

Office of the City Auditor

**CLASS SPECIFICATION
CLERK TO CITY COUNCIL**

[Salary Grade 56](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under general direction, responsible for the administrative program supporting the official business of City Council.

Responsibilities include: preparing and disseminating the City Council agenda in accordance with legal requirements; ensuring consistent application of City Charter and Code and applicable laws concerning the City Council legislative function; providing Council program support to top-level officials and the public; administering City Council meetings in accordance with rules and laws.

DISTINGUISHING CHARACTERISTICS

Clerk to City Council is a single-incumbent classification. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Clerk to City Council is distinguished from the Administrative Specialist series in that the former is responsible for leading the function of providing complex assistance and support to the City of Portland's legislative function specific to the official business of City Council, while the latter provides back up and administrative support to the Clerk.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following duties and perform related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Oversee preparation of the official City Council agenda, including the work of administrative staff; ensure agenda, pending Council actions, and decisions, including the preparation of Orders of Council, are disseminated in accordance with legal requirements.
3. Ensure all City Council documents, including reports, ordinances, resolutions, and hearings comply with applicable federal, state, and City laws, regulations, policies, and procedures prior to City Council consideration and vote.
4. Record City Council meetings on audio; take notes of actions during meetings; administer logistics, including operating timer for speakers, controlling microphones and displays, and setting up presentations.
5. Participate in and lead support staff in the preparation of the official Council minutes from audio recordings for City Council approval.
6. Provide guidance and assistance to Bureau/Office staff regarding legal requirements for official documents; respond to requests for City Council information and related public records.
7. Advise City Commissioners and their staff and Bureau/Office staff on City Council processes, procedures, and requirements; research and develop recommendations regarding sensitive issues and items for City Council.
8. Develop and conduct training classes on the City Council process, procedures and requirement for new commissioners, bureau managers, supervisors, and employees.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by a supervisor or other manager or executive staff in the City Auditor's Office.

This classification has no supervisory responsibilities, but leads and oversees the work of assigned administrative staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of City Code, City Charter, and Roberts Rules of Order.
2. Knowledge of federal, state, and local laws relevant to public meeting law and City Council operations, meetings, and hearings.
3. Knowledge of City Council operations, organization, and work processes; business communication; maintenance of official records.
4. Ability to communicate effectively, clearly and in a professional and courteous manner, both orally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents.
5. Ability to work independently and exercise tact and diplomacy in dealing with confidential issues; navigate sensitive political environments.
6. Ability to apply City Charter and Code provisions, and provide clear explanations regarding Roberts Rules of Order.
7. Ability to establish and maintain effective working relationships with members of City Council and their staff, Bureau/Office staff, community organizations, other governmental officials, media representatives, the public, and others.
8. Ability to use City-specific technology and general office software.
9. Ability to train, evaluate, and provide guidance to staff.
10. Ability to be flexible and handle shifting and competing work demands.

MINIMUM QUALIFICATIONS REQUIRED

A typical way to obtain the knowledge and abilities would be:

Education/Training: High school diploma or GED;

AND

Experience: Four (4) years of related experience;

OR

Equivalent combination of training and experience.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Course work from an accredited college or university in public administration, business administration, or related field.

Municipal Clerk/Northwest Clerks Institute certification.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: