



Metro Metro Council President Chief of Staff

Recruitment Announcement

ABOUT METRO

The people of the Portland Metropolitan region established Metro to think about the big picture-not only by adopting policies that transcend city and county lines, but also by considering the impacts of decisions. By adopting a charter directing Metro to plan for the future, the people of the region acted on some of Oregon's most deeply held values: fairness; a voice in community decisions and the need to serve as responsible stewards of the environment.

As the only directly elected regional government in the United States, Metro is responsible for managing the Portland region's solid waste system, coordinating the growth of cities in the region, managing a regional parks and natural area, oversight and implementation of two

bond measures on affordable housing and open space/habitat preservation and overseeing the Oregon Zoo, Convention Center, Portland's Centers for the Arts and the Portland Expo Center.

Metro serves more than 1.5 million people in Clackamas, Multnomah and Washington counties. The agency's boundary encompasses Portland, Oregon and 23 other cities – from the Columbia River in the north to the bend of the Willamette River near Wilsonville, and from the foothills of the Coast Range near Forest Grove to the banks of the Sandy River at Troutdale.

The Metro Council consists of a president, elected region wide, and six councilors who are elected by district every four years in nonpartisan races.



ABOUT THE POSITION

The Chief of Staff reports to and is accountable to the Council President. The Chief of Staff serves as the senior operations and public-policy affairs executive for the Metro Council President and is responsible for the overall management, planning and coordination of activities and services that support the Council. The Chief of Staff strategically manages policy and political issues facing the Council President and Metro.

With the current and future work load of the Metro Council, the role of Metro will be changing to becoming a more proactive implementation partner on behalf of our regional partners. The role that the COS will play will be in successfully carrying out the Council's priorities will be much different and far greater import than in the past.

The newly elected MCP will be growing the office of the MCP over the next several years. The COS will be overseeing the growth of the office in coordination with the MCP and the Metro Councilors. The intent is to provide proactive and coordinated support to the MCP and Metro Council in implementing policy direction to staff and carrying out both the priorities of the MCP and Metro Council.

It is of utmost importance that a candidate have the skills to move cultural change internally on becoming an Employer of Choice, understanding risk management (technical, financial and political) and have experience in Strategic Planning and performance based outcome implementation with training to empower employees to work through barriers to meeting goals.

For this important role the Metro Council President seeks a credible and unifying leader who is deeply committed to the region and is a strategic thinker. Proven leadership experience and political acumen are essential. Candidates should bring strengths in both external relations and internal management with an ability to balance the two.

The Chief of Staff is regularly required to solve problems having far reaching impact on and consequences for Metro. If you value public service, want to make a difference in your community and enjoy working in a fast-paced environment, this is a job that plays an active role in addressing important opportunities and challenges facing the region.



OPPORTUNITIES AND CHALLENGES

The region is experiencing massive population growth and with that comes an overall anxiety in the region around a loss of livability. The mission of Metro through the years has been to plan to make the region livable. We now have been asked to stand up and become an active player in implementation measures to find solutions.

Identifiable issues include:

Transportation woes

With more people comes more traffic and the transportation system just hasn't kept up. Public transit isn't coming fast or often enough. Trucks and containers are stuck in traffic, and the region struggles to maintain transit, streets, and other critical infrastructure.

Economic disparity has increased and wages have stagnated.

While the region has some of the highest economic growth in the country, many residents still can't make ends meet. All too often, affordable housing is on one side of town and a decent job or education is all the way on the other side. These problems are felt disproportionately in communities of color.

Rising housing costs

Without affordable rental and home ownership options, working people and families are driven out of neighborhoods or into deeper poverty. Since a ballot measure creating affordable housing was just approved by voters, Metro will now be responsible for implementing the program in partnership with local government, community organizations and housing partners. However, we are losing people as they move further and further out to find affordable housing and that is increasing the congestion in the region.

Cleaning up the environment

For a region that prides itself on sustainability – there is still a lot to do to ensure continued improvement within our waterways. Metro has preserved thousands of acres of beautiful natural areas, but for many these are hard to reach, they live in communities that are park deficient. These are not only problems waiting to be solved, but also jobs waiting to be created.

Racial Equity

In 2010, the Metro Council adopted equity as one of the region's six desired outcomes. People of color represent a growing share of the Portland region's population. They also experience worse outcomes in every indicator of social well-being. It is imperative to the region's economy and quality of life, as well as Metro's effectiveness as a public agency, that Metro update its policies, practices, programs and activities to better serve people of color. Implementing the Strategic Plan to Advance Racial Equity, Diversity and Inclusion will be a big part of the agency's work going forward into the future.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the council president's office and council business. Coordinates day-to-day operation of the Council President's office: manages workload, provides supervision to staff, is first responder to items of urgency, coordinates president's office/ Council's response to news or changing policy and oversight on consultant contracts.
- Will provide direct management of the MCP office staff.
- Will provide direct connection to other executives in the region.
- Participates in and helps set the agenda for regularly scheduled Council Office staff meetings, Government Affairs and Policy Development team meetings, individual councilor meetings, and various cross departmental team meetings for issues that are prominent for the council president.
- Provides assistance on policy and political issues as they emerge and evolve to the council president and Council. These may come as requests for assistance from agency staff, or on the chief of staff's own volition. In particular, the chief of staff will use her/ his connections with jurisdictional staff and others to assist agency staff on sensitive issues.
- Oversees the prompt response to constituents' complaints and inquiries by coordinating with agency staff or others; discussing constituent complaints or inquiries with the council president, and appropriate staff.
- Programs quarterly meetings with community, business, and other stakeholder groups, including mayors and chairs meeting; staff and prepares the council president at these meetings; and support the council president with external groups, boards of directors, etc.
- Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.



DESIRABLE QUALIFICATIONS

A Bachelor's degree in public policy, public administration or other relevant area of study or experience related to the work that Metro administers and a minimum of fifteen years of progressively responsible experience in executive management, government relations, legislative analysis, or any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the Chief of Staff role.

The preferred candidate will have experience and demonstrated success in the following areas:

- Well-developed human relations skills to adapt to diverse personalities and styles, establish harmony and cooperation with work teams that may have competing objectives. Facilitates and moderates group discussions, prepares and delivers formal presentations to audiences that may offer argumentative discussion, and carry out advanced negotiations.
- Ability to balance conflicting priorities in a public office environment.
- Ability to tactfully respond in a timely manner to inquiries and concerns of the public.
- Knowledge of the principals and practices associated with strategic management, leadership styles, team building, goal setting, risk management and performance management.
- Knowledge of local government structure, functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges.
- Knowledge of research and project steps, including research design, defining and measuring outcomes.
- Ability to develop work plans for conducting complex research and analysis requiring participation of internal and external groups.
- Ability to present facts and recommendations in a clear, concise, and logical manner, both orally and in writing.
- Ability to develop and maintain collegial and respectful relationships with peers, other committees, city and county organizations, tribes, other agencies, communities, and special interest groups.
- Ability to listen carefully to what other people are saying, take time to understand facts and points being made, and ask appropriate questions.
- Strategic leadership and planning skills in a large, multi-service organization.
- Cultural competency which enables effective working relationships in cross-cultural situations.
- High level of integrity, ethics and transparency.
- Successful experience working with labor unions.
- Excellent writing, editing and verbal communication skills.
- Relationship builder with the flexibility and finesse to manage by influence.

APPLICATION PROCESS

Persons interested in this position should submit the following information:

- A cover letter.
- A current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. This position will remain open until filled but the screening process will move quickly. In order to be considered for the first round of interviews please submit your application materials at www.karrasconsulting.net no later than December 28th, 2018.

Metro is committed to upholding and promoting equal opportunity in employment. The Council encourages people of all backgrounds, cultures and religions to apply, including veterans, people of color, immigrants, refugees, women, LGBTQ, and people with disabilities. We know that a diverse workforce is a strong workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

COMPENSATION

The annual salary range for this position is \$116K – \$169K. Benefits are among the best in the region and includes comprehensive medical, dental, vision and life insurance, public employee retirement system contributions, holiday and leave time.

