

CLASS SPECIFICATION
Children's Levy Commissioner's Staff Representative

FLSA Status: Exempt
Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under general direction, provides management support to the Children's Levy; provides leadership and staff support to one or more of the major committees associated with this program; assist committees in identifying, defining and implementing funding decisions; researches, analyzes and provides recommendations to committees; serve as part of the strategic team that helps guide the success of the Children's Levy; leads and participates in efforts to build program support and participation with internal and external program stakeholders; and performs related duties as assigned.

Note: The City proposed and voters approved a local option property tax levy at the November 5, 2002, general election to fund programs to help children in Portland. The levy created the Portland Children's Levy to make targeted investments in proven programs in the areas of early childhood development, after school and mentoring activities, and prevention of child abuse and neglect. A five person citizen Allocation Committee was created to make recommendations regarding the expenditure of levy funds. In November 2008 voters approved a renewal of the local option property tax levy to continue supporting the Portland Children's Levy to make targeted investments in proven programs in early childhood, child abuse prevention and intervention, foster care, after-school and mentoring. The Portland Children's Levy generates approximately \$13 million per year to invest in children.

DISTINGUISHING CHARACTERISTICS

The Children's Levy Commissioner's Staff Representative is responsible for providing management support to the Children's Levy, and staff support and direction to one or more of the major committees associated with the program. Work requires program management expertise to integrate multiple interests and stakeholders in achieving successful program results. In-depth organization and process knowledge is required for ensuring program success. An incumbent may also be assigned to supervise and direct the work of other staff.

The Children's Levy Commissioner's Staff Representative is further distinguished from Commissioner's Staff Representatives in that the incumbents in the former class provide leadership and support specifically to the Children's Levy Program. Similar to the Commissioner's Staff Representative, incumbents in this classification serve as administrative staff to a Council member and are therefore exempt from City Classified Service as referenced in the HR Administrative Rule 8.05 - Classified Service.

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. As staff support to one or more of the major committees associated with the Children's Levy, assists the committees in establishing project goals, processes, procedures and objectives; conducts research in assigned areas; plans and sets meeting agendas and facilitates meetings, develops recommendations for funding criteria to submit to the Committee for review, discussion and approval; negotiates, manages and expedites consultant contracts and monitors project status and progress; leads and participates in the analysis and redesign of complex work processes associated with program requirements; conducts management reviews of progress against time lines and budgets and develops project reports and related materials; develops and prepares City Council reports and presentations.
2. Evaluates the effectiveness of program activities and makes or recommends program modifications; monitors conformance with program budget and other City/grantor requirements; ensures the implementation of annual audits of the Fund; prepares narrative and statistical program performance reports and recommendations.
3. Coordinates and integrates program services and activities with other bureaus and City offices; develops program partnerships, where applicable, with external agencies and organizations; leads, facilitates and manages development of multi-agency and intergovernmental agreements.
4. Develops the public process leading up to and including the issuance of requests for proposal for grant funding from the Fund; works with the City Attorney's Office to draft grant agreements and negotiate the specific agreements with each funded grantee; oversees the monitoring of the grants awarded by the Committee.
5. Manages and directs program outreach, informational and promotional activities, including development of information and outreach materials and planning and conducting outreach programs and events.
6. Serves as an expert program resource; provides training and technical assistance to City and other agency staff; interprets program policies and associated regulations; represents the committee in meetings with outside agencies, boards, commissions and legislative bodies regarding program issues.
7. Performs legislative and policy analyses of complex issues with potentially significant impact on assigned program operations and/or funding; formulates approaches and courses of action to address issues identified.
8. Manages and facilitates strategic planning processes for the Levy; advocates for children's programs in the community at large.
9. Identifies public and private resources to support program objectives; coordinates funding and related activities with other children's programs; supervises the development of proposal and funding applications; supervises and participates in drafting requests for proposal, including defining scope of work; evaluates proposals and selects successful bidders; prepares required ordinances and other related reports; administers contracts for services and monitors work to ensure contract requirements are met.
10. Manages all aspects of grant accounting and Levy administrative budget, including acting as liaison to the Offices of Management and Finance and the auditor, manages external audit of the Levy, and presents financial information to the Levy Allocation Committee.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, tools and techniques of program planning and management.
2. Functions of public agencies, including the role and responsibilities of a public governing board.
3. Principles and practices of public administration, including purchasing, budgeting, contracting and maintenance of public records.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Principles and practices of public outreach and involvement, including marketing principles and practices.
6. Computer hardware and uses of business software, including word processing, spreadsheet, database and other applications.
7. Constituent service standards, policies, and procedures.
8. Research techniques, methods and procedures.
9. Principles, practices and techniques of group process facilitation and conflict resolution.
10. Principles and practices of sound business communication.
11. Principles and practices of effective management and supervision; City human resources policies.

Ability to:

1. Plan, organize, manage and direct a variety of complex program functions and activities to program goals, objectives, timelines and deliverables.
2. Manage multiple and rapidly changing priorities; organize and set priorities.
3. Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
4. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
5. Coordinate program activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.

6. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
7. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to program responsibilities.
8. Understand, interpret and respond to internal and external customer needs and expectations.
9. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
10. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
11. Work effectively with a culturally diverse workforce and client base; work as part of a team.
12. Negotiate effectively on behalf of the program and the City.
13. Ensure the maintenance of all required files, records and documentation.
14. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.
15. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
16. Establish and maintain effective working relationships with staff of other bureaus, representatives of other agencies, the public and others encountered in the course of work.

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 closely related field; and at least five years of progressively responsible program development, implementation and administration experience; or an equivalent combination of training and experience. Post-graduate coursework in public administration, law, non-profit management or a related field is desirable. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain work assignments.

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: 06-30-04

Revised: June 2009 - Changed to SAP number from previous Job Class number of 0042.

June 2009 - Change Job Class number from 0042 to 30000010, due to system change.

June 2010 – updated Job Title to reflect name change of program; updated for additional duty.