CLASS SPECIFICATION
Children's Levy Commissioner's Administrative Support Specialist

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

GENERAL PURPOSE

Under general supervision, performs varied, difficult, sensitive and confidential administrative support functions in support of the Children's Levy management staff and committees; 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 Administrative Support Specialist is responsible for providing diverse and complex administrative support services to the Children's Levy management staff and committees. Incumbents operate in an environment characterized by involvement in broad issues and interaction with City elected executives, bureau management and staff, other governmental agencies, constituents and the media on complex and sensitive matters. Within this class, incumbents may be assigned administrative support duties that range from entry-level to advanced, in terms of complexity and visibility. Levels of autonomy will vary and are based on the level of assignments given. An incumbent may also be assigned to supervise and direct the work of other support staff.

Children's Levy Commissioner's Administrative Support Specialist is distinguished from Commissioner's Administrative Support Specialist classifications in that the incumbent in the former class provides administrative support services specifically to the Children's Levy program. Similar to the Commissioner's Administrative Support Specialist, 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. Coordinates office projects and programs as assigned; conducts research in assigned areas, gathers and analyzes data; reviews current literature and relevant program models; provides background information and policy recommendations; gathers, analyzes and interprets statistical data and reports; prepares reports and summaries; confers with governmental, nonprofit and community organizations to develop requirements for providing data for research and outcome reports; briefs managers and committees on matters of concern and secures information required for proper action or follow-up.

2. Provides administrative support to the Children's Levy management staff and committees; types and/or drafts materials, memoranda, correspondence, reports, proclamations, ordinances, agreements, forms and technical reports; tracks and processes documents; ensures materials, reports and documents are accurate and complete; assists in coordinating approval processes for Council ordinances, reports and resolutions; develops, revises and maintains office documents; communicates and explains program policies and procedures; attends meetings and conferences and prepares written or oral summaries on items of interest.

3. Assists managers in developing: recommendations for funding criteria; requirements and processes for obtaining funds; methods to evaluate the service impact and cost effectiveness of funded programs; and media and communications strategies.

4. Prepares technical worksheets, tables and computations; establishes and maintains databases of information to track pending projects, mailing lists, lists of service providers and interested parties, budget expenditures, and similar matters.

5. Attends and takes minutes of committee meetings; assists committees in establishing goals, processes and procedures; plans and sets meeting agendas.

6. Responds to inquiries, complaints and concerns; researches and prepares written responses; assists managers in implementing media and communication strategies.

7. Types and/or drafts contracts, and assists in; developing scope of work; tracking, processing, and coordinating approval processes for contracts; and managing and monitoring the work of consultants.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Administrative and office support practices and procedures.

2. Processes involved in public policy development.

3. Basic structure of non-profit organization governance, administration and service delivery.

4. Basic functions of contract and grant management for social services.

5. Basic functions of public agencies, including the role and responsibilities of a public governing board.

6. City administrative procedures and forms for human resources, purchasing, inventory, accounts payable, budgeting and travel processes.

7. Computer hardware and uses of business software, including word processing, graphics, spreadsheet, database and other applications.

8. Constituent service standards, policies, procedures and etiquette.

9. Research techniques, methods and procedures.

10. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

Ability to:

1. Operate computer and word processing software and other standard office equipment.

2. Manage multiple and rapidly changing priorities.

3. Identify and solve problems; and organize, set priorities and exercise sound independent judgment within areas of responsibility.

4. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.

5. Evaluate program and work policies and processes and recommend and implement improvements.

6. Research and analyze data, and make sound recommendations

7. Compose correspondence, prepare documents and make arrangements from brief instructions.

8. Communicate clearly and effectively orally and in writing.

9. Prepare clear, accurate and concise records and reports.

10. Maintain highly sensitive and confidential information.

11. Manage complex relationships; use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.

12. Work effectively with a culturally diverse workforce and client base.

13. Establish and maintain highly effective working relationships with elected and appointed officials, bureau management, staff, community and business leaders, constituents, the media 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 business or public administration or a closely related field; or an equivalent combination of training and experience. Coursework in child development, early childhood education, special education, social work, public health, program design and evaluation or related fields is desirable.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain 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 depend, 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: 10-06-04 FLSA Status changed to Covered.

June 2009 - Change Job Class number from 0040 to 30000009, due to system change.

June 2010 – updated Job Title to reflect name change of program.