

**DATE:** March 9, 2016  
**TO:** Board of Commissioners  
**FROM:** Patrick Quinton, Executive Director  
**SUBJECT:** Report Number 16-14  
Update on the Process to Hire a Portland Development Commission Executive Director

**BOARD ACTION REQUESTED**

No action is requested; information only.

**SUMMARY**

At the March 9, 2016, Portland Development Commission (PDC) Board of Commissioners (Board) meeting, PDC staff will provide an update on the process to hire a new PDC executive director.

**BACKGROUND AND CONTEXT**

The PDC executive director is PDC's highest staff-level position and is responsible for delivering on the PDC 2015-2020 Strategic Plan. As per the PDC Personnel Policy, "the PDC Board of Commissioners has the sole authority to hire the Executive Director." The executive director reports directly to the PDC Board chair and her/his performance is annually reviewed by the PDC Board.

On February 8, 2016, Patrick Quinton announced his resignation as the PDC executive director, having served since February 13, 2011. Since then, Mayor Charlie Hales and PDC Board Chair Tom Kelly have indicated their desire to conduct an open, transparent, national search for a replacement. By late March, PDC will have a contract with an executive search firm to assist with the hiring of an executive director.

On March 1, 2016, PDC released Request for Proposals #15-16, seeking a qualified and experienced recruitment firm to provide executive search services to identify a new executive director. The recruitment firm will develop an advertising and outreach strategy, seek candidates with qualifications consistent with the draft job description (see Attachment A), identify a small pool of diverse and highly qualified candidates for interview, negotiate offers, and other tasks as requested. In addition, PDC will apply the "Charles Jordan Standard" (City of Portland Bureau of Human Resources Policy 16.05) to this recruitment, which requires interviewing the highest qualified minority candidates, the highest qualified women candidates, and the highest qualified candidates who identify as a person with a disability.

At the March 9, 2016, PDC Board meeting, PDC staff will solicit feedback on the draft job description, the recruitment process, timing, and any other items that the PDC Board would like to discuss.

**ATTACHMENTS**

- A. Draft – Job Description: Executive Director

**PORTLAND DEVELOPMENT COMMISSION**

Portland, Oregon

**REPORT NO. 16-14**

**ATTACHMENT A**

**UPDATE ON THE PROCESS TO HIRE A PORTLAND DEVELOPMENT  
COMMISSION EXECUTIVE DIRECTOR**

Attachment A includes this cover page and contains three pages:

- Draft – Job Description: Executive Director

**DRAFT - JOB DESCRIPTION**

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| <b>Title:</b> Executive Director     | <b>Department:</b> Executive          |
| <b>Status:</b> Exempt                | <b>Pay Grade:</b> 25                  |
| <b>Reports to:</b> PDC Commissioners | <b>Last Revision Date:</b> March 2016 |

**Position Summary**

Works at the direction and consent of the PDC Board of Commissioners to lead Portland’s economic development and urban renewal agency. Implements the strategic plan for the agency in a manner that reflects community values and priorities. Must be committed to maintaining productive working relationships with business, community, neighborhood and public partners to deliver on shared priorities, and to addressing racial and geographic inequities in the PDC’s work. Represents the Agency as a member of the Mayor’s portfolio of city bureaus and ensures accountability to the public and City Council. Ensures a comprehensive, citywide view of the impacts of projects and resources invested in targeted neighborhoods, and is responsive to diverse business and community goals.

Oversees all agency operations and works with staff to establish annual budgets and allocate sufficient resources to achieve annual workplan goals. Represents the agency to the public and serves as an ambassador for the City of Portland to the rest the world. The Executive Director represents the Commission in the performance of its duties as a redevelopment agency under Oregon statutes and the City Charter. The Executive Director reports to the PDC Board of Commissioners for purposes of performance review.

**Essential Functions/Major Responsibilities**

- a. Oversee all aspects of agency operations, including programmatic, financial, budgetary, systems and legal matters.
- b. Lead implementation of PDC’s 2016-2020 Strategic Plan which places broadly share prosperity and equity as the agency’s central goals over the next five years.
- c. Manage unionized workforce in a collaborative manner that empowers and unlocks the innovative potential of staff.
- d. Develop and maintain a work environment that attracts and retains a diverse and highly motivated workforce.
- e. Monitor agency financials, outcomes and performance metrics to ensure accountability and effective management of resources.
- f. Take direct action to secure the long term future and financial sustainability of the agency, as articulated in PDC’s long term business plan.
- g. Serve as champion of PDC’s internal and external equity goals, and serve as Chair of Board approved PDC Equity Council.
- h. Guide staff through the planning and implementation of redevelopment and economic development projects and programs in a manner that benefits all Portlanders.
- i. Communicate regularly with Commissioners to provide updates and seek guidance on organizational and project-related issues, and brief and assist Commissioners on matters requiring Board action.
- j. Communicate regularly with the Mayor and City Council members to ensure that appropriate information is provided on PDC matters both requiring Council action and issues of interest to Council.
- k. Ensure that open and transparent community engagement practices are utilized for all PDC work.

- l. Maintain productive working relationships with business, community, neighborhood and public partners to deliver on shared priorities.
- m. Represent the agency with the media.
- n. Maintain close working relationship with the Portland Housing Bureau to ensure alignment on objectives and collaboration on projects
- o. Establish and maintain relationships with city, metro, state and federal agencies regarding Commission programs and projects.
- p. Work with state legislative and congressional delegation regarding laws and regulations that impact Commission activities.

### **Additional Responsibilities & Functions**

Performs other related duties as assigned.

### **Job Scope**

Position is responsible for both the internal and external affairs of the agency. The Executive Director works with managers and staff to develop annual workplans and establish the foundation for a productive and collaborative work environment. Position is responsible for leading the development of organization-wide policies and objectives. Work situations are very diverse and involve a tremendous degree of complexity. Dollar value accountable for is several millions. Position is required to negotiate and decide on organizational priorities and resources for wide range of program and departmental needs necessitating substantial judgment and discretion. Position involves broad array of complex political interactions at the local, regional and national levels. Ability to effectively communicate and build relationships is essential.

### **Interpersonal Contacts**

Contacts are normally made with others both inside and outside PDC. Contacts frequently contain confidential or sensitive information. Outside contacts includes citizens, commissioners, government agencies, business owners, community organizations, legal counsel, media, developers and investors.

### **Supervisory Responsibilities**

Executive supervision of Department Directors and Executive Administrative staff.

### **Required Knowledge & Skills**

Strong leadership and organizational management skills. Public speaking and negotiation skills. Progressive skill development in public sector management, economic development and community revitalization is beneficial.

### **Required Education and/or Experience**

Advanced education in Public Administration, Business Administration or equivalent discipline. Eight or more years experience in economic development, redevelopment, and public agency management.

### **Physical Requirements**

- a. Ability to sit for the majority of the workday.
- b. Ability to speak clearly and distinctly over the telephone.
- c. Visual acuity sufficient to read computer monitors or printouts in 8 point or finer type.
- d. Ability to perform repetitive hand and wrist movements.
- e. Ability to bend and twist on an occasional basis.

### **Working Conditions:**

Additional hours may be required to meet assignment deadlines. Extensive travel with evening and weekend work. Occasional national and international travel.