

General Manager Search
Roles and Responsibilities
Discussion **draft** 1/16/21 (Version 2021 1.16.6)

1) Board of Directors

- a) Provide input and approve initial Position Description
- b) Provide input and approve Recruitment Brochure
- c) Participate in structured public outreach to get input on desired knowledge, skills and abilities
- d) Review and consider
 - i) Results of public outreach regarding desired knowledge, skills and abilities for developing final position description
- e) Approve final Position Description
- f) Provide input on composition of the Community Interview Committee, a cross-section of community members who will interview and provide feedback on general manager finalist candidates
- g) Interview finalists put forward by Board Search Committee
 - i) Record feedback on a Candidate Interview Evaluation form
- h) Review and consider along with Board's own assessment
 - i) Feedback from Community Interview Committee
 - ii) Feedback from Employees
 - iii) Executive Search Firm's reports on final candidates
- i) Select general manager from finalists put forward by Search Committee
- j) Board President to lead negotiation of employment contract and compensation package

2) Board Search Committee (three members)

- a) Review Executive Search Firm candidates and retain Executive Search Firm
- b) Develop draft Position Description and Recruitment Brochure for presentation and approval by Board
- c) Interact with HR, Legal, Communications and Executive Search Firm
- d) Refine search process and timeline
- e) Communicate with Board on search process, including timeline, Position Description and Recruitment Brochure
- f) Review and interview initial pre-screened candidate pool identified by Executive Search Firm
 - i) Record feedback on a Candidate Interview Evaluation form
- g) Narrow candidate pool to 2-3 finalists.
 - i) Develop format for candidates invited to participate in finalist interviews
- h) Form the Community Interview Committee and invite individuals to participate
 - i) Develop format for Community Candidate Interviews
 - ii) Identify a facilitator and consistent feedback mechanism
 - iii) Identify a consistent method to gather the feedback
- i) Forward GM finalists to Community Interview Committee for interviews and feedback.
- j) Forward finalists to Board for interviews and selection of GM.

3) Executive Search Firm

- a) Recommend recruitment strategy and timeline
- b) Develop announcement and recruitment material
- c) Assist with development of Position Description and Recruitment Brochure
- d) Develop format for and potentially assist with execution of public outreach plan
- e) Identify and recruit diverse applicant pool
- f) Conduct candidate pre-screening
- g) Assist with candidate interviews
- h) Conduct reference checks and verification of credentials
- i) Communicate with applicants not selected
- j) Coordinate offer to preferred candidate

4) Community Interview Committee (Role to be more fully defined once Executive Search Firm is hired)

- a) Interview finalist candidates
 - i) Record feedback on a Candidate Interview Evaluation form
- b) Provide feedback to Board

5) TriMet Employees

- a) Provide feedback to Board on job description and finalist candidates; process to be determined

6) TriMet HR

- a) Support the Board of Directors in the hiring process
- b) Coordinate with TriMet Contract Administrator to
 - i) Conduct informal solicitation of proposals from Executive Search Firms
 - ii) Retain an Executive Search Firm, with direction from Board Search Committee
- c) Budget for executive search and hiring expenses
- d) Work with Executive Search Firm on matters including developing Position Description, Recruitment Brochure and recommending interview questions
- e) Coordinate with TriMet Public Affairs and Communications Team to publish Position Description and related documents
- f) Assist with obtaining employee feedback during GM search
- g) Commission executive compensation study
- h) Assist with additional activities to be identified.
- i) Work with Board President to negotiate and complete employment contract and compensation package with final GM candidate

7) TriMet Public Affairs and Communications

- a) Provide data along with HR to the Executive Search Firm to assist in preparing and publishing the recruitment brochure
- b) Prepare notifications to advertise the opportunities for public input into desired Knowledge, Skills and Abilities
- c) Attend Public Outreach Sessions
- d) Assemble and organize results of public outreach efforts for reporting to Board Search Committee
- e) Assist with additional activities to be identified

8) TriMet Legal

- a) Support the Board of Directors in the hiring process
- b) Advise Board of Directors and Board Search Committee on legal issues including
 - i) Public meeting and public records requirements
 - ii) Confidentiality issues related executive search
- c) Ensure that Board of Directors and Search Committee understand and adhere to legal requirements