



OAKLAND-ALAMEDA COUNTY COLISEUM

**EXECUTIVE DIRECTOR**  
**OAKLAND-ALAMEDA COUNTY COLISEUM AUTHORITY**

This is an exciting opening for a position to serve as Executive Director of the **Oakland-Alameda County Coliseum Authority**. The Coliseum complex is a world-class sports and entertainment facility, home to the Oakland Raiders, Oakland A's, and the Golden State Warriors. A full range of entertainment events is offered year round at the complex. SMG is under contract to operate the facilities through June 30, 2012 and is responsible for the day-to-day management, operations, and administration of the facilities.

The Executive Director will work independently on a day-to-day basis under the general direction of the Authority Board. A primary function of the position is to ensure compliance with operating agreements so that the facilities are operated safely, efficiently, and profitably.

The Executive Director reports to an eight-member Board of Commissioners, which is comprised of two members of the Oakland City Council, two members of the Alameda County Board of Supervisors and four public representatives, two appointed by the County and two by the City. The Oakland City Administrator and the County Administrator serve as chief staff members and advisors to the Authority Board. The Oakland City Attorney and Alameda County Counsel serve as legal advisors. Administrative and fiscal staff support are provided by City and County staff.

**DUTIES OF EXECUTIVE DIRECTOR**  
**OF THE OAKLAND ALAMEDA COUNTY COLISEUM AUTHORITY**

The Executive Director is an employee of the Authority and shall perform the following duties, subject to the direction of the Board of Commissioners of the Authority. The Executive Director reports to the Board of Commissioners with respect of each of the following duties.

1. Administers and ensures the Authority's compliance with the Coliseum Complex agreements, including bond trust agreements and bank agreements relating to the Authority's bonds, licenses with sports franchises, and operating agreements with subcontractor.

2. In cooperation with the subcontractor, markets the Coliseum Complex for community-wide events (e.g. weddings, corporate meetings, retreats, conventions, festivals) and national events requiring involvement of other organizations in the Bay Area community.
3. Maintains a positive working relationship and continuing communication with the subcontractor that performs the duties of the operator at the Coliseum Complex. As necessary, may facilitate resolution of conflicts or disputes among such operating subcontractor, sports franchises and other major tenants to insure compliance with the agreements and the profitability of the Coliseum Complex.
4. Under the direction of the Board, participates in the development of requests for proposals (RFP) for services and acts as staff to the Authority Board in the RFP evaluation process. At the direction of the Board, (1) participates in the negotiation of the agreements to which the Authority is a party; (2) evaluates potential costs of proposals and agreements; and (3) provides input in the proposal evaluation process with respect to best business practices at other comparable facilities and within the industry generally.
5. In consultation with Legal Counsel, reviews agreements to be entered into by the Authority to protect the Authority's interests and allow for the efficient and profitable operation of the Coliseum Complex. Reports to the Authority Board, as required, on the content of existing contracts and issues relating to the operation of the Coliseum Complex as necessary to keep the Board informed. Provides leadership on behalf of the Authority Board in the negotiation of a resolution of disputes over contract language and other issues and recommends best option for resolution if such negotiation is not successful.
6. Develops and maintains positive relations with the print and electronic media on behalf of the Authority Board and the Coliseum Complex generally. Writes press releases as directed. Makes public presentations to community, business and other civic groups as needed. Maintains a positive image of the Coliseum Complex as an asset to the community at large and as a world class sports and entertainment facility.
7. Analyzes subcontractor financial statements and regularly reports assessment to the City Administrator, the County Administrator, the Auditor and to the Authority Board. In consultation with the Auditor, prepares annual budgets for the Authority.
8. Maintains continuing and positive communications with the Authority Board, County and City management officials and staff, the facility operator, the Oakland Raiders, Oakland Athletics and Golden State Warriors sports franchises, and other users of the Coliseum Complex.
9. In consultation with the subcontractor, reviews capital improvement, renovation and maintenance projects and annual capital budgets and recommends approval of capital improvement budgets to the Authority Board. In accordance with the requirements of the agreement between the subcontractor and the Authority, approves requests for reimbursement from operator for capital expenditures.
10. Coordinates the scheduling and conducting of Authority Board, committee and staff meetings including but not limited to: preparation of agendas; staff reports on all agenda

items; public notices; and minutes. Reviews all incoming correspondence to the Authority and prepares responses to such correspondence, as well as other required correspondence of the Authority.

11. Perform such other duties necessary for the successful operation of the Coliseum Complex or that may be requested or assigned by the Board.

## **THE IDEAL CANDIDATE**

The ideal candidate will:

- Be a strong and visible leader;
- Have very strong analytical and problem solving skills;
- Be able to evaluate, analyze and interpret complex financial statements and reports;
- Be able to develop, present and defend financial reports/profit loss statements;
- Have excellent communication abilities both orally and in written form;
- Be able to draft, interpret, negotiate and apply complex contract language;
- Have strong facilitation and mediation skills;
- Be a consensus builder;
- Understand the political process and public meeting dynamics and requirements;
- Identify and present the best business decisions and practices in a political environment;
- Understand sports franchise businesses and the dynamics of their operation;
- Understand comparable stadium/arena/entertainment facility operations;
- Will know or be able to learn the market and the best practices;
- Be able to build and maintain a good organizational public image;
- Develop and maintain positive media relations.

## **MINIMUM REQUIREMENTS**

- A degree in business administration, public administration, economics, or another closely related field. An advanced degree is desirable.
- Experience managing a similar revenue generating enterprise owned by a public entity or managing a facility comparable to the Coliseum Complex.
- Experience demonstrating successful application of the abilities and traits of “The Ideal Candidate”.

## **COMPENSATION**

Compensation will be commensurate with the selected candidate’s background, experience, their skill match for the position and recent salary history.

***If interested in this position, please submit a cover letter and resume by December 15, 2009 to Kay Winer, County of Alameda Human Resource Services, 1405 Lakeside Drive, Oakland, CA 94612. This information may also be sent electronically to [kay.winer@acgov.org](mailto:kay.winer@acgov.org). Any questions that you have may be directed to her via e-mail or by phone at (510) 271-5182.***