

CLASS SPECIFICATION
Chief Deputy City Auditor

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

GENERAL PURPOSE

Under general policy direction, plans, organizes, directs and manages divisions within the Auditor's Office; provides financial planning and reporting, budgeting, accounting and a variety of other business services in support of bureau management and staff; provides expert professional advice and assistance to bureau management on a broad range of complex financing, budgeting, human resources, and policy and procedure matters; and performs related duties as assigned. This classification represents the City Auditor as necessary and is the sole position within the bureau designated to act on behalf of the City Auditor whenever authorized.

DISTINGUISHING CHARACTERISTICS

This single position class supervises professional, technical, supervisory, and clerical employees within the Office of the City Auditor depending on the particular responsibilities assigned by the City Auditor. The Chief Deputy City Auditor represents the City Auditor as necessary and acts for the City Auditor when so authorized. The Chief Deputy City Auditor also helps the City Auditor develop and carry out strategies to advance the City Auditor's agenda. The responsibilities assigned to this position are broad in scope and require a high degree of political acumen, administrative discretion and awareness of City, bureau, office and public concerns and issues. The incumbent may also make official certifications, administer oaths, and perform other official duties of the City Auditor.

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, organizes, controls, integrates and evaluates the work of the assigned staff directly or through subordinate supervisors; in conjunction with subordinate supervisors develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with subordinate supervisors to develop and retain a high performance, service-oriented work environment that supports the City's and the Auditor's Office mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. On behalf to the City Auditor, is the administrator of the Archives & Records Management division; Elections Office; and Assessments, Finance, and Foreclosure program.
5. Researches and evaluates issues, policies, laws, and procedures that effect City Ordinances, City Code, and Portland Policy Documents; makes recommendations for new and /or amended policies to improve or update City Ordinances, City Code, and Portland Policy Documents.; analyses proposed State legislation and regulation and reviews them for impact on City Ordinances, City Code, and Portland Policy Documents, and the City Auditor's Office and its functions. Works with other bureaus to propose new statewide legislation.
6. Plans, coordinates, organizes, oversees, manages, directs and evaluates the day-to-day activities and operations of the Auditor's Office and staff; interprets administrative policies and relays instructions and policy and procedural revisions to staff; establishes and enforces effective management practices.
7. Directs and participates in the development, implementation and administration of the Auditor's Office operating and capital budget; conducts analysis of budget issues and advises the City Auditor on complex funding and budget-related matters; oversees the development of Auditor's Office fee systems and structures.
8. Directs the preparation of and reviews periodic financial reports for the City Auditor; compiles and analyzes complex financial data and information and prepares comprehensive reports and recommendations; makes presentations on bureau financial status and operations; monitors developments related to finance and funding matters and evaluations their impact on bureau operations and financial matters.
9. Develops, reviews and directs the implementation of policies and procedures for the Auditor's Office operations and manages divisions such as Council Clerk/Contracts,

Archives & Records Management, Elections Office, and Assessment, Finance & Foreclosure programs and/or any other divisions and functions assigned by the City Auditor; directs the development of goals, objectives and policies for design, management and implementation of information systems used within the City Auditor's Office; ensures plans are consistent with City and bureau plans and policies.

10. Ensures bureau compliance with City Code and the Bureau of Human Resources policies, procedures, requirements and goals; develops and implements specific Auditor's Office policies and procedures in compliance with City-wide policies and procedures; develops and implements recruitment, selection and retention activities to ensure qualified and diverse workforces.
11. Prepares and administers the Auditor's Office Affirmative Action plan. Prepares, monitors, tracks and reports on the Affirmative Action goals and objectives on an annual basis. Develops strategies to hire and retain a diverse workforce.
12. Leads, facilitates and participates in the development and coordination of policies and activities related to the Auditor's Office strategic mission and plan; negotiates service contracts and agreements; assists in setting strategic program direction; performs problem-solving for bureau management problems and issues; advises the City Auditor on various issues.
13. Provides leadership and project management for a number of specific initiatives within the Office of the City Auditor.
14. Prepares and administers the Auditor's Office Continuity of Operations Plan.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Portland City Code and City Charter; applicable State of Oregon statutes.
2. Organization of the City, County and State government, including the functions and interrelationships of its bureaus and offices.
3. Operations and programs of the Office of the City Auditor.
4. Formal and informal process of City government and political process as it affects the

City of Portland.

5. Principles and practices of public administration, including goal setting, program development and implementation, human resource management, purchasing, contract development, and administration and maintenance of public records.
6. Principles, practices, methods and techniques of financial analysis and forecasting.
7. Principles, practices and methods of municipal budget development and management.
8. Practices and procedures of enterprise and governmental accounting, including costs and project accounting and methods of financial control and reporting.
9. Internal control principles and practices.
10. City operations and functions and associated financial management, budgeting, human resources and information technology issues and challenges.
11. Research methods and statistical and financial analysis techniques.
12. Principles and practices of computer-based accounting and human resources management systems.
13. Principles and practices of effective management and supervision.
14. City human resources policies and labor contract provisions.

Ability to:

1. Manage and direct a diverse staff of technical, professional and administrative personnel assigned to a variety of programs and functions.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and policy recommendations in accordance with laws, regulations, rules and policies.
3. Organize, set priorities and exercise sound independent judgment within areas assigned responsibility.

4. Analyze, evaluate and make sound recommendations on complex financial data and general policy as applied throughout all division of the Auditor's Office.
5. Define budgetary issues, perform difficult and complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations as applied throughout all divisions of the Auditor's Office.
6. Understand, interpret, explain and apply City, State and Federal policy, law, regulations and court decisions applicable to areas of responsibility.
7. Exercise independent professional judgment, initiative and political acumen within broad policy guidelines.
8. Present proposals and recommendations clearly and logically.
9. Represent the City and Auditor's Office effectively in dealings with representatives of external agencies, other governmental agencies and the public on a variety of bureau programs, agendas and issues.
10. Prepare clear, concise and comprehensive reports, correspondence, studies and other written materials.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, community organizations, representatives of other governmental 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, finance or a closely related field; and at least four years of progressively responsible finance, budgeting, human resources and administrative experience in local government; or an equivalent combination of training and experience. Experience in a public agency is preferred.

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 and 12-3-09

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

0540 CHIEF DEPUTY CITY AUDITOR. Adopted: 07-01-92

June 2009 - Change Job Class number from 7345 to 30000558, due to system change.