CLASS SPECIFICATION

Spectator Facilities and Development Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, oversees and participates in the development and management of City-owned spectator facilities; manages and administers major facilities renovation projects; negotiates and administers long-term operating leases; establishes and maintains relationships with community stakeholders, partner agencies and operators; represents the Office of Management and Finance (OMF) on assigned partnership or development opportunities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for the development, operation and management of City-owned spectator facilities such as Jeld-Wen Field, Memorial Coliseum, Rose Quarter, and the Portland Center for Performing Arts. The incumbent provides leadership and participates in master planning for facilities use and future development, negotiates long-term agreements for facilities operations, establishes and maintains relationships with community stakeholders, partner agencies and operators, and oversees and manages facilities renovation projects including those which are major in scope and financial impact to the City.

As part of the Chief Administrative Officer's (CAO's) Policy Team, the incumbent works on a variety of functions and issues that are of citywide import and represents OMF and the City in matters related to development projects-- typically in the pre-development phases. The incumbent works with various City bureaus and brings City interests to discussions and negotiations -- identifying potential opportunities, challenges and broad implications of considered actions.

Incumbent responsibilities for development projects, spectator facilities and other assigned duties are broad in scope and require the exercise of considerable technical and administrative discretion. In addition, a high level of collaboration and coordination across the various bureaus and divisions within OMF is required and close working relationships with the City's elected officials and their offices, other city bureaus, and outside organizations and stakeholders.

Spectator Facilities and Development Manager is distinguished from positions in the Facilities Construction Project Manager job family by the incumbent's broader responsibilities for managing and overseeing the operation and development of high-profile public facilities that attract visitors and spectators, and which involve complex agreements with public and/or private partners. It is distinguished from positions in the policy and finance job families by the specialization in policy and financial matters related to facilities, development, and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Develops plans and recommendations for the long-term use of City-owned spectator facilities; provides leadership and participates in master planning processes; develops plans, policies and procedures to optimize facility operations; plans and manages financial planning for facilities and authorized funds for capital improvements.

2. On behalf of the City, manages and directs major renovation construction projects for spectator facilities; oversees and participates in development of financing strategies, financing plans, design and construction plans and specifications, special analyses and evaluations by outside experts and contract development; monitors and evaluates progress by contractors, consultants and vendors to ensure conformance with contract requirements and specifications; reviews, evaluates and makes recommendations on change order requests; works with stakeholders to resolve disputes while controlling costs, maintaining project schedules and balancing diverse needs of interested parties; expedites action by City agencies and other entities to resolve planning, permitting and environmental and other problems required for project completion.

3. Reviews contractor requests for payments and draws to ensure contract requirements are being met; evaluates requests and makes recommendations for use of project contingency funds; resolves or negotiates resolution of disagreements with contractors and other outside parties.

4. Oversees management and administration of facilities management agreements and contracts; negotiates long-term operating agreements on behalf of the City, involving complex financial and debt recovery components; interprets operating agreement contract requirements and provisions; supervises the review and auditing of facilities managers reports and records to ensure accurate payments to the City; oversees processing and approves fee-waiver requests; evaluates, makes determinations and presents recommendations for the expenditure of funds available for capital improvements.

5. Negotiates and manages assigned public/public and or public/private partnerships, development opportunities, and strategic initiatives on behalf of the CAO and City of Portland; represents the CAO, OMF, and the City of Portland/City Council in negotiations and at community meetings; manages strategic relationships and interactions with other City bureaus, government organizations, businesses, and outside organizations; and facilitates cross-bureau communication and coordination of activities and analysis between OMF Bureaus and Divisions on assigned issues and projects.

6. Represents the City and OMF in matters related to development projects on an as needed basis; serves as OMF's representative in the pre-development discussions; works with City bureaus to identify and bring OMF and City interests to discussions; may serve as OMF representative in planning and development phases of these projects.

7. Identifies potential opportunities and challenges presented by agreements and/or developments being contemplated, identifying the broader implications and opportunities, beyond the scope of a particular facility or proposal, for OMF and the City of Portland.

OTHER DUTIES

1. Represents the City on project oversight committees responsible for monitoring impact of spectator facilities on surrounding neighborhoods and making determinations on such matters as parking and transportation mitigation measures.

2. Represents the City on multi-jurisdictional oversight committees responsible for joint administration of interagency and intergovernmental agreements related to spectator and visitor facilities and funds and related activities.

3. May supervise a small number of support staff or project staff.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, tools and techniques of program/project planning and management, including the management of major renovation or development projects.

2. Principles, practices, laws and regulations governing the financing of public facilities.

3. Principles and practices of public administration, including budget, purchasing, contract processing and maintenance of public records.

4. Principles, practices, methods and techniques of contract development, management and administration as applied to major construction contracts and long-term facilities management agreements.

5. Basic principles of engineering design and construction.

6. Federal, state and local laws, codes and regulations governing development, construction, and City functions, operations, finances and intergovernmental relationships applicable to areas of assigned responsibility.

7. Trends, approaches and problem-solving techniques used in construction, engineering, inspection and environmental compliance processes.

8. Principles and practices of sound business communication.

9. Principles and practices of effective consultative management.

Ability to:

1. Plan, organize, manage and direct a variety of complex functions and activities to meet program/project goals, objectives, timelines and deliverables over a multi-year period.

2. Analyze and make sound recommendations and decisions on complex management and operational issues.

3. Prepare clear, concise and comprehensive reports, records and other written materials

4. Represent the City effectively in meetings and in formal presentations to City Council and other governing and advisory bodies; present proposals and recommendations clearly, logically and persuasively in meetings and before internal and external groups.

5. Negotiate effectively on behalf of the City, including leases and complex partnership contracts and agreements.

6. Establish and maintain effective cooperative and collaborative working relationships with elected officials, all levels of City management, other elected and appointed governmental officials, other divisions and bureaus, employees, representatives of lessees, contractors, expert consultants, community and business groups, and others encountered in the course of work.

7. Coordinate program activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.

8. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.

9. Analyze and evaluate technical construction contracting and financing problems, evaluate alternatives, reach sound conclusions and develop effective solutions.

10. Understand, interpret, explain and apply complex laws, codes, regulations, complex financial plans and contract documents.

11. Read and understand construction plans and specifications.

12. Use project management tools and techniques to ensure compliance with project/contract time lines and requirements.

13. Evaluate change requests, assess potential cost, budget and schedule impacts, appropriate balance competing stakeholder needs and priorities and take or recommend appropriate action.

14. Exercise sound, expert independent judgment, political astuteness, and initiative in the recognition and resolution of complex and difficult problems within policy guidelines.

15. Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration, finance, contract management or a closely related field; and at least seven years of progressively responsible experience in developing and operating spectator facilities, including responsibility for managing major renovation projects; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02 Spectator Facilities Manager (7721) class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

Revised: 08-10-06 Class spec revised to include Smart Park garage management duties. Title changed to "Spectator and Parking Facilities Manager"

09-30-08 Class spec revised to delete Smart Park garage management duties. Title changed back to "Spectator Facilities Manager"

June 2009 - Change Job Class number from 7721 to 30000716, due to system change.

April 2012 – Updated duties. Added development project work. Title changed to "Spectator Facilities and Development Manager".