


Date: March 24, 2021

To: Board of Directors

From: Sam Desue, Jr. 

Subject: **RESOLUTION NO. 21-03-09 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) ADOPTING A REVISED GENERAL MANAGER JOB DESCRIPTION**

1. Purpose of Item

This Resolution requests that the TriMet Board of Directors (Board) adopt a revised job description for the currently open General Manager position.

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other: Adopting a Revised General Manager Job Description

3. Reason for Board Action

The General Manager Search Committee seeks the Board’s approval of the revised General Manager job description set forth on the attached Exhibit A, so that the Search Committee may proceed with recruitment of a replacement General Manager.

4. Type of Action

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

5. Background

On December 7, 2020, TriMet’s former General Manager Doug Kelsey advised the Board President that he would retire from TriMet upon the March 5, 2021, expiration of his employment contract. At its January 27, 2021 meeting the Board adopted Resolution No. 21-01-01, confirming Board President Warner’s appointment of the General Manager Search Committee, consisting of Directors Bauman, Gonzalez and Simmons, and adopting an initial, temporary General Manager job description.

By statute, the Board is responsible for appointing a General Manager to fulfill the duties set forth in ORS 267.140 and ORS 267.145, and TriMet Code Chapters 2.15 and 2.40. Pursuant to ORS 267.135, the Board must appoint a General Manager on the basis of the qualifications of the General Manager, with specific reference to the statutory duties of the office of the General Manager.

The General Manager Search Committee is charged with assisting the Board in the task of appointing a replacement General Manager, coordinating community comment on potential

choices and qualities, working with TriMet's Executive Director of Human Resources and the search firm hired to assist with the recruitment, all with the goal of narrowing the pool of qualified candidates for efficient review by the Board.

The Search Committee's first task was the development of a revised General Manager job description for the Board's approval. Based on extensive outreach to the public and interested stakeholders, the Search Committee developed the revised General Manager job description, attached hereto as Exhibit A. The Exhibit A job description complies with ORS Chapter 267 and the TriMet Code. The Search Committee recommends its adoption by the Board.

Once the job description has been adopted, the Search Committee can proceed with the recruitment process. The recruitment process will continue to include robust community engagement and transparent public communication. This will allow the Search Committee to make candidate recommendations to the Board that incorporate the public's assessment of the qualities, skills, and attributes that are important for a General Manager.

6. Impact if Not Approved

If this Resolution is not approved, the Search Committee will need to renew its work on a revised General Manager job description, and the process of selecting a new General Manager will be delayed.

RESOLUTION NO. 21-03-09

**RESOLUTION NO. 21-03-09 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) ADOPTING A
GENERAL MANAGER JOB DESCRIPTION**

WHEREAS, pursuant to ORS 267.135, the TriMet Board of Directors (Board) shall appoint a General Manager on the basis of the qualifications of the General Manager, with special reference to the actual experience in or knowledge of accepted practices in respect to the duties of the office of the General Manager; and

WHEREAS, the General Manager job description must include the qualifications for a General Manager set out in ORS 267.140 and ORS 267.145, and TriMet Code 2.15 and 2.40; and

WHEREAS, the Board is committed to a process for appointing a new General Manager that includes public comment and opinions on the attributes that the community believes is important in a General Manager; and

WHEREAS, public engagement concerning the selection of a new General Manager includes informing the public of the Board's adoption of a revised job description for the new General Manager; and

WHEREAS, based on extensive outreach and comment from the public and interested stakeholders, and consistent with the requirements of ORS Chapter 267 and the TriMet Code, the General Manager Search Committee has developed a revised job description for the new General Manager, attached hereto as Exhibit A; and

WHEREAS, the Search Committee has recommended that the Board adopt the attached Exhibit A job description for use in the recruitment of a new General Manager;

NOW, THEREFORE, BE IT RESOLVED:

That the Board hereby adopts the revised job description for the TriMet General Manager position, attached hereto as Exhibit A.

Dated: March 24, 2021

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:

Gregory E. Skillman
Legal Department