CHAPTER 4 – ADMINISTRATION

4.01 General Manager

(A) The office of Manager is established as the chief administrative officer of the District. The Manager is responsible to the Board for the proper administration of all District business. The Manager will assist the Board in the development of Board policies and carry out policies established by Board resolutions.

(B) A majority of the Board must appoint and may remove the Manager. The appointment must be made without regard to political considerations or other protected class considerations and solely based on education and experience.

(C) The Manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the Board. The Board must fill the office by appointment as soon as practicable after the vacancy occurs.

(D) The Manager may adopt administrative rules, known as District Operational Rules and Procedures, to implement, interpret and apply DCP, other District policies and state law.

(E) The Manager must:

(1) Attend all Board meetings unless excused by the Board;

(2) Make reports and recommendations to the Board about the needs of the District;

(3) Administer and enforce all DCP and other District policies, leases, contracts, permits and other District decisions;

(4) Adopt appropriate District Operational Rules and Procedures as necessary, to implement, interpret or apply DCP, other District policies and state law for operational purposes. Adopted District Operational Rules and Procedures will be maintained as public records under state law.

(5) Appoint, supervise and remove District employees in positions authorized in the adopted fiscal year budget;

(6) Add new personnel positions after budget adoption with approval of the Board.

(7) Organize District divisions and administrative structure;

(8) Prepare and administer the annual District budget;

(9) Administer District property;

(10) Encourage and support regional and intergovernmental cooperation;

(11) Promote cooperation among the Board, staff and residents in developing District policies, and building a sense of community;

(12) Perform other duties delegated by the Board; and

(13) Delegate duties, but remain responsible for acts of all subordinates.

(F) The Manager and other employees designated by the Board may sit at Board meetings but have no vote. The Manager may take part in all Board discussions.

(G) When the Manager is temporarily disabled from acting as Manager or when the office becomes vacant, the Board may appoint a Manager pro tem. The Manager pro tem has the authority and duties of Manager, except that a Manager pro tem may appoint or remove employees only with Board approval.

4.02 General Counsel

The office of General Counsel is established as the chief legal officer for the District to provide legal advice and representation. A majority of the Board must appoint and may remove the General Counsel.

4.03 Auditor

A majority of the Board must appoint and may remove an independent auditor for the District. The duties of the auditor include the following:

(A) Examine the District accounts at the close of each fiscal year;

(B) Conduct such examination in accordance with generally accepted auditing standards and to include tests of accounting records and other appropriate auditing procedures;

(C) Provide an opinion on the financial statements prepared at the close of each fiscal year;

(D) Make recommendations to the Board concerning accounting records, procedures and related activities; and

(E) Perform other services as requested by the Board.

4.04 General Manager Evaluation

(A) Criteria. The Board will evaluate the Manager annually based on the progress made in addressing District goals and objectives for the current fiscal year, and goals and areas for development identified by the evaluation for the previous year.

(B) Process.

(1) The Board will generally conduct its evaluation of the Manager at its regular meeting in June.

(2) Evaluations will be held in executive sessions unless the Manager requests that it be held as an open meeting.

(3) The Manager will prepare a written assessment identifying major accomplishments and submit it to the Board approximately two weeks prior to the evaluation session.

(4) The President will prepare a written summary of the evaluation comments by Board members and provide the document to the Manager approximately three days prior to the evaluation session.

(5) At evaluation sessions, Board will review the summary comments and members may make additional oral comments. The Manager will have an opportunity to respond to all comments. The Board will discuss the effect of the evaluation on the Manager's employment contract. The Board will allocate sufficient time for a thorough evaluation discussion with the Manager.

(C) Contract. After the evaluation the General Counsel will prepare the necessary and useful amendments to the Manager's employment contract. Contracts normally will be approved as a consent agenda item at the next regular Board meeting.

4.05 Exempt Employees

(A) Evaluations.

(1) The Manager will ensure monitoring of the efforts of exempt employees by continuous communication, coaching and informal quarterly review meetings.

(2) The Manager will ensure that formal performance reviews of exempt employees are regularly scheduled. The formal review will be a written performance evaluation to assist the exempt employee in career development and to provide the basis for compensation, promotion, transfer, and retention decisions.

(3) The written performance evaluation will be consistent with the continuous monitoring. The Manager will ensure that appropriate records of exempt employee accomplishments and behavior are maintained in order to assure that information included in the performance evaluation is accurate, illustrative and relevant to the entire evaluation period.

(4) Exempt employees will be evaluated each fiscal year based on two primary criteria:

(a) ability to meet three to five specific pre-determined goals and objectives that support the comprehensive plan of the District; and
(b) performance as a supervisor.

(5) Equal weight will be given to goals and objectives (50%) and performance level (50%). The composite score will determine what level of overall performance the exempt employee has achieved during the year.

(B) Compensation.

(1) The Manager will adopt a pay matrix system by administrative rule to determine the pay adjustment based on the composite score for each exempt employee. Any increase will be based on the level of performance and current pay in relation to the minimum and maximum of the assigned pay range.

(2) The base labor market rate, standard performance at the midpoint of the salary range of the pay matrix, will be used to determine annual adjustments to the pay ranges. The base labor market rate will be based on the labor costs of public agencies located in the Portland Metro area, as published each January by Milliman USA, plus two percent (2%) added for retention purposes. The retention rate may be adjusted based on economic and competitive reasons as recommended by the Manager.

(3) The District's total compensation (salary ranges and employee benefits) will be benchmarked to the area labor market and adjusted periodically to remain competitive in markets for which it competes for labor.