibit A.

RESOLUTION 18-02-23

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) APPROVING A REVISED GENERAL MANAGER JOB DESCRIPTION

WHEREAS, ORS 267.135 authorizes the TriMet Board of Directors (Board) to appoint a general manager; and

WHEREAS, the general duties of the TriMet general manager are outlined in ORS 267.140, ORS 267.145, and Sections 2.15 and 2.40 of the TriMet Code; and

WHEREAS, the TriMet Board previously adopted a general manager job description at its October meeting through Resolution 17-10-81; and

WHEREAS, for the purposes of efficiency and transparency in the governance and administration of Board affairs, the Board wishes to publicly approve a revised general manager job description for a new general manager; and

WHEREAS, the general manager job description attached as Exhibit A lists the general job duties of the TriMet general manager as outlined in ORS 267.140, ORS 267.145, and Sections 2.15 and 2.40 of the TriMet Code;

NOW, THEREFORE, BE IT RESOLVED:

1. That the TriMet Board approves the general manager job description as set forth in Exhibit A to this Resolution. Exhibit A supersedes any previously approved version of the general manager job description.

Dated: February 28, 2018

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency



Legal Department



General Manager

Class Code:
183

Bargaining Unit: Non-Union

TRIMET
Established Date: Mar 19, 2010
Revision Date: Feb 28, 2018

JOB DESCRIPTION:

As the chief executive officer reporting to the Board of Directors (Board), the General Manager has the full authority for conducting the administration and operation of the Tri-County Metropolitan Transportation District of Oregon (District), as authorized by Oregon Revised Statutes, Chapter 267.140. The General Manager has both internal and external facing responsibilities, which include the customer experience, system development, relations with community partners, business strategy, and strategic financial planning. The General Manager sets and leads the strategic direction of the District and collaborates closely with the executive team to operationalize that strategy. Serves as the District's chief urban planning officer. The General Manager ensures a commitment to safety through effective leadership, role modeling, and implementing practices that demonstrate safety is a fundamental value in all aspects of the District operations.

STATUTORY AUTHORITIES:

The District's General Manager shall:

1. Have full charge of the acquisition, construction, maintenance and operation of the District's public transit system.
2. Have full charge of the administration of the business affairs of the District.
3. Enforce all ordinances adopted by the Board.
4. Administer the personnel system adopted by the Board and, except for officers appointed by the Board, appoint, discipline or remove all officers and employees subject to ORS 267.010 to 267.390 and the rules of the Board.
5. Prepare and submit to the Board within 30 days after the end of each fiscal year a complete report of the finances and administrative activities of the District for that preceding fiscal year.
6. Keep the Board advised as to the needs of the District.
7. Prepare all plans and specifications for acquisition of equipment or construction of improvements or facilities for the District.
8. Ensure installation and maintenance of a system of auditing and accounting that shows completely and at all times the financial condition of the District.
9. Devote the entire working time of the General Manager to the business of the District.
10. Direct the preparation of the Board meeting agenda. Attend the meetings of the Board unless prevented from doing so by absence or disability. The General Manager may participate in Board deliberations, but has no vote.

11. Perform such other duties as the Board requires by resolution.

ESSENTIAL FUNCTIONS:

1. Provide executive leadership in developing strategic and operational plans and obtaining support for business initiatives from the Board. Leverage efficiencies and ensure alignment of human resources and infrastructure for financial sustainability. Direct, through strong leadership and collaboration with executive team, all activities associated with the operation of TriMet throughout the District. Ensure effective team performance throughout the District and establish a positive and engaged organizational culture in support the District's mission, vision and values.
2. Oversee the development, implementation and updating of the District's business plan.
3. Ensure prudent use of the District's financial resources. Provide executive oversight in planning and budgeting and ensure effective and secure internal controls are in place, including technology systems to support them. Bring forward recommendations to the Board regarding the same.
4. Ensure a safe and secure operating environment for customers, employees and the public. Communicate safety expectations and maintain accountability for the safety performance of the District. Engage the workforce in incorporating a culture of safety.
5. Oversee the development and implementation of strategies and initiatives that promote ridership trust in a safe and high quality level of service.
6. Ensure implementation and enforcement of all ordinances adopted by the Board. Work closely with legal counsel in matters requiring interpretation or application of law.
7. Provide executive leadership in working with various stakeholders including riders; the business community; local, county, state and federal governments; and other public transit Districts. Solicit the perspectives of stakeholders in carrying out business and operating decisions. Develop public support for the District's growth initiatives through outreach activities. Provide transparency and insight into the District's implementation of programs, policies and services to inform and strengthen the communities served.
8. Develop and maintain positive working relationships with members of the Board in order to identify promote and implement policies, goals and programs to meet established and forecasted community and District needs. Keep the Board advised of trends in the transportation industry that impact upon current and future operations. Present regular reports concerning these matters, including a year-end written report as required by statute.
9. Ensure inclusion and diversity in human resources initiatives so that the District is representative of the communities it serves.
10. Provide executive oversight regarding employee relations, including administration of the District's Equal Employment Opportunity program and Affirmative Action Plan. Oversee the development of objectives for and negotiations of collective bargaining agreements and other labor relations matters.
11. Cultivate and maintain working relationships with elected and appointed officials; local, state and federal agencies; the business community and regulatory oversight agencies to promote and meet regional objectives, including funding, service agreements, and regulatory compliance.

12. Ensure the District's services and programs are consistent with state and regional transportation system, urban planning and land use plans and capital improvement priorities; ensure the District promotes integration of adopted land use and transportation plans. Evaluate and recommend ways to enhance urban planning and mobility in the region. Coordinate closely with the Public Affairs Division regarding community relations programs and urban planning activities relating to the provision of TriMet services.
13. Provide creative leadership in planning and delivery of transit services with an eye toward incorporating new technologies, fostering economic development and responding to changing demographics.
14. Perform such other duties as the Board requires by resolution.

PREREQUISITES:

A Bachelor's Degree is required in disciplines such as business, finance, public administration, or transportation; a graduate degree is preferred. Fifteen years of increasingly responsible managerial experience, including five years in an executive capacity, that demonstrate the required knowledge, skills and abilities. Recent experience in the public or private transportation industry, coupled with highly developed and refined skills in working with local, state and federal government in transportation system, land use, and urban planning is highly valuable.

Additional management experience in public transit may substitute for up to two years of the general managerial requirement, as well as any equivalent combination of training and experience.

KNOWLEDGE, SKILLS & ABILITIES:

The successful candidate will have the knowledge, skills and abilities to:

1. Incorporate diversity, equity and inclusion into business principles and practices.
2. Apply principles and practices of management, organization and administration.
3. Maintain a high level of integrity and professionalism at all times.
4. Plan and implement transit services.
5. Apply collective bargaining principles and practices.
6. Apply principles and practices of government finance and accounting.
7. Understand state and federal transportation regulations, policies and funding of major transit projects that utilize private, local, state and federal funds.
8. Communicate effectively orally and in writing to a wide variety of stakeholders, appointed and elected officials and industry peers.
9. Organize resources effectively and efficiently.
10. Delegate authority effectively and resolve problems diplomatically.
11. Make decisions based upon thoughtful analysis, using independent judgment.
12. Make the District more efficient and competitive through the savvy use of technology.

13. Navigate public process and establish and maintain effective working relationships with all employee groups and the public, including those from culturally diverse backgrounds, low income, the elderly, people with disabilities, and/or other vulnerable populations.
14. Work effectively in a highly collaborative environment to seek, consider and incorporate all informed opinions into planning and strategy development activities. Lead with respect for all, listen well and build and advocate a vision for the organization while cultivating innovation among staff.
15. Knowledge of urban planning, land use planning, and transportation system planning concepts and application.

ADA Statement

As applied to the workplace, applicants and employees must be qualified to perform the essential functions of the job with or without reasonable accommodation. Essential functions may include required job functions performed infrequently as well as production standards related to the quality and quantity of work.

If a person with a disability could meet job qualifications with a reasonable accommodation, TriMet will work with the employee to accommodate the need. If TriMet's accommodation is effective in allowing the employee to perform the essential functions of the job, it need not be the employee's preferred accommodation.

GRADE:

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REPORT TO:

Board of Directors

DIVISION:

Office of the General Manager