



## Classification Description

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### OUR VISION:

*To be the acknowledged leader in public assembly venue management in the region*

### OUR MISSION:

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

### OUR VALUES:

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

<b>Job Title</b>	Deputy General Manager	<b>Bargaining Unit</b>	Non-represented
<b>Functional Job Family</b>	Executive Leadership	<b>Classification #</b>	8304
<b>FLSA</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Salary Grade #</b>	328
<b>Position Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Revision Date</b>	May 2007

### Summary:

As the agency's top financial executive, direct, manage and oversee the overall operations of accounting and administrative functions. Plan, develop and implement initiatives to accomplish goals identified in the MERC Strategic Plan. Plan, develop, implement and monitor policies, procedures, systems and processes for the agency's financial, administrative and business operations. Serve as member of the executive leadership team. Act as general manager in his/her absence.

### Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

### Essential Functions:

- As the agency's top financial executive, direct, manage and oversee the activities of the accounting department; direct the preparation of all financial reports for management, the Commission and external auditors; develop, implement and monitor accounting and financial policies and procedures; guide staff with complex/problem situations and provide technical expertise; direct the development and analysis of cash requirements and monitors cash flows to ensure efficient flow of working capital.
- Plan, direct and manage budget functions; monitor and analyze financial statements for compliance with budget; investigate variances in actual results from budgets, and counsel management team on corrective actions where necessary.
- Act as chief liaison with general manager, Metro staff, Metro Council, MERC Commission and external audiences for all administrative, budget and financial issues.
- Direct and oversee MERC-wide administrative functions such as information technology, capital construction and development, procurement and human resources; collaborate and coordinate with subordinate managers to organize and prioritize activities and develop related policies and procedures.
- Develop and implement short-term and long-term strategic goals and financial plans; provide general direction and focus.



- Ensure departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiate any actions necessary to correct deviations or violations.
- Prepare or complete various forms, reports, correspondence, graphs, or other documents; presents regular financial and operational reports to the general manager and MERC Commission.
- Collaborate and coordinate with MERC facilities on agency-wide initiatives.
- Direct and manage MERC in the absence of the MERC general manager

#### **Secondary Functions:**

- Directly supervise MERC administration staff.
- Represent MERC at Metro administrative meetings and at Metro Council meetings.
- Manage complex special projects including negotiations, evaluations and business development opportunities.
- Other duties which may be necessary or desirable to support the agency's success.

#### **Supervisory Responsibilities:**

This position achieves success by providing leadership and direction for the agency and assigned department. The position is responsible to ensure that subordinate work groups have clear direction about the agency's goals, so that diverse work groups are able to function effectively and in concert to achieve those goals together. The incumbent is responsible to carry out the full spectrum of leadership responsibilities in accordance with the agency's policies and applicable laws, and to ensure that subordinate managers and supervisors provide leadership to their respective workgroups. Responsibilities include hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. This position provides essential support and management advice to the MERC Commission.

#### **Education and/or Experience; Certificates, Licenses, and Registrations:**

- Bachelor's Degree in business administration, public administration, finance or related field, and
- A minimum of eight (8) years of senior management experience in administrative and financial functions, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), auditing principles, and general accounting analysis.
- Knowledge of applicable Federal, State and local laws, codes and regulations.
- Excellent organizational, communication and leadership skills.
- Strong analytical skills to evaluate plans, programs, policies and operations.
- Skill in public speaking and presenting information and ideas to individuals and in group settings.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.



- Ability to plan, organize, direct and coordinate the work of management, professional and technical staff.
- Ability to develop, implement and administer goals, objectives and procedures.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to establish and maintain effective, cooperative working relationships with all levels of staff, Commission members and outside stakeholders.
- Ability to prepare and administer large and complex budgets and to allocate limited resources in a cost effective manner.
- Ability to prepare clear and concise reports including budget document and financial statements.
- Ability to appropriately delegate authority and responsibility.

**Physical Demands / Work Environment:**

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; perform repetitive motions of hands and wrists; sit for extended periods of time; hear and/or respond to verbal/audio cues
- Rarely required to stand and/or walk for extended periods of time.

*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*

APPROVED:

_____	_____
MERC General Manager	Date
_____	_____
MERC Human Resources Manager	Date