

CLASS SPECIFICATION
Raceway Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under policy direction, plans, schedules, organizes, directs and evaluates the operations of a 260-acre motor sports park; ensures the maintenance of a quality facility that supports amateur racing in Oregon; markets the use of the facility for major spectator events promoted/sanctioned by FIA, NASCAR, CART, NHRA, and other organizations; accountable for revenue and expenses of the raceway's enterprise fund; serves as a member of Portland Parks & Recreation's Leadership Team; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class has full authority and responsibility for managing the Portland International Raceway. In addition to the administrative and supervisory responsibilities associated with the management of a public facility employing both permanent and seasonal employees, the manager directs the raceway's marketing, sales and event scheduling activities, fiscal activities, public relations, and capital development programs. The work of this class is complex and involves significant accountability and decision-making responsibilities.

The raceway facility is operated as a business enterprise which must be fully self-sustaining with expectations for maximizing revenues, controlling costs, and producing an operating surplus. The business model requires aggressive efforts to achieve maximum utilization, improve service, generate repeat business from clients, increase/maintain sources of revenue, support amateur racing in the Northwest, and support the development of motor sports-related businesses in the Portland area, while also functioning as a unique part of the city's parks and recreation system, providing benefits to the community.

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. Plans, organizes, controls, integrates and evaluates the work of the assigned enterprise; with subordinate supervisors, develops, implements and monitors work plans to achieve the raceway's mission, goals and performance measures; directs the development of and monitors performance against the biennial budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and permanent/seasonal staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to

and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Negotiates contracts with event promoters, advertisers and food concessionaires to further the raceway's economic and programmatic objectives.
5. Establishes raceway operational policies and procedures to accommodate hundreds of annual racing events; negotiates calendar dates, track/safety conditions, revenue payments and insurance requirements for major spectator events; negotiates with national and international race-sanctioning organizations, including the FIA (Federation Internationale de L'Automobile), NASCAR (the premier national stock car racing body), CART (Championship Auto Racing Teams), NHRA (National Hot Rod Association), ALMS (American Le Mans Series), Formula USC motorcycles and the AMA (American Motorcycle Association); ensures successful execution of raceway events that generate revenue.
6. Promotes raceway facility usage; schedules events to accommodate and support as many different groups as possible in a year, minimizing open dates and maximizing revenue; monitors current trends in motor sports and outdoor entertainment venue management; and develops innovative uses for the raceway facility that complement motor sport while adapting to changing conditions in the marketplace and the community.
7. Plans and coordinates safety arrangements for workers, spectators and event participants; participates in track inspections with safety experts from race-sanctioning bodies; educates user groups on safety procedures; secures life support ambulance and Life Flight helicopter services and event trauma specialists.
8. Interacts with national broadcast and cable television crews to accommodate their needs during events, balancing the needs of spectators, viewers, advertisers and sanctioning bodies, making sure their coverage needs are met while ensuring the raceway's image and the City of Portland are well represented.
9. Supervises maintenance and repair of the raceway facility; oversees maintenance of the track, building, landscape and infrastructure; oversees construction projects; works with the Multnomah County Drainage District (MCDD) on maintaining natural resource areas, drainage sloughs and dike systems of the Peninsula 1 District; serves as a board member of the MCDD.
10. Directs the planning, coordination and implementation of the ten-year Master Plan for PIR; establishes goals for the raceway's future direction; manages an interagency network of stakeholders in the facility, from MCDD to OPDR and Parks & Recreation, and coordinates the planning work from a variety of outside consultants (mapping, traffic, noise, environmental and land use legal support) for the master plan.

11. Interfaces with neighborhood groups on traffic and noise concerns; manages noise studies; conducts regular noise monitoring and traffic control.
12. Represents the City at events held at PIR.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of enterprise business management as related to a large entertainment venue and raceway.
2. Principles and practices of facility and venue management, including monitoring trends in facility utilization, recreation, and entertainment.
3. Administrative principles and methods including goal setting, program development and implementation, master plan development and employee supervision/direction.
4. Principles and practices of enterprise accounting, including revenue, cost and budget.
5. The motor sports industry and market, including entertainment spending patterns.
6. The needs of the racing community and motor park user groups.
7. The needs of electronic and print media in covering a racing event.
8. Practices and techniques of building and facility maintenance and racetrack repair/rebuilding.
9. Applicable federal, state and local laws, codes and regulations regarding the operations construction and maintenance of a motor sport park.
10. Motor racing safety principles, practices and physical requirements.

Ability to:

1. Plan, assign, direct and coordinate the work of hundreds of permanent and seasonal employees of a motor raceway.
2. Profitably manage a large business enterprise.
3. Develop new and innovative ways to utilize and promote the raceway as a venue to provide community benefit and meet revenue expectations.
4. Select, motivate and evaluate staff and provide for their training and development.
5. Prepare and administer a business budget.
6. Analyze complex operational and administrative problems, evaluate alternatives and implement effective courses of action.
7. Develop and implement goals, objectives, policies, procedures, work standards, and management and safety controls.
8. Prepare clear and concise records, reports, correspondence and other written materials.

9. Exercise independent judgment and initiative within general policy guidelines.
10. Establish and maintain effective working relationships with neighborhood groups, amateur and professional motor racing groups, sanctioning bodies, television networks and their staff, governmental agencies, concessionaires, event promoters and others encountered in the course of work.

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 administration or a closely related field; and at least six years of experience managing a business enterprise along, with at least six years of active participation in amateur or professional motor sports; or an equivalent combination of training and experience.

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

Revised: 06-01-14: Updated language and clarified responsibility to monitor trends in non-motorsport uses of venue.

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

4352 RACETRACK MANAGER 07-01-92

June 2009 - Change Job Class number from 7857 to 30000767, due to system change.