

CHAPTER 2.20

CHIEF OPERATING OFFICER

- 2.20.010 Creation of Office
- 2.20.020 Appointment and Removal
- 2.20.030 Power and Duties of the Chief Operating Officer
- 2.20.040 Council Not to Interfere with Appointments or Removals
- 2.20.050 Emergencies
- 2.20.060 Compensation
- 2.20.070 Vacancy

2.20.010 Creation of Office

The office of Chief Operating Officer is hereby created pursuant to Metro Charter, Section 26. [Ord. 02-942A.]

2.20.020 Appointment and Removal

- (a) The Chief Operating Officer shall be appointed by the Council President subject to confirmation by the Council by resolution. The Council President shall involve the Council in the hiring process. The Chief Operating Officer shall be chosen solely on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office set forth in this Chapter. At the time of appointment, the appointee need not be a resident of Clackamas, Multnomah, or Washington County or the state, but during the Chief Operating Officer's tenure of office shall reside within the boundaries of Clackamas, Multnomah, or Washington County. No Council member shall receive such appointment during the term for which the Council member shall have been elected nor within one year after the expiration of the Council member's term.
- (b) The Chief Operating Officer serves at the pleasure of the Council and is subject to removal by the Council President with the concurrence of the Council by resolution. [Ord. 02-942A; Ord. 03-1002, Sec. 1.]

2.20.030 Power and Duties of the Chief Operating Officer

The Chief Operating Officer shall be the chief administrative officer of Metro, may head one or more departments, and shall be responsible to the Metro Council for the proper administration of all affairs of Metro. To that end, except as otherwise provided by Charter or ordinance, the Chief Operating Officer shall have the power and shall be required to:

- (a) Appoint, supervise, discipline, or remove all officers and employees of Metro. The Chief Operating Officer may authorize the head of a department or office to appoint, supervise, discipline, or remove subordinates in such department or office.
- (b) Serve as the district budget officer and accordingly prepare and submit to the Council a proposed annual budget, together with a message describing the important features of the proposed budget, and be responsible for the administration of the budget after its adoption by the Council.
- (c) Prepare and submit to the Council as of the end of the fiscal year a complete report on the finances and administrative activities of Metro for the preceding year.
- (d) Keep the Metro Council advised of the financial condition and future needs of Metro, and make such recommendations as may be deemed desirable.

- (e) Consolidate or combine offices, positions, departments, or units under the Chief Operating Officer's jurisdiction, with the approval of the Metro Council. The Chief Operating Officer may be the head of one or more departments.
- (f) Devote full time to the discharge of all official duties.
- (g) Perform such other duties as may be required by the Council, not inconsistent with Metro Charter, law, or Ordinances. [Ord. 02-942A; Ord. 07-1164A, Sec. 4.]

2.20.040 Council Not to Interfere with Appointments or Removals

- (a) Neither the Council nor any of its members shall direct or request the appointment of any person to, or removal from, office by the Chief Operating Officer or any of the Chief Operating Officer's subordinates.
- (b) Nothing in this section shall prevent the Council President or individual councilors from participating with the Chief Operating Officer in the assignment and performance review of Council staff.
- (c) The Metro Council shall direct staff resources through the Chief Operating Officer. [Ord. 02-942A.]

2.20.050 Emergencies

In case of accident, disaster, or other circumstance creating a public emergency, the Chief Operating Officer may award contracts and make purchases for the purpose of meeting the emergency; but the Chief Operating Officer shall file promptly with the Council a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures. [Ord. 02-942A.]

2.20.060 Compensation

The Chief Operating Officer shall receive such compensation as the Council shall fix from time to time by contract. [Ord. 02-942A.]

2.20.070 Vacancy

Any vacancy in the office of the Chief Operating Officer shall be filled with all due speed. During any vacancy or incapacity, the Council President may appoint an acting Chief Operating Officer subject to confirmation by the Council by resolution. [Ord. 02-942A.]