City of Portland Job Code: 30000546

# **CLASS SPECIFICATION**Clerk to the City Council

FLSA Status: Exempt Union Representation: Nonrepresented

#### **GENERAL PURPOSE**

Under general supervision, oversees the administrative program designed to support and enhance the official business of the City Council; performs a wide variety of difficult, detailed and official support functions, of an administrative and technical nature, that ensure the business of the City Council proceeds efficiently. Maintains and ensures consistent application of the City Charter, City Code, and applicable laws concerning significant aspects of the City Council legislative function, including the submission of legal documents; interacts with top-level officials and the public; performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS

This single-position class provides complex assistance and support to the City of Portland's legislative function. This position provides advice and counsel to the Mayor and City Commissioners and their staff, City managers, supervisors, employees, and the public regarding the correct protocols to use for Council sessions, explanations regarding Roberts Rules of Order, advice as outlined in City Code and Charter for document preparation, submission, timing, and placement of items on the Agenda. This position works with a significant degree of independence and sensitivity and the application of professional judgment. This position may lead support staff.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- 1. Oversees the City Council legislative function and ensures that the legislative process follows provisions that are set forth in the City Charter and City Code; ensures all City Council documents are in compliance with applicable federal, state, and local laws, regulations, policies, and procedures before they are brought to City Council for their consideration and vote; rejects documents if they are out of compliance; rewrites the Ordinance Title if necessary to clarify the stated intent of the document, offers advice, counsel and problem-solving on procedures and processes to facilitate compliance with applicable laws; ensures that items are voted on, recorded and processed in accordance with all legal requirements including public meetings and public records laws
- 2. Establishes and maintains effective working relationships with City Council members and staff, bureau management, employees, and the public in order to promote understanding of the City Council processes and procedures.

- 3. Interprets City Charter and City Code regulations and legal requirements relative to City Council business, such as the preparation of reports, ordinances, resolutions, and hearings to be held before the City Council for City Commissioners and their staff, City managers, employees, and the public; provides guidance and assistance to bureau management and employees; responds to requests for City Council information from the public and the media.
- 4. Advises City Commissioners and their staff, bureau managers, and supervisors on City Council processes, procedures, and requirements; researches and develops recommendations regarding sensitive issues and items for City Council.
- 5. Oversees the preparation of the weekly official City Council Agenda. Ensures that the Agenda is disseminated in accordance with all legal requirements. Leads and monitors support staff to send out required information regarding pending Council action and Council decisions to affected public, petitioners, remonstrators, claimants, bidders, and city bureaus and departments.
- 6. Provides support to the City Council during their weekly legislative meetings. Reads agenda items, records the disposition of each council item, signs ordinances and resolutions, and directs their distribution. During Council meetings, address Council to clarify motions, amendments and procedures as necessary.
- 7. Maintains and archives large-scale, specialized City Council records and files; manages a library of videos, print media, and projection materials; provides records management support for specialized, time-sensitive activities; archives print and digital media that documents, records, and preserves City Council actions.
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- 9. Maintains training programs and conducts training classes on the City Council process, procedures and requirement for new commissioners, bureau managers, supervisors, and employees; develops training brochures, lesson plans, and presentations for training classes as needed.
- 10. Acts as a high profile representative of the City Auditor's office during City Council sessions; makes on the spot decisions regarding the City Charter, City Code and applicable laws concerning significant aspects of the City Council legislative function.
- 11. Educates and assists the public on the processes and procedures for interacting with City officials and testifying at Council meetings.
- 12. Participates in statewide organization; represents the Auditor's Office at conferences; reviews various professional periodicals and other educational materials for new legislation, case law, and legal interpretations that may impact the City Council legislative function.

#### MINIMUM QUALIFICATIONS

#### **Knowledge of:**

1. Federal, state, and local laws applicable to Oregon public meeting law; City Council operations, meetings and hearings.

- 2. City organization, ordinances, rules, policies, and procedures relating to the City's legislative process including the prescribed process for submitting documents to Council.
- 3. Roberts Rules of Order.
- 4. Computer hardware and standard and advanced uses of word processing, spreadsheet, database, and customized software; internet technologies.
- 5. Principles and practices of public administration; State and City laws, policies, and procedures applicable to the maintenance of public records.
- 6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 7. Research methods and procedures.

#### **Ability to:**

- 1. Communicate effectively orally and in writing, expressing ideas and conveying information clearly.
- 2. Plan, oversee, and coordinate the work of assigned staff.
- 3. Gather relevant data and make appropriate recommendations.
- 4. Record public meetings/hearings and transcribe and summarize the recordings into official meeting minutes.
- 5. Operate a computer and word processing software and other standard office equipment.
- 6. Manage multiple and rapidly changing priorities.
- 7. Plan, organize, set priorities and accomplish tasks with minimal supervision.
- 8. Understand, interpret, explain and apply city, state, and federal policy, law, code, regulation and court decisions applicable to the City of Portland.
- 9. Organize and maintain confidential and sensitive information.
- 10. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
- 11. Establish and maintain effective working relationships with elected officials, bureau heads, staff, community and business leaders, the public, the media and others encountered in the course of work.
- 12. Work in a visible position with skill, diplomacy and poise.
- 11. Respond promptly in an objective, professional and credible manner to charged situations.
- 12. Exercise sound management and political acumen, tact and diplomacy in dealing with sensitive and confidential issues where multiple agendas may exist.

13. Prepare training materials and conduct classes.

14. Effectively represent the Auditor's Office in dealings with employees, business leaders, community organizations, and other governmental entities.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, or a related field; and two years experience in a government agency; or an equivalent combination of training and experience.

## Licenses; Certificates; Special Requirements:

A valid state driver's license.

#### PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

# **Class History:**

Adopted: 07-01-02

Revised: 10-01-07

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

0962 ASSISTANT PROGRAM SPECIALIST Adopted: 07-01-92

June 2009 - Change Job Class number from 7310 to 30000546, due to system change.

Revised 12-3-2009 – Updated job responsibilities and duties.