CLASS SPECIFICATION
Supervisor – Council Support & Contracts

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the activities of the Council/Contracts division within the Office of the City Auditor; oversees the council clerk function, the maintenance of the City Code and Charter, central contracts and disbursements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position supervisory class reports to the Chief Deputy City Auditor and is responsible for the maintenance of the City Code, central contracts and disbursements as mandated by state law, City Code and City Charter

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. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and Auditor's mission, objectives and service expectations; provide leadership and participate in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Monitors and audits all City contracts; ensures that contracts conform to all city and state legal requirements, including bonding, insurance and wage certification; maintains retainage accounts and

authorizes official release of funds; responds to inquiries, consults with the City Attorney's office on legal contract issues; serves as a technical resource on contract writing for citywide staff.

5. Supervises the Clerk to the City Council to ensure appropriate administrative and operational advice is provided to the elected city body; oversees the Council agenda process, the disposition of items, the distribution of Council minutes and provides advice when issues arise.

6. Contributes to the accurate documentation of City government activity through the support of City Council Operations.

7. Supervises the land use process that ensures compliance with notification requirements and schedules established by City Code on land use matters; records land use documents, prepares lists of property owners; schedules hearings for land use appeals; prepares and certifies records on matters appealed to City Council and the Land Use Court of Appeals.

8. Oversees and assists in evaluating street vacation petitions for sufficiency and accuracy as outlined in the City Code, Charter and Oregon Revised Statutes; calculates square footage, determines ownership, reviews legal descriptions, recommends petition approval.

9. Supervises the review and disbursements of all vendor checks and the receipt, printing and distribution of all City payroll checks. Verifies the next of kin and adheres to all City and State laws regarding the final paycheck for deceased employees.

10. Prepares the annual budget proposals for this division; monitors expenditures, reports and tracks performance measurements.

11. Assists in the development of policies and procedures for the capture, storage and distribution of electronic City Council documents; assists in the implementation of the City's electronic records management system on a citywide basis; make electronic documents available to all city employees and citizens.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of public administration for elected council operations; Portland City Council organization and work processes.

2. City Code, City Charter and Portland Policy document provisions.

3. Contract administration practices and procedures.

4. Organization, functions, legal requirements, operations, rules and policies of the Portland City Council.

5. Research techniques, methods and procedures.

6. Principles and practices of sound business communication and public administration.

7. Principles and practices of effective management and supervision.
8. Roberts Rules of Order.
9. Processes involved in land use notification, including public hearing procedures.
10. Accounting practices and standards for accounts payables and employee payroll.
11. Federal, state and local laws and court decisions applicable to assigned programs and areas of responsibility.
12. Budget, personnel, cost control, and administrative practices and policies.
13. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, direct, manage and integrate a group of functions.
2. Understand, interpret, explain and apply city, state, and federal policy, law, code, regulation and court decisions.
3. Analyze administrative, operational, procedural organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Exercise sound management and political acumen, tact and diplomacy in dealing with sensitive and confidential issues where multiple agendas may exist.
6. Communicate effectively orally and in writing.
7. Conduct training for section staff and staff of other
8. Perform mathematical and statistical calculations and analyses sufficient to track and report on division activities.
9. Learn and apply a variety of computer software programs.
10. Plan, organize, set priorities and accomplish tasks with minimal supervision.
11. Establish and maintain good working relationships with other employees, representatives of other agencies, public officials and the public.

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 business or public administration, finance or a closely related field; and four years of administrative or program experience in a large municipality's Auditor's Office, including at least one year at a supervisory level; or an equivalent combination of training and experience.

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 class(es):

0966 PROGRAM COORDINATOR. Adopted: 07-01-92

June 2009 - Change Job Class number from 7312 to 30000547, due to system change.